

**North Carolina Community College System
Technology & Workforce Development
Leadership Committee**

**Meeting Summary
September 15, 2010**

The September 2010 meeting of the Workforce Development Leadership Committee (WDLC) was held onsite September 15, 2010. The following members and guests were in attendance.

<p>Members in Attendance: Barbara Boyce, Dir Con Ed, NCCCS Doris Carver, Piedmont CC Barbara Greene, Cleveland CC Velva Jenkins, Brunswick CC Carol Johnston, Mitchell CC Laura Leatherwood, Haywood CC Sue Marion, Forsyth TCC</p>	<p>Sharon McGinnis, Coastal Carolina CC Jeanie Moore, Rowan-Cabarrus CC Randy Parker, Vance-Granville CC George Sappenfield, Surry CC Sam Strickland, Wake TCC Stelfanie Williams, Central Carolina CC Dr. Sandra Williams, VP- Technology/Workforce, NCCCS</p>	<p>Members Not in Attendance: Brad Ledbetter, McDowell TCC</p> <p>Others in Attendance: Phil Batts, Public Safety, NCCCS Robin Coates, HRD, NCCCS Stephanie Deese, Workforce Dvlp, NCCCS Tracy McPherson, Public Safety, NCCCS George Millsaps, Small Business Center Network, NCCCS John Pettitt, Audit Svcs, NCCCS Randy Whitfield, Basic Skills, NCCCS</p>
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Approval of Minutes

Barbara Greene, Chair opened the meeting. Minutes from August meeting were approved.

Review of Course Requests

Course ID	Course Title/Description	R	M	Program Area	Recommendation
AET-3210	Avionics Practical Wiring	64	77	K35- Electrical/ Electronic Occ	Approved the new series of courses as submitted.
AET-3212	Avionics Communication Theory	64	77	K35- Electrical/ Electronic Occ	
AET-3214	Aviation Navigational Equip	64	77	K35- Electrical/ Electronic Occ	
AET-3216	Aviation Navigation Systems	64	77	K35- Electrical/ Electronic Occ	
AET-3218	Tactical Navigation Systems	64	77	K35- Electrical/ Electronic Occ	
HIT-3100	HIT: Redesign Specialist	480	576	L-30 Health Occupations	Approved the new series of courses as submitted.
HIT-3200	HIT: Clinician/Practitioner	400	480	L-30 Health Occupations	
HIT-3300	HIT: Implementation Support	420	504	L-30 Health Occupations	
HIT-3400	HIT: Implementation Manager	450	540	L-30 Health Occupations	
HIT-3500	HIT: Tech/Software Support	450	540	L-30 Health Occupations	
HIT-3600	HIT: Trainer	460	552	L-30 Health Occupations	
COM-3728	Writing for Publication	30	36	R10-Communications	New course request denied. Recommend using MKT3419
PHM3250	Pharmacy Technician	90	108	L-30 Health Occupations	Request to increase the recommended hours from 90 to 230 was not approved

Presidents' Association Update – Randy Parker

- As chair of the Finance Committee on the President's Association Randy updated the group about the Governor's request for 5/10/15 percent budget cuts were due by end of next month. The cuts focus around specific programs that will not affect the student population. They will be meeting with Jennifer Haygood Chief Financial Officer at NCCCS.

NCCCS System Office Updates – Dr. Sandra Williams

- Dr. Williams gave an update on the budget as it relates the System Office.

JobsNow/CRC Update – Stephanie Deese

- Numbers for September include 18,488 students enrolled in one or more training program components; 10,320 completers of one or more training program components; 1,553 state-regulated credentials earned; 1,206 industry-regulated credentials earned; and 6,980 Career Readiness Certificates issued.

BLET Reading Assessment – Tracy McPherson

- Tracy provided an update to the committee regarding BLET reading assessment tool. There is still discussion on the best test to use and she will be disseminating updates to senior continuing education administrators as they are available.

New Business

New Small Business Center Guidelines – George Millsaps

- George presented the 2011 draft guidelines for the committee's review. The guidelines require approvals from several committees and are expected to be completed and distributed in January/February.

NCCCS Program Audit Task Force – Barbara Boyce/John Pettitt

- John and Barbara reviewed some of the common audit findings of the year. The Audit Task Force will take up the measures and determine the best way to educate the colleges on proper workflows for registration and class attendance.

Meeting adjourned at 3:10 pm September 15, 2010

Next Scheduled Meeting: October 6, 2010 at 10:00 a.m. (conference call)