

Career Center Committee (CCC) Minutes

Meeting Date and Location: January 3, 2018 at 2:30pm at the NCWorks Career Center in Elizabeth City and via Conference Call

Present: Michael Twiddy (Chairman), Larry Donley, Sean Lavin, Kenny Kee (staff)

Absent with notice: Rex Anderson

Absent without notice: Vernon Brinkley

1. Chairman Twiddy called the meeting to order.
2. Approval of Minutes from January meeting: Chairman Twiddy asked for a motion to approve the minutes for the January 2018 meeting. A motion was made to approve the minutes from the January 2018 meeting by Sean Lavin. The motion was seconded by Larry Donley and approved unanimously.
3. Performance Dashboard for Career Centers – Update/Goal Development: Director Whitmer and Larry Donley discussed the performance dashboard with the committee. They provided details of the conversation they had with the original creator of the dashboard. NWDB Super User, Lora Aples and NCWorks Regional Analyst Alicia Clark also participated in that discussion. Director Whitmer stated that Lora Aples was currently working on pulling together data for the PY 15, 16, and 17. He suggested that once this data was collected, the committee should use it to set goals. The committee agreed and asked Director Whitmer to have this data available for the next meeting.
4. Approved Trainings List – Aviation: Director Whitmer reviewed the data that was provided (included in the meeting packet) by Emily Nicholson regarding the growth of aviation related jobs within the region. He then reviewed the Aviation course offerings by COA. Director Whitmer stated that staff has brought it to his attention that these offerings were not included on the NWDB Approved Trainings List. After discussion, a motion was made by Chairman Twiddy to recommend to the NWDB to add the following to the NWDB Approved Trainings List: Aviation Systems Technology – Associate in Applied Science; Airframe Maintenance – Diploma; Powerplant Maintenance, Diploma. The motion was seconded by Sean Lavin and carried unanimously.
5. A motion was made to adjourn by Larry Donley. The motion was seconded by Chairman Twiddy and carried unanimously.

Minutes prepared by Dave Whitmer,

Approved by: _____

Michael Twiddy

Date: _____

5.15.2018