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**Board Development Committee Meeting  
Thursday, January 29, 2026, at 11:00 a.m.**

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**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair
- II. Approval of October 23, 2025 Meeting Minutes\* ..... Mr. Michaels
- III. Discussion on Committee Priorities..... Mr. Michaels
  - 2025 SWDB Satisfaction Survey
  - Executive Roundtable
- IV. Other Business/Adjourn..... Mr. Michaels

\*Denotes Voting Item

**Governor's State Workforce Development Board  
October 23, 2025, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick "Pat" Michaels  
Mr. Thomas Freeland  
Mr. Charles Brave, Jr.  
Mr. Cliff Bourke, Jr.

**Members Absent:**

Mr. Chris Hall

**Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair**

Mr. Pat Michaels, Board Development Committee Chair, called the meeting to order at 12:00 p.m. A quorum was present.

Mr. Michaels welcomed new State Workforce Development Board member, Ms. Robyn Knox.

**Approval of August 7, 2025, Meeting Minutes\* ..... Mr. Michaels**

Mr. Thomas Freeland motioned to approve the August 7, 2025, meeting minutes. Mr. Charles Brave, Jr. seconded the motion. The Committee unanimously approved the meeting minutes.

**2025 Workforce Development Month Update ..... Ms. Pamela Jones**

Ms. Pamela Jones shared outcomes from the 2025 Workforce Development Month. For September, there were over 225 recruitment events across the state in which 475 employers participated.

To support the SWDB priority of increasing engagement between State and Local Workforce Development Board (LWDB) members, the SWDB allocated \$6,300 in funding for workforce development month activities, including registration costs for three LWDB members from each area to attend the symposium. During the Workforce Development Symposium, Lt. Governor Pamela Evette issued a proclamation declaring September as Workforce Development Month.

Additionally, SWDB members were invited to the 3<sup>rd</sup> Annual Workforce Champion Award Ceremony hosted at the Governor's Mansion. The 2025 Workforce Champion Award was presented to Michelin. Tideland's Health received the People's Choice title for the SC @ Work: Photo Contest.

**Discussion on Committee Priorities ..... Mr. Michaels**

Mr. Michaels facilitated the discussion on implementation of the Committee's priorities reviewing, SWDB and LWDB joint trainings, meetings, and information sessions topics and tentative dates:

- *Executive Roundtable:* An annual or biennial convening for high-level, solutions-focused dialogue on advancing workforce opportunities. The meeting is designed to strengthen alignment across the state.
- *High-Performing Workforce Board:* A combined training series for current and recently appointed state and local board members will focus on reviewing the roles and responsibilities of each board and its members. Topics will include a presentation by the National Governors Association (NGA) on creating a highly effective board, an overview of Robert's Rules of Order for meetings, and a segment dedicated to board leadership.

**Governor's State Workforce Development Board  
October 23, 2025, Board Development Committee Meeting Minutes**

- *Employer and Partner Engagement:* This training will provide practical steps for members to contribute to the workforce system and offer career exploration opportunities.

To encourage SWDB members to engage with their LWDB, SWDB staff will regularly share notifications about LWDB meetings, events, and activities as they are received, keeping members informed of opportunities.

**Other Business/Adjourn.....Mr. Michaels**

Mr. Michaels reminded committee members that during the next SWDB meeting on Thursday, December 11, 2025, at 11:00 a.m., the SWDB will host the inaugural High-Performing Workforce Award Ceremony, where SWDB members will celebrate and honor the outstanding achievements, remarkable contributions, and unwavering commitment of High-Performing Workforce Professionals and LWDBs in serving South Carolina's workforce. He encouraged members to attend in person to recognize and celebrate the hard work and dedication that inspires us all.

Meeting adjourned at 12:41 p.m.



# Board Development Committee

PY'25 Q3

Thursday, January 29, 2026

# Board Development Committee Meeting Agenda

- I. WELCOME AND OPENING REMARKS
- II. APPROVAL OF OCTOBER 23, 2025, MEETING MINUTES\*
- III. DISCUSSION ON COMMITTEE PRIORITIES
  - 2025 SWDB SATISFACTION SURVEY
  - EXECUTIVE ROUNDTABLE
- IV. OTHER BUSINESS/ADJOURN

# Approval of October 23, 2025 Meeting Minutes\*

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Mr. Patrick "Pat" Michaels  
Mr. Thomas Freeland  
Mr. Charles Brave, Jr.  
Mr. Cliff Bourke, Jr.

