

Advisory Committee Meeting Minutes

Date | time 12/9/2014 5:30 PM | *Meeting called to order by* Marta Przyborowski

In Attendance

JJ. Jones, Monin	Brent Barkway, Pinellas County Economic Development
Ali Choiniere, FreightCenter	Donna Davis, University of South Florida
Torrey Chambliss, Port Tampa Bay	Greg Nenstiel, St. Petersburg College
Theresa Webb, Hillsborough County Aviation Authority	Jill Flansburg, St. Petersburg College
DeAnna Marshall, City of Tampa	Chinyere James, St. Petersburg College
Glen Ross, Bausch + Lomb	Marta Przyborowski, St. Petersburg College
John Bittrich, ISM Florida Gulf Coast	

Welcome and Introductions

Marta Przyborowski, Program Manager, welcomed all attendees and asked everyone to introduce themselves. (Please see attached Advisory Committee contact listing for contact information)

Overview of LINCS Program

Dean Nenstiel provided information pertaining to LINCS initiative. LINCS Supply Chain Management Training Program is a grant-funded program through the Department of Labor. SPC is part of a national consortium of 12 colleges and universities tasked with creating 8 certifications in supply chain management (SCM). Certifications will provide participants with foundation and base knowledge pertaining to SCM. Certifications will be short-term and lead to industry credentials for entry to mid-level SCM career paths. The Council of Supply Chain Management Professionals will endorse certifications. Target population, as outlined in grant; include the long-term unemployed, Trade Adjustment Assistance (TAA) eligible workers, veterans, displaced and incumbent workers. Program participation; however, will be open to other eligible groups including high school students, adult learners, etc.

SPC is launching the program as a non-credit degree offering with a future goal of creating a SCM subplan in the Business Administration A.S. degree program. The LINCS Program at SPC will be offered both online and in a blended format. The program will be delivered through SPC's Corporate Training. The initial certification track (Warehousing Operations) will be offered in a blended format and consist of networking, shadowing/internship, and/or industry specific opportunities for students to receive a hands-on, practical learning experience.

Marta Przyborowski highlighted SPC's outcome measures and target numbers in terms of the total number of participants served, total number completing program of study, earning credentials, placed and retained in employment, etc. (Please see slide #4 for additional information)

Program Eligibility and Recruitment

Marta Przyborowski presented program eligibility and recruitment information. Program eligibility will consist of the following:

- 18 years of age or older

- United States citizen or legally authorized to work in the United States
- Earn a Bronze level Career Readiness certificate

ACT WorkKeys will administer the Career Readiness assessment-based credential. WorkKeys certifies the essential and foundation work skills needed for success in the workplace. Assessment consists of three sections:

- Applied Mathematics
- Reading for Information
- Locating Information

Assessment will be proctored and administered through SPC's testing centers.

Marta Przyborowski highlighted program recruitment efforts, which will focus on outreach to community organizations, industry, and educational institutions (secondary/post-secondary/adult education).

A LINC'S Program Orientation Session is tentatively planned for **January 21** for prospective students. Committee members are welcome to attend. Additional event information will be shared with committee.

Curriculum Development

Chinyere James was introduced as the Curriculum Development Specialist for the LINC'S Program. Chinyere will work with committee members and content area experts to ensure training program content is current, relevant, and speaks to the needs of the industry.

Information pertaining to the Warehousing Operations track was presented to the committee. Warehousing track contains the following Learning Objectives outlining the competencies students should master at end of track:

- Describe the various forms of warehouses and the role of the distribution center in the supply chain
- Explain how the distribution facilities add value
- Discuss, in general terms, the various distribution center decisions, including the merits of private versus public distribution centers and centralized versus decentralized distribution centers
- Distinguish the major functions of distribution operations:
 - Contrast the movement and storage functions
 - Express, in general terms, information transfer in logistics/distribution and its use in practice
 - Restate the roles of warehouse management and administration functions
- Understand the different roles and job types in warehousing operations

The individual Learning Blocks were also presented to the committee. Several suggestions were made in regards to other pertinent aspects that should be covered (i.e. practical aspect of safety, technology usage, data/process flow, etc.). The final version of the Warehousing Operations track will be shared with committee for suggestions and feedback.

Industry Partnership/Involvement

Marta Przyborowski highlighted areas of industry involvement including:

- Class Presentations
- Industry Tours
- Shadowing/Internship Opportunities
- Participant Referral
- Employment

Committee members voiced support to provide tours, class presentations, shadowing/internship opportunities, etc. Industry involvement will be further discussed and developed as program is established.

Industry Research Surveys

The LINCS Consortium will be conducting industry research to ensure the LINCS training and certifications are current, relevant, and add value to employers.

Initial research will consist of a 10-question interview (email, phone, or face to face) to identify workplace competency needs of employers in the field of SCM. Survey completion date is February 27, 2015. Marta Przyborowski will contact committee members for survey feedback.

Additional Announcements

Dr. Jill Flansburg, Program Coordinator for Florida TRADE Advanced Manufacturing Program at SPC, provided information on program. The Florida TRADE Consortium is a partnership of 12 Florida state and community colleges who were awarded a \$15 million grant from the U.S. Department of Labor to develop and implement technical training programs that will lead to employment in the high-tech manufacturing industry. Current training consists of:

- Manufacturing Essentials (MSSC-CPT)
- Introduction to CNC Machining
- OSHA 30
- Mechatronics

For more information, please visit www.spcollege.edu/FloridaTrade

Action Items

Marta Przyborowski will send out to committee:

- Committee members' contact information
- Warehousing Operations track for review and feedback
- Advisory Committee Meeting Notes (12/9/14)

Chinyere James, Curriculum Development Specialist, will be in touch with committee with content development specific questions. Communication will most likely consist of surveys requesting expert matter input.

Marta Przyborowski will be in touch with committee pertaining to Industry Research survey.

Next Meeting

Committee discussed best date and time of future meetings. Future committee meetings will take place on bi-monthly basis (Tuesdays at 5:30 PM).

Next meeting will take place on:

February 3, 2015 at 5:30 PM

Location:

**College of Business
EpiCenter | Room 2-307
13805 58th Street N.
Clearwater, FL 33760**