

North Carolina Community College System
Economic & Workforce Development Division

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Memo

To: CC Presidents

From: Scott Ralls, Vice President
Economic and Workforce Development

Subject: Economic and Workforce Development Orientation Program
January 28 - February 1, 2002

Date: January 3, 2002

This is a follow-up notice of the third annual Economic and Workforce Development Orientation Program which will be held at the System Office, 200 West Jones, Raleigh, NC during the period of January 28-February 1, 2002. The orientation is designed to inform newly assigned staff about the System's Economic & Workforce Development programs. Information announcing the Orientation is currently on the North Carolina Community College System website. You may preview the tentative agenda on the website: www.ncccs.cc.nc.us/Business_and_Industry/whatisne.htm

Further, this forum provides the state office staff an opportunity to learn from college staff about services needed by colleges from the System Office. Hopefully, these annual events will help all of us to more effectively and efficiently respond to workforce development needs in North Carolina. The program is a part of the Division's continuous improvement initiative.

CC02-001
Email Copy

Fifty-nine Institutions Preparing North Carolina's World-class Workforce

New and Expanding Industry Training ~ Continuing Education ~ Small Business Center Network
Human Resources Development ~ Focused Industrial Training ~ Workforce Initiatives

Based on critiques from the prior year's orientation, we have modified the agenda to include your recommendations. A registration packet was electronically distributed on November 29, 2001. I have enclosed the agenda and registration form again with this letter. If you have anyone who has not registered for the orientation, please have him or her do so as soon as possible to aid us with orientation logistics. If you have any questions, please call 919-733-7051 for Chuck Barham at Ext. 408 or Sandra Hall at Ext. 417.

Please discuss this upcoming orientation with your staff and note it on your calendar.

Enclosures

SR/CB/sth

C: H. Martin Lancaster
Stephen C. Scott
Senior Continuing Education Administrators
Human Resources Development Directors
New and Expanding Industry Training Directors
Focused Industrial Training Directors
Small Business Center Directors
Workforce Investment Act Coordinators

Economic and Workforce Development (EWD) Orientation

Monday, January 28, 2002 *

| | | |
|------------------------------|--|-------------------------|
| <u>9:30 a.m.-10:00 a.m.</u> | Welcome & Overview | Scott Ralls |
| <u>10:00 a.m.-11:30 a.m.</u> | Small Business Center Network (SBCN) | Gayle Harvey |
| | SBCN Program Overview | |
| | History | |
| | Mission | |
| | Funding | |
| | Organizational Chart | |
| | Evaluation | |
| | Annual Report | |
| <u>11:30 a.m.-12 noon</u> | SBC Audit Review | |
| <u>12 noon-12:45 p.m.</u> | LUNCH (<i>catered</i>) | |
| <u>12:45 p.m.-2:45 p.m.</u> | SBNC Primary Services & Best Practices..... | SBCN Regional Directors |
| | Counseling | |
| | Programs | |
| | Resource Center | |
| <u>2:45 p.m.-3:30 p.m.</u> | Partnerships and Initiatives..... | Gayle Harvey |
| <u>3:30 p.m.-4:00 p.m.</u> | Wrap-up..... | Scott Ralls |

Economic and Workforce Development (EWD) Orientation

Tuesday, January 29, 2002 *

- 9:00 a.m.-12 noon Continuing Education..... Peggy Graham
Purpose/SACS
Program Management/NCAC
Accountability Plan
Performance Indicators
Special Populations/Captive & Co-opted
- 12 noon-12:45 p.m. LUNCH (*catered*)
- 12:45 p.m.-1:15 p.m. CE Master Course List & Course Management
- 1:15 p.m.-2:15 p.m. Understanding FTE, CE Funding & Setting Up a Budget
- 2:15 p.m.-3:15 p.m. Program Auditing Overview
- 3:15 p.m.-4:00 p.m. Questions & Answers/Summary

Economic and Workforce Development (EWD) Orientation

Wednesday, January 30, 2002 *

9:00 a.m.-10:15 a.m. Human Resources Development Barbara Boyce

HRD Courses on the Master Course List
HRD Funding Issues
HRD Best Practices

10:15 a.m.-11:30 a.m. Workforce Initiatives Stephanie Deese

Workforce Investment Act - Updates
NC STARS Program
Dislocated Worker Training Program