**Members Absent:**

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# Discussion on Committee Priorities



## **Board Development Committee** **PY'25 Priorities**

<b>Priorities</b>	<b>Description</b>
<b>Host SWDB and LWDB joint trainings, meetings, and information sessions.</b>	Develop joint trainings and meetings for SWDB and LWDB members.
<b>Encourage SWDB members to engage with their Local Workforce Development Board.</b>	To increase engagement between the state and local members, state board members are asked to attend and participate in local board meetings/activities.
<b>Host SC Works Partners trainings and information sessions</b>	Hosting information sessions to ensure the workforce system is aware of the funding opportunities identified



## **PY'23 SWDB Satisfaction Survey** **Feedback Implementation**

<b>Feedback Received</b>	<b>Action Taken</b>
<b>Awareness of SWDB Priorities; More interactive meetings and overall Board engagement</b>	<ul style="list-style-type: none"><li>• Committee meetings are structured as working sessions focused on executing priorities</li></ul>
<b>Increased networking opportunities between SWDB members; increased engagement with LWDB; Stakeholder and partner engagement</b>	<ul style="list-style-type: none"><li>• LWDB members from each area were invited to the 2025 Symposium</li><li>• SWDB presenting at LWDB</li><li>• Priority of BDC Committee</li><li>• Added Partner Spotlight to the SWDB agenda</li></ul>
<b>SWDB Staff Support</b>	<ul style="list-style-type: none"><li>• Add a question to the satisfaction survey to learn SWDB Portal usage; SWDB Portal review</li></ul>

## **PY'23 SWDB Satisfaction Survey** **Feedback Implementation**

<b>Feedback Received</b>	<b>Action Taken</b>
<b>New member and member engagement</b>	<ul style="list-style-type: none"><li>• Updated the onboarding process by incorporating a 3rd orientation session, providing members with the opportunity to ask SWDB Staff any questions, reviewing role of members.</li><li>• Committee chairs are encouraged to reach out to new members.</li><li>• New member recognition during the 1st SWDB meeting following appointment.</li></ul>
<b>Training and Professional Development:</b> <ul style="list-style-type: none"><li>• <b>Robert's Rule of Order for running a meeting</b></li><li>• <b>Career Pathways;</b></li><li>• <b>Roles of SWDB</b></li><li>• <b>What does a H-P Board look like?</b></li></ul>	<ul style="list-style-type: none"><li>• Scheduling SC Works Information Sessions</li><li>• Continuing joint Annual Ethics Training</li></ul>

# Committee Discussion on Priority Implementation

I. 2025 SWDB Satisfaction Survey

II. Executive Roundtable



# **Thank You!**

## **Upcoming Meetings and Events:**

**Executive Committee – Thursday, February 26, 2026**

**Full Board – Tuesday, March 31, 2026**



# SWDB Satisfaction and Board Development Survey Program Year 2023 (July 2023 – June 2024)

The Board Development Committee is tasked with preparing, assisting, and equipping the State Workforce Development Board (SWDB) to govern the public workforce system. A key priority of the Committee is to survey current members of the Board to assess their level of satisfaction with the operation and management of the Board, as well as identify areas for development through training, recognition, and other suggested practices.

Members of Local Workforce Development Boards are asked to complete the survey to identify joint training opportunities, determine the technical assistance needed, and suggest other practices to increase engagement between the two boards.

Please take 5 minutes to respond to the following survey questions. The survey will close on June 21, 2024, at 11:59 p.m.

\* Required

## SWDB Satisfaction and Board Development Survey

1. To what degree are you involved with workforce development in South Carolina? \*

☐ I am a member of the State Workforce Development Board.

☐ I am a member of a Local Workforce Development Board.

## Local Workforce Development Board

2. Please select which LWDB region you represent. \*

- ☐ 01 - Worklink
- ☐ 02 - Upper Savannah
- ☐ 03 - Upstate
- ☐ 04 - Greenville
- ☐ 05 - Midlands
- ☐ 06 - Trident
- ☐ 07 - Pee Dee
- ☐ 08 - Lower Savannah
- ☐ 09 - Catawba
- ☐ 10 - Santee-Lynches
- ☐ 11 - Waccamaw
- ☐ 12 - Lowcountry

3. How long have you been a member of the LWDB? \*

- ☐ Less than 6 months
- ☐ 6 - 12 months
- ☐ 1 - 2 Years
- ☐ 2 - 5 Years
- ☐ More than 5 Years

4. On the LWDB, I represent the following membership category: \*

- ☐ Business
- ☐ Labor Associations
- ☐ Community-based organization or nonprofit
- ☐ Government
- ☐ Elected Official
- ☐ Education
- ☐ Economic and Community Development
- ☐ Other

