



Workforce Workgroup (WWG)

MINUTES

Date: 3/11/14

Time: 2:30-4:00pm

Location: Room 1901

Attending

Mark Anderson, Skip Barnes, Robert Cormia, Daniel Dishno, David Ellis, Liane Freeman, Ken Horowitz, Elaine Kuo, Gay Krause, Keith Lee, Charlie McKellar, Peter Murray, Hannah Teter, Chris White, Donna Wolf

Discussion Items

| Topic | Discussion Leader |
|---|--------------------------------|
| 1 Approval 1/14/14 and 2/11/14 minutes | Mark Anderson |
| 2 New Programs: Updates | Mark Anderson |
| 3 Employer Survey: Sub-committee Update | Elaine Kuo |
| 4 Regionalism- " Workforce Regional Reality" | Robert Cormia |
| 5 Perkins Update: -PaRC 1 st Read 2014-2015 Budget requests -Perkins 2014-2015 Application Templates -Out-of-State Travel | Charlie McKellar Donna Wolf |
| 6 For the Good of the Order | Mark Anderson |

Discussion Detail

1. Approval of Minutes: Minutes approved by general consensus.
2. New Programs: PSME is working on creating a non-transferable certificate in "Rapid Prototyping" which involves 3-D printing and design. BHS is looking to develop a transfer and non-transfer certificate in "Bio-Medical Devices."
3. Employer Survey: Sub-committee Update: Elaine Kuo gave an update of the proposed survey process for CTE programs including: standardization of survey questions, number of questions, survey administration disseminate survey, and survey results. She also discussed a proposal for gathering "Labor Market Information" including suggestions for sources and data parameters. Elaine reviewed a sample of the CTE Employer Survey Template. The committee will decide which questions are mandatory and which are optional. Survey Monkey, an online survey software, is free to use if the CTE Employer survey is limited to 10 questions. If more than 10 questions are necessary for individual program's survey, the directors can contact Elaine Kuo for other survey administration options. (Updates will be posted on Workforce website)
4. Perkins: Donna Wolf said first read of WWG recommended Perkins requested allocations for 2014-2015 went to PaRC for first read. 2014-2015 Applications will be emailed this week, due back to her by 4/18/14. She reviewed the state monitor's email regarding "networking" as not a permissible activity in regards to attending professional development conferences. Purpose of attending conferences or events is professional development such as gaining knowledge to improve courses and curriculum. Requestors should mention that they will share updates with colleagues and mention how this will specifically change/improve some area of the program.

5. For The Good of the Order: Donna mentioned that Workforce will be searching for a student to help peruse our website, compare with others and give feedback. Hannah Teter, our student representative, volunteered to look into this. She will meet with John next week to discuss.

Documents/Handouts/EMAIL

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| 1 | Agenda 3/11/14 (emailed) |
| 2 | Minutes 1/14/14 and 2/11/14 (emailed) |

Important Dates

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| 4/22/14 | Next WWG Meeting |
| 3/12/14through3/14/14 | CCCAOE Spring Conference |
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