11:30 a.m.-1:30 p.m. LEADERSHIP FORUM LUNCHEON (*catered*)

H. Martin Lancaster, President, NCCCS
Dr. Steve Scott, Executive Vice President, NCCCS
Kennon Briggs, Vice President, Business & Finance, NCCCS
Dr. Delores Parker, Vice President, Academic & Students Services, NCCCS
Dr. Sandra Wall Williams, Vice President, Administration, NCCCS
Dr. Scott Ralls, Vice President, Economic & Workforce Development, NCCCS
Dr. H. James Owen, President, NCACCP

1:30 p.m.-3:00 p.m. Focused Industrial Training.....Rick Kimrey

What is FIT
Sources of Funding
Fully-Funded
Consortiums
Balance-of-State Colleges
Program Guidelines
State Staff Contacts
Concentrate/Focus on the "Target"
Traditional Fit Projects
Key Resources
Annual FIT Director's Conference

3:00 p.m.-4:00 p.m. Training Initiatives.....Vonna Viglione

Introduction to Training Initiatives
Overview - History and Role
Current Projects and Emerging Areas
Linkages and Resources

*Breaks will be taken periodically during the day.

11/13/01 (9:00 a.m.)

Economic and Workforce Development (EWD) Orientation

Thursday, January 31, 2002 *

9:00 a.m.-10:45 a.m. NEIT Guidelines Scott Ralls

10:45 a.m.-12 noon Job Analysis/Skill Assessment/
Pre-employment Sylvia Bittle Patton
Vonna Viglione

12 noon-12:45 p.m. LUNCH (*catered*)

12:45 p.m.-1:30 p.m. Media Development Bill Joyner

1:30 p.m.-2:30 p.m. NEIT Procedures Scott Ralls

2:30 p.m.-4:00 p.m. Best Practices/Integration on
Campus Maureen Little
Susan Seymour
Joy Callahan
Garland Elliott

**Breaks will be taken periodically during the day.*

11/13/01 (9:00 a.m.)

Economic and Workforce Development (EWD) Orientation

Friday, February 1, 2002 *

9:00 a.m.-11:30 a.m. Tools & Techniques for Strategic Economic and Workforce
Development Planning **

Presenters: Janice Pearce, Workforce Information Specialist/LMI/ESC
Barbara Harding, Workforce Information Specialist/LMI/ESC
Mary A. Brown, Workforce Information Specialist/LMI/ESC

This session will feature an on-line demonstration of currently available, web-based state and local labor market information. The workshop, conducted by Labor Market Information (LMI) Division staff, will include a tour of the new LMI portal page and demonstrations of LMI access tools such as the State and Area Research and Analysis System, known as WebSARAS. Real world examples of how to locate and use available statistics will be used and an update on things to come will be provided.

*** This session will take place in the System Office Computer Training Center, Room 280.*

Economic and Workforce Development Orientation


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

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

January 28 - February 1, 2002

REGISTRATION FORM

"Please submit a separate form for each participant."

| | | |
|---|---|-----------|
| Name (Please type or print for accurate printing of name badges) | | |
| College | | Telephone |
| Please mark with a <u>check</u> "each day you plan to attend".  | | |
| Day 1 | Small Business Center Network | |
| | | |
| Day 2 | Continuing Education | |
| | | |
| Day 3 | Human Resources Development | |
| | Workforce Initiatives | |
| | LEADERSHIP FORUM LUNCHEON | |
| | Focused Industrial Training | |
| | Training Initiatives | |
| | | |
| Day 4 | New and Expanding Industry | |
| | | |
| Day 5 | Tools & Techniques for Strategic Economic and Workforce Development Planning (On line session from ESC) | |

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

Registration Fee Per Participant:

\$ 110 - five days; \$ 88 - four days; \$ 66 - three days; \$ 44 - two days; \$ 22 - one day

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

**Make check(s) payable to:
North Carolina Community College System**

Mail check(s) and registration form(s) before January 15, 2002 to:

Sandra Hall

North Carolina Community College System

5018 Mail Service Center

Raleigh, NC 27699-5018

(919) 733-7051, ext. 417