5. If you selected 'Other' in response to question 4, please describe the category of membership you represent.

6. Role, Purpose and Priorities of the SWDB \*

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW, LWDB and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A high level of engagement between LWDBs and the SWDB is necessary to achieve a high-quality, customer-driven workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



7. In your opinion, rate the current level of engagement between your LWDB and the SWDB. \*



8. How might we improve collaboration, communication, and engagement between the LWDB and SWDB? \*

- ☐ Joint training and professional development opportunities
- ☐ Joint strategic planning
- ☐ Joint LWDB/SWDB meetings
- ☐ Recognition of high-performing LWDBs
- ☐ Other

9. If you selected 'Other' in response to question 8, please provide additional strategies to improve collaboration, communication and engagement.

10. In what areas are you interested in joint training opportunities? \*

Instructions: Check all that apply

- ☐ Role and responsibility of the LWDBs and the SWDB
- ☐ SC Works System
- ☐ State and federal legislative process
- ☐ Education/career pathways
- ☐ Diversity, Equity, and Inclusion
- ☐ Ethics
- ☐ Other

11. If you selected 'Other' in response to question 10, please provide additional joint training opportunities.

12. In your opinion, rate the level of effectiveness of the SWDB. \*



13. How can the SWDB help LWDB create a high quality customer driven workforce system \*

- ☐ Providing clear understanding of the roles and responsibilities
- ☐ Providing clear understanding of SC's mission and vision for Education and workforce
- ☐ Providing a clear understanding of strategies described in the State Plan
- ☐ Providing ongoing training and professional development
- ☐ Other

14. Please share any other ideas, areas of concern, or general comments: \*

## State Workforce Development Board

15. On the SWDB, I represent the following membership category: \*

- ☐ Business
- ☐ Labor Associations
- ☐ Community-based organization or nonprofit
- ☐ Government
- ☐ Elected Official
- ☐ Education
- ☐ Economic and Community Development
- ☐ Other

16. If you selected 'Other' in response to question 2, please describe the category of membership you represent.

17. How long have you been a member of the SWDB? \*

- ☐ Less than 6 months
- ☐ 6 - 12 months
- ☐ 1 - 2 Years
- ☐ 2 - 5 Years
- ☐ More than 5 Years

### 18. Role, Purpose and Priorities of the SWDB \*

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the purpose and functions of the committee on which I serve.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The committee structure is appropriate for the purpose of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 19. Participation and Engagement \*

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
In the past year, I attended a majority of committee and SWDB meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the past year, I contributed to the work of my committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is at least one other SWDB member I would feel comfortable calling to discuss a question or concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. During the past year, I participated in one or more of the following events/activities:

Instructions: Check all that apply

- ☐ State or local Chamber of Commerce events
- ☐ Industry partnership meetings
- ☐ Business roundtables
- ☐ Local Workforce Development Board meeting(s)
- ☐ Other

21. What support do you need to be a more effective and engaged SWDB member?

Instructions: Check all that apply

- ☐ Clear understanding of my role and responsibilities.
- ☐ Clear understanding of Board objectives and priorities.
- ☐ Ongoing and regular training/professional development.
- ☐ Connection to a mentor.
- ☐ No response
- ☐ Other

22. If you selected 'Other' in response to question 8, please provide additional strategies you need to be a more effective and engaged SWDB member?

23. Operation/Management of the SWDB \*

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
SWDB staff communicate timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-meeting materials provide appropriate preparation to support informed decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings are organized and ran efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. In what ways can the overall operation/management of the SWDB be improved? \*

25. Are there suggestions you have to improve board and/or committee meetings?

Please make suggestions for agenda items: presenters, topics, program success, etc.

26. In what areas are you interested in receiving training/professional development as it relates to your membership on the SWDB? \*

Instructions: Check all that apply

- ☐ Role and responsibilities of the Board
- ☐ SC Works System
- ☐ State and federal legislative process
- ☐ Education/Career Pathways
- ☐ Robert's Rule of Order
- ☐ Diversity, Inclusion, and Equity
- ☐ Other

27. Please suggest training/professional development opportunities not listed.

28. In your opinion, what is the best way to recognize the contributions and achievements of board members? \*

Instructions: Check all that apply

- ☐ Acknowledge board member achievement(s) as part of committee or board meetings
- ☐ Present outgoing members with Certificate of Appreciation
- ☐ Nomination/award for high-performing board members
- ☐ Other

29. If you serve on other boards, please share practices you have observed or implemented concerning board member engagement, recognition, operations, onboarding and professional development, which could benefit the SWDB.

30. Please share any other ideas, areas of concern, or general comments:

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