



Workforce Solutions Governance Committee Minutes

Date: February 19, 2018

Time: 1pm

Location: Center for Workforce Solutions

Attendance:

In attendance: Corey McCray (Ex Officio), Leslie Boughton (Ex Officio), Emily Richardson (Ex Officio), Batanya Gipson (Chair), Leona Davis-Daniels, Laura Burnham, Richard James, Sylvia Ross, Calvin Scheidt, Thomas Stout, Matthew Woods

Absent: Lisa Peterson (Ex Officio), Todd Estes (Ex Officio), Christopher Fairbanks, Heather Kitsis, David Lee, Michael Lyle, William Pearsall

I. Call to order

The Workforce Solutions Committee meeting was called to order by Batanya Gipson at 1:05pm.

II. Minutes

Richard James made a motion to accept and approve the meeting minutes for the December 12, 2018 meeting with corrections as noted. The motion was second by Sylvia Ross and approved by the Committee.

III. Reports

A. Officer Reports:

1. Chair: The PAPC plans to provide the following recommendations to the President for review:

- ✚ All Governance Committees submit to a “shared” repository.

- ✚ The President’s Cabinet Members conduct regular Town Hall meetings.

The PAPC accepted the WSC’s recommendation to change the language in the TCC Mission Statement.

The PAPC updated the Bylaws to include the recommendation to have the review process for the TCC Vision Statement be the same as that of the Mission Statement.

2. Secretary: No Report

IV. Open business

A. WSC Knowledge Base

- ✚ Laura Burnham reported that Christine Damrose-Mahlmann contacted her with a desire to move forward with presenting the Noncredit to Credit Pathways spreadsheet to

the members of the Advising Task Force. The recommendation was to wait at this time until the spreadsheet was fully populated.

✚ Laura Burnham expressed concern that Workforce courses were not overlapping with academic courses to show where credits are available which would make it difficult to demonstrate the benefit. Dr. McCray asked if the spreadsheet should be aligned with the pathway model.

✚ Batanya Gipson suggested listing courses along with the corresponding industry credential to show value, if the course does not lead to academic credit.

✚ Emily Richardson added that Laura Burnham has only been working with the Workforce Credentials Grant (WCG) Programs.

✚ Laura Burnham stated that TCC does not have courses established for most of what was provided. It is not looking too optimistic from the perspective of receiving Advanced Standing credit with WCG courses.

✚ Dr. McCray suggested exploring the implementation of other courses.

B. Advance Standing: No Report

V. New business

A. WSC Membership Vacancies/Yearend Report

1. Batanya Gipson announced she would be stepping down as Chair of the Workforce Solutions Governance Committee as her term has expired.

2. Leona Davis-Daniels announced she would be stepping down as Secretary of the Workforce Solutions Governance Committee as her term has expired.

3. Yearend Report:

✚ Batanya Gipson asked the committee's opinion concerning the work accomplished in regards to the charges given at the beginning of the fiscal year.

i. **Charge#1:** Develop a base of knowledge for Workforce Solutions student intake and a knowledge management plan and procedure for student advising of Workforce Solutions offerings and initiatives.

✚ Dr. McCray suggested the purpose of the charge was to represent a framework that provides a warm handoff. The write-up should be done so that it would allow for Charge #1 to be continued because there is a large part of the process to be completed that will allow the student options.

✚ Batanya Gipson in regards to Charge #2, the procedure was already in place and was successfully completed. The Yearend Report is due to be submitted to the PAPC Chairperson by May 1, 2018.

i. **Charge#2:** Work with the Workforce Solutions team to develop procedures to cross-walk noncredit courses and training into advance standing (credit for non-credit training) opportunities for Workforce Solutions students and ensure adherence to SACSCOC Principles of

Accreditation; in particular Comprehensive Standard 3.4.8 – Noncredit to Credit.

B. Bylaws:

✚ Batanya Gipson suggested the following changes to the Bylaws:

✚ Batanya Gipson asked whether the Workforce Solutions' Staff other than Dr. McCray should continue to be recognized as "Ex Officio."

Tom Stout made a motion to recognize the Workforce Solutions' Staff as "Ex Officio." The motion was second by Richard James and approved by the Committee.

Batanya Gipson continued with following suggestions:

✚ The appearance of the Bylaws should be consistent with the restructuring of the College and list membership distribution in accordance with the Career Pathways while continuing to ensure membership from each of the individual campuses.

✚ **IV. a.** Change to read: All members of the WSC may vote with the exceptions of Ex Officio members.

✚ **VI.a.** Change Executive Staff to President's Cabinet. Change President to PAPC Chair.

✚ **VII.a.** Change to read: The Chair retains the flexibility to change the meeting date and time.

✚ Batanya Gipson will update the language in the Bylaws and present the proposed changes to the Committee for a vote in the next meeting.

✚ Batanya Gipson demonstrated that the makeup of the quorum also consist of the number of vacancies included in the member distribution list. This imbalance has the potential to affect the Committee's ability to cast the necessary votes during each meeting. Therefore, she suggested that the vacancies not be included in the count when considering a quorum.

Tom Stout made a motion to recognize the makeup of a quorum as 50% or more of the membership, excluding the vacancies for the sake of voting. The motion was second by Laura Burnham and approved by the Committee.

✚ Leona Davis-Daniels commented that there was a suggestion made previously to begin hosting the meeting at various campuses to encourage participation, and the use of the conference phone has definitely been convenient for members.

- ✚ Cal Scheidt suggested a virtual meeting option when members were unable to attend a face-to-face.
- ✚ Leona Davis-Daniels suggested that the Committee should wait until Dr. McCray is present to vote on a virtual meeting option or hosting the meeting at various campuses so that he can share his input.
- ✚ Batanya Gipson suggested that the Member Distribution List consist of the following:
 - Faculty Members in the Pathways
 - 2 Classified Staff Members (Appointed by the Association)
 - 3 Membership Identifications
 - Registrar's Office (Appointed by the Registrar)
 - CMVE (Appointed by the Executive Director)
 - Pathway Dean (Appointed by the Provost or Dr. DeMarte)

Tom Stout made a motion to recognize the structure of the Member Distribution List as noted. The motion was second by Laura Burnham and approved by the Committee

VI. Other

No Report

Upcoming Meetings for 2017-2018:

April 16, 2018

May 21, 2018

VII. Next meeting

Monday, March 19, 2018 @ 1pm; Workforce Solutions, Conference Rm #105

VIII. Adjournment

Thomas Stout motioned to adjourn the meeting @ 2:55pm, and properly second by Matthew Woods.

Submitted by

Leona Davis-Daniels, Secretary