



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 12, 2000

RESPONSE DEADLINE: November 1, 2000

MEMORANDUM

TO: Community College Presidents

FROM: Scott Ralls, Vice President
Economic and Workforce Development

SUBJECT: **Economic and Workforce Development Orientation & Concurrent Training Sessions on Computerized Information Management and Reporting Systems**

The Economic and Workforce Development Division will be conducting an **Orientation Program and Concurrent Training Sessions** for new community college staff and/or interested others on **November 27-December 1, 2000, at the System Office, Caswell Building, Fifth Floor Conference Room and Second Floor Computer Lab**. The Orientation and Concurrent Training Sessions will focus on different program areas on different days, and registrants may sign up for individual or multiple sessions (tentative programs are attached).

Orientation

Day 1: *Small Business Center Network*
Day 2: *Workforce Initiatives/
Human Resources Development*
Day 3: *Continuing Education*
Day 4: *New & Expanding Industry*
Day 5: *Focused Industrial Training*

Concurrent Training

Day 1: *HRD Reporting System*
Day 2: *SBCN Reporting System*
Day 3: *NEIT IM System*
Day 4: *CE Master Course List System*

A daily registration fee of **\$20** has been set to cover the cost of a continental breakfast, a catered lunch, and refreshments each day. For planning purposes, all participants are asked to **pre-register before November 1, 2000**. Please refer to the attached materials for more details.

This is an extremely active time with all our economic and workforce development programs, and the responses from our program evaluations last year indicated that the orientation sessions provide an excellent way for new staff to get up to speed quickly. If you have questions, please contact Chuck Barham (ext. 408) or Sandra Hall (ext. 417).

CC00-213
Email & Paper Copy

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SR/LFW

Attachments

c: H. Martin Lancaster
Stephen C. Scott
Focused Industrial Training Directors
Human Resources Development Directors
New and Expanding Industry Training Directors
Senior Continuing Education Administrators
Small Business Center Directors
WIA Community College Contacts

Economic and Workforce Development Orientation Program
(For New Community College Staff and/or Interested Others)

November 27 – December 1, 2000

North Carolina Community College System ~ Caswell Building ~ Fifth Floor Conference Room
200 West Jones Street, Raleigh, North Carolina

Program

Monday, November 27

Small Business Center Network

10:30 a.m. - 11:00 a.m.
Welcome/Program Overview
Dr. Scott Ralls

11:00 a.m. - 12:45 p.m.
SBCN Orientation
Gayle Harvey

- History
- Mission
- Funding
- Organizational Chart
- Evaluation
- Annual Report

12:45 p.m. - 1:30 p.m.
Lunch (Catered)

1:30 p.m. - 4:00 p.m.
SBCN Primary Services
Regional SBCN Directors

- Counseling
- Seminars/Workshops
- Resource Centers

Partnerships
Gayle Harvey

Program Goals/Initiatives
Gayle Harvey

4:00 p.m.
Wrap-up
Dr. Scott Ralls

Tuesday, November 28

Workforce Initiatives / HRD

9:30 a.m. - 10:00 a.m.
Welcome/Program Overview
Dr. Scott Ralls

10:00 a.m. - 12:15 p.m.
Presentation of WIA/NCSTARS System
Stephanie Deese
Janice Pearce (ESC)

This session will include information on eligible training providers for the Workforce Investment Act and the community college performance data by curriculum program.

12:15 p.m. - 1:00 p.m.
Lunch (Catered)

1:00 p.m. - 4:00 p.m.
Human Resources Development (HRD)
Barbara Boyce

HRD Procedures Manual
HRD Budget & Auditing Issues
HRD Core Curriculum Competencies

4:00 p.m.
Wrap-up
Dr. Scott Ralls

Wednesday, November 29

Continuing Education

8:00 a.m. - 9:30 a.m.

Breakfast/System Leaders Forum

Martin Lancaster, President

Dr. Stephen C. Scott, Executive Vice President

Kennon Briggs, Vice President, Business & Finance

Dr. Delores Parker, Vice President, Academic & Student Services

Dr. Brenda Rogers, Vice President for Administration

*Dr. Scott Ralls, Vice President, Economic & Workforce
Development*

9:30 a.m. - 10:00 a.m.

Welcome/Program Overview

Dr. Scott Ralls

10:00 a.m. - 10:45 a.m.

Continuing Education Overview Panel

Senior Continuing Education Administrators

10:45 a.m. - 11:00 a.m.

Break

11:00 a.m. - 11:45 a.m.

Occupational Continuing Education - Initiatives

Panel

11:45 a.m. - 12:15 p.m.

Occupational Continuing Education - Best Practices

Panel

12:15 p.m. - 1:00 p.m.

