

Career Center Committee (CCC) Minutes

Meeting Date and Location: February 3, 2016 at 2:00pm via conference call

Present: Michael Twiddy (Chairman), Vernon Brinkley, Larry Donley, Dave Whitmer (staff),

Absent with notice: Stacey Gerard (Vice-Chairperson), Cortney Simpson

Absent without notice: None

1. Chairperson Twiddy called the meeting to order.
2. Approval of Minutes for January 2016: After discussion, Chairman Twiddy decided to not call for a vote for the approval of the minutes since he was the only member present who had attended the full meeting in January. These minutes will be included on the agenda in March.
3. Employer survey: The committee discussed developing questions for the employer survey and how participating employers could be identified. Director Whitmer stated that he had been in touch Alicia Clark the Regional Analyst. She indicated that a report could be ran from NCWorks to identify employers and email addresses. Larry Donley asked about surveys that had previously been administered. Director Whitmer stated that there had been the 2012 Skills Survey of NC Employers, the 2014 Employer Needs Survey, and the 1000 in 100 Survey. Mr. Donley suggested that these surveys could give us some ideas as to what questions should be included on our survey. Director Whitmer agreed to email the three surveys to the committee members. Chairman Twiddy asked committee members to email him questions or topics for questions for the survey.
4. Chowan Career Center: Mr. Donley informed the committee that there was a situation at the Chowan Career Center. The Center is one large room that has two doors – one is the front door and the other is near the back and connects to the next room which is COA’s computer lab. This door used to be unlocked but at some point COA locked it. When staff realized this, they expressed concern for their safety since they no longer had an emergency exit. Both Center staff and Director Whitmer had contacted COA requesting the door to be unlocked. They were not able to make any progress with this. Since DWS holds the lease for the Center, Director Whitmer asked Mr. Donley for help with getting the door unlocked. Mr. Donley stated that he had contacted both Charles Purser (Edenton-Chowan Campus Dean) and Joe Turner (COA Chief Operating Officer) in this regards. At this point, they have not agreed to unlock the door. Mr. Donley stated that he just wanted the committee to be aware of this situation.

Next committee meeting date: March 2, 2016

Minutes prepared by Dave Whitmer.

Approved by: _____

Michael Twiddy

Date: _____

7-13-16