

## CIT ADVISORY BOARD MEETING MINUTES

SEPTEMBER 22, 2017

Education Center, Culinary Arts

Present: Adam Beatty, WVNCC, David Beatty, Chris Corbin, WVNCC, Jeremy Doolin, WVNCC, Jill Loveless, WVNCC, Karri Mulhern, WVNCC, Heidi Ryan, WVNCC, David Stoffel, WVNCC, Ben McPherson, Wetzel County Schools, Mike Nardello, Dagostino Electronic Services, Inc., David Rapp, Wheeling Hospital, Dion Scripture, Williams Lea, Cathy Brooks, Williams Lea, Katie Ammirante, Williams Lee

Absent: Andy Gaudino, David Hanes, John Reasbeck, Larry Tackett

The meeting commenced at 12:08 p.m.

Dr. Adam Beatty welcomed everyone to the meeting and introductions were made.

Adam introduced Karri Mulhern, Director of Economic and Workforce Development at WVNCC. Karri explained that there are two (2) sides to Workforce, the Academic side (Applied Technology, etc.) and Workforce Development and Training. Training includes incumbent corporate training such as computer training, supervisory training, soft skills, etc. The training is done by our faculty and adjunct faculty. There is also customized training and off the shelf training (i.e., industrial and equipment specific).

Karri explained the internship program at WVNCC. West Virginia Community and Technical College System (WVCTCS) has a salary reimbursement program for internships. The grant is entitled, Learn and Earn. This grant will pay 1/2 of the intern's wages as long as the salary is at least \$10.00 an hour. The hourly rate can be more, but they will only reimburse up to \$10.00 an hour for a registered student.

WVNCC is currently utilizing this program. The internship can be used as many semesters as they want, as long as they log in 100 hours. It is usually set up the last semester, but they can also do an internship over the summer or fall, holidays, etc. as long as they are in school. Dave Stoffel stated that some internships are for 6 months at Orrick. This spring, we have between 24-28 internships. Ben McPherson stated that he had 2 interns. He explained that the students wear a lot of hats and that the students do adapt well. Karri continued that in order to participate in the program, the Company has to be registered with the State. She is going to find out if the students can go out of state since it is state funding. The grant takes 2-4 weeks for approval. A letter of support from the company and the types of jobs available is required.

Most agreed that soft skills, such as customer service training, writing resumes, and behavioral skills are critical. Dave Stoffel stated that the CIT 291(Internship & Certification) prepares students entering the workforce by developing resumes, writing emails, interviewing skills, communication, working in a professional environment, etc. In addition, our Career Center helps students in this area. Karri said they have brought people in from the industry regarding hiring and what employers expect which is a very helpful.

Adam Beatty asked the advisory board what is important to them in a student.

The Williams Lea group stated that they are not only interested whether or not an individual has the skills, but also if they are trainable. People who play video games seem to do well. Interviewee should be prepared for the interview by researching the company ahead of time and know what the company does. Dave Stoffel stated that if the college knows what skills are needed most, we can aim our program to the company's specific needs.

Ben McPherson stated communication is very important. Williams Lea (Dion Scripture) asked if the graduates are staying here? Dave Stoffel stated about ½ are staying. He also commented that WVNCC is about building the community. The Williams Lea group commented that they are very interested in candidates that know Microsoft Word and PowerPoint, Excel, Pivot Charts, and Look Up. They should not only be able to pull it all together, but explain it well. Ben McPherson stated that he needed problem solvers and that the WVNCC students are adaptable. Mike Nardello stated he needed network security and firewall. David Rapp stated end user support to hiring programming and system engineering is important. There should be an evaluation of how well the student performed. It is important to have feedback.

Chris Corbin (WVNCC) stated that soft skills are appreciated. We have had successful turnouts with programming language and cyber security. Students are also learning skills such as pulling wiring, putting in drops, etc.

Williams Lea Group – Are your students professional? Adam stated that the majority of the student are professional. By the time they reach CIT 291, they have enough training on their professionalism and they are ready to enter the workforce. He also stated that some of the students are dealing with insecurities and shyness. Williams Lea – Students need to know how to deal with clients. They need speech classes. Adam we need outside agencies like yourself to come in to talk to the students about how to communicate professionally and effectively.

Dave Rapp – We try to incorporate interviewing with project building. Adam Beatty invited everyone to come to the classroom and talk to the students. WVNCC will also come to your company as a field trip for the students. However, there may be some legal aspects to consider, i.e., HIPPA, FERPA, etc.

Adam Beatty concluded the meeting with a statement to have students visit companies and for the companies come visit the classroom.

Meeting adjourned at 1:00 p.m.

Respectfully submitted

Terri Klepack