Lunch (Catered)

1:00 p.m. - 2:30 p.m.

Occupational Continuing Education – Guidelines

2:30 p.m. - 2:45 p.m.

Break

2:45 p.m. - 3:30 p.m.

Auditing Issues

3:30 p.m. - 4:00 p.m.

Budgeting Issues

4:00 p.m.

Wrap-up - Dr. Scott Ralls

Thursday, November 30

New & Expanding Industry

9:30 a.m. - 10:00 a.m.

Welcome/Program Overview

Dr. Scott Ralls

10:00 a.m. - 11:30 a.m.

NEIT Guidelines

Dr. Scott Ralls

11:30 a.m. - 12:15 p.m.

Training Media Development

Bill Joyner

12:15 p.m. - 1:00 p.m.

Lunch (Catered)

1:00 p.m. - 1:45 p.m.

Job Analysis, Assessment, & Pre-employment

Dr. Sylvia Patton

1:45 p.m. - 2:45 p.m.

NEIT Procedures

Dr. Scott Ralls

2:45 p.m. - 3:00 p.m.

Break

3:00 p.m. - 4:00 p.m.

NEIT Veterans / Economic Developers Forum

4:00 p.m.

Wrap-up - Dr. Scott Ralls

Friday, December 1

Focused Industrial Training

9:30 a.m. - 10:00 a.m.

Welcome/Program Overview

Dr. Scott Ralls

10:00 a.m. - 11:00 a.m.

FIT Guidelines & Opportunities

Rick Kimrey

11:00 a.m. - 11:30 a.m.

Great Game of Business Initiative

Kirk Smith

11:30 a.m. - 12 Noon

Safety Training Specialists

Randy Hart

Randy Mercer

12 Noon - 12:45 p.m.

Lunch (Catered)

12:45 p.m. - 2:00 p.m.

Manufacturing Certification Program

Dr. Scott Ralls

2:00 p.m. - 2:30 p.m.

Wrap-up, Adjourn

Dr. Scott Ralls



**NORTH CAROLINA
COMMUNITY COLLEGE SYSTEM**

For general questions, contact Chuck Barham or Lynda Wilkins

To register, contact Sandra Hall

Telephone: (919) 733-7051

Fax: (919) 733-0680

Web Site: www.ncccs.cc.nc.us

Concurrent Training Sessions On Computerized Information Management and Reporting Systems

Coinciding with the Orientation sessions, training sessions will be held on the different computer Information Management and Reporting Systems used in Economic and Workforce Development programs. The training sessions are open to any community college staff wishing to participate. The sessions will take place in the computer lab on second floor of the Caswell Building,
Room 280.

The schedule is as follows:

DATE	<i>TIME</i> *	CONCURRENT TRAINING SESSION
November 27, 2000	11:00 a.m. - 4:00 p.m.	HRD Reporting System
November 28, 2000	10:00 a.m. - 4:00 p.m.	SBCN Reporting System
November 29, 2000	10:00 a.m. - 4:00 p.m.	NEIT IM System
November 30, 2000	10:00 a.m. - 4:00 p.m.	CE Master Course List System

***NOTE: Breaks and lunches will coincide with orientation program times.**

Economic and Workforce Development Orientation &

Concurrent Training Sessions

(for New Community College Staff and/or Interested Others)

November 27-December 1, 2000

North Carolina Community College System ~ Caswell Building
200 West Jones Street, Raleigh, North Carolina

PRE-REGISTRATION FORM

Please submit a separate form for each participant.

Name (please type or print for accurate printing of name badges)		
College	Telephone	
For planning purposes, please mark <u>each</u> day you plan to attend.		
✓	Day 1	Small Business Center Network
	Day 1	<i>Concurrent Training</i> - HRD Reporting System
	Day 2	Workforce Initiatives Human Resources Development
	Day 2	<i>Concurrent Training</i> - SBCN Reporting System
	Day 3	Continuing Education
	Day 3	<i>Concurrent Training</i> - NEIT IM System
	Day 4	New and Expanding Industry
	Day 4	<i>Concurrent Training</i> - CE Master Course List System
	Day 5	Focused Industrial Training

Total number of days attending: _____ Total amount of check: _____

Registration Fee Per Participant:

\$ 100 - five days; \$ 80 - four days; \$ 60 - three days; \$ 40 - two days; \$ 20 - one day

Continental Breakfast, Lunch, and Refreshments will be catered each day.

Make check(s) payable to the North Carolina Community College System.

Mail check(s) and registration form(s) before *November 1, 2000*, to:

Sandra Hall

North Carolina Community College System

5018 Mail Service Center

Raleigh, NC 27699-5018

(919) 733-7051, ext. 417