

Career Center Committee (CCC) Minutes

Meeting Date and Location: May 1 at 2:30pm at the NCWorks Career Center in Elizabeth City and via conference call

Present: Michael Twiddy (Chairman), Tameka Gibbs, Larry Donley, Sean Lavin, Dave Whitmer (staff), Annette Barnes (staff), Kenny Kee (staff), Matthew Fowler (staff)

Absent with notice: Vernon Brinkley, Rex Anderson

Absent without notice: None

1. Call to order and Approval of Minutes from April meeting: Chairman Twiddy called the meeting to order. A motion was made by Larry Donley to approve the minutes from the April 2019 meeting. The motion was seconded by Sean Lavin and carried unanimously.
2. Updates: Elizabeth City Career Center Lease: Larry Donley reported that there had not been any more progress made with the landlords of the Elizabeth City Career Center and believes we are too far apart to make an agreement. We have started exploring the open market and have found one place that is very encouraging. Larry informed the committee that he had also reached out to ECSU to inquire about space for a career center and their property committee will be discussing it at their next meeting. COA was also asked but they have indicated that there is not enough space.
3. “Mini-Career Center” at COA: Director Whitmer informed the committee about an opportunity to open a small career advising center on COA’s Elizabeth City Campus. It would be an NCWorks center and would have an NCWorks Career Advisor there two days a week. There would also be a COA staff person who would be training for NCWorks staff. We would provide the computers – about 10. After discussion, the committee agreed that this is a great opportunity and that staff should move forward with it.
4. Strategic Action Plan – Finalize action plan for 2019: The Committee reviewed the strategic action plan for PY 2019. Larry Donley made a motion to approved the plan. Sean Lavin seconded the motion and it passed unanimously.
5. Performance Dashboard Review: The Committee reviewed the performance dashboard. The Center Manager, Matthew Fowler and Kenny Kee, reviewed with the committee their suggestions on how to improve the dashboard for PY 2019.

Minutes prepared by Dave Whitmer.

Approved by: _____ **Date:** _____