

# WVNCC Workforce Division Meeting

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Meeting Agenda/Minutes

Date: 3/09/2018

Time: 2:00p.m.

Location: 1<sup>st</sup> fl Boardroom

## Facilitator:

*Larry Tackett*

## Attendees:

*Larry Tackett, Karri Mulhern, Cassie Doolin, Stephen Ledergerber, Mark Mangficio, Brandy Killeen, Larry Brown, Curt Hippensteel, Matt Pallisco*

## Unable to Attend:

*Dave Knecht*

## Agenda: start time 2:00pm

Honors Convocation: (Larry T) reminded Instructors to email Becky all necessary student information for Honors Recognition closer to graduation.

(Larry T) informed Instructors that GPS sheets have unfortunately gone missing—please re-send information to Judy Hendrickson and “Cc” Larry T and Karri.

(Larry T) reminded Instructors that any changes to textbooks for the coming Fall semester will soon be due.

(Larry T) invited any Instructors interested in attending the WTRF sponsored Career Day at the Highlands held on Tuesday March 13, from noon-5:00pm. Encouraged Instructors to attend and bring any course-related equipment to be used as visual aids for those interested in Applied Technologies. Mentioned Culinary Arts dept. will be providing lunch for all in attendance.

Summer Training for local businesses was discussed collectively as a benefit to both the college and community by offering training (not customized). Classes will include, but will not be limited to, Basic Electricity, SafeLand, and OSHA 10. Classes will be offered at all 3 campuses.

Discussed was the Applied Technology Event for this year (April 4, 2018). A couple of changes were made, those being, the event is being held earlier than last year (April instead of May) and local businesses will be offered a tour of the Applied Technology Center.

(Karri M) informed Instructors she would like to offer Applied Tech students an opportunity to discuss writing assistance with resumes and cover letters and interviewing skill enhancement they may need to generate better job opportunities.

For informational purposes only (Larry T) ascertained that WVNCC is responsible for orchestrating the (Northern Panhandle) State Dept. of Commerce Apprenticeship Summit. This will be held at Bidell in Weiton.

Corporate Training update provided by (Karri M): Ohio Coatings is finishing soon and has been a positive experience for the company. Westlake is waiting to commence Conduit Bending classes. Arcelor Mittal is still MTE/MEC but due to time constraints with employee availability during working hours may consider in-house training in the future. Silgan has shown interest in Electrical Training. There has been discussion with Warren Industries regarding (2) Apprenticeship programs: Math and Welding.

An update was provided by (Karri M) regarding WVNCC's partnership with Brooke High. A career pathway has been established that will allow students to begin courses pursuant of an Associate's Degree in Welding with possibility of completion at the end of their Senior year. This will begin in the Fall of 2018.

(Larry T) reminded those in attendance that Cassie will be assuming responsibilities for ordering and processing Purchase Orders. (Cassie D) provided information regarding certain procurement policy (i.e. items \$2,500+ require 3 quotes/bids from legitimate vendors, items/materials needed over \$1000 require CFO approval, etc.) It was also emphasized to do our best to maintain adequate inventory and order supplies before running out completely resulting in an urgent scenario.

(Larry T) reminded Instructors to notify (Cassie D) of class cancellations.

(Larry T) informed Instructors that at a future meeting we will invite Jill Loveless to discuss the FERC process thoroughly.

(Larry B) and (Matt P) emphasized Marketing and distribution of promotional materials still needs more attention. Also stressed was better communication from Marketing Dept regarding plans for involvement of Applied Technologies programs.

(Matt P) voiced concerned over students needing some sort of safety training prior to their entrance into any welding courses. It was stressed that the course did not necessarily have to result in a certification, but simply to mitigate risks and injuries.

(Larry B) would like to know when a meeting can be assembled that includes Adjunct faculty so they can be involved in course changes and and utilized for their opinions and suggestions. (Larry T) and (Karri M) stated this could be possible provided appropriate monetary compensation was offered.

**Meeting Adjourned at 3:30pm**

