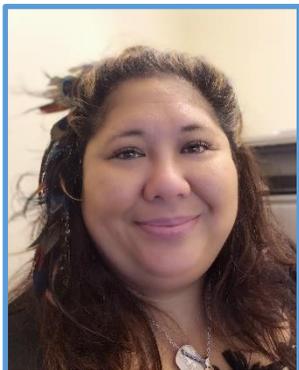


Workforce Development & Basic Studies Update – April 16, 2019

Announcements



Workforce Development & Basic Studies is fortunate to welcome, **Odessa Kawai**, new WFD Program Coordinator. She serves as the central contact for students interested in applying for BFET, Worker Retraining and WorkFirst funding. Triaging students, determining eligibility, data gathering and directing them to the appropriate funding source is one of the many important aspects of her new job. Odessa hit the ground running as her first days put her right into our busiest time before the start of a new quarter. Her skills and experience in administrative office work, running a small business, recruiting and coordinating volunteers, sales, outreach and organizing events (just to name a few!) have already proven to be invaluable. Odessa is a dedicated advocate for equity, inclusion and diversity in her private life as well as her professional pursuits. This passion makes her a great fit in the Workforce Development team! Welcome aboard, Odessa.

Tracee Costa, former part-time WorkFirst Program Assistant, has accepted the position of WorkFirst Program Coordinator. Tracee has been with WFD&BS for some time and we are happy to not only keep her with WFD&BS, but to see her helping our students full-time! She now heads up the efforts (among many) to provide meaningful activities to students during their quarter break as part of the WorkFirst Federal Agreement. Students have the option to engage in the following: work-based learning experience (paid, volunteer, internship and/or externship), and meaningful workshops such as: Strategies for Positive Changes in Life, Scholarships Workshops, Addiction Awareness and Prevention, Student Portfolio Project, and Parenting with Resiliency.

Theresa Gorham, our newest employee, has accepted the position of WorkFirst Program Assistant! The position is now a permanent full-time gig and Theresa, already familiar with WFD&BS from working as a student employee, can be seen late evenings arranging her new surroundings, getting familiar with her new duties and generally spreading cheer. Once again, we're lucky to be able to keep someone in the department with valuable experience and a passion to serve our students!

SAVE THE DATE: Planning is underway for the **Find Your Future EXPO on Tuesday, May 14, 2019**. This community event holds demonstrations from OC professional-technical programs for community members and prospective students to observe and/or participate in. Festivities include OC Culinary program-food, OC Music program-entertainment, OC Fashion Marketing student-planned fashion show, and campus tours. If you would like more information about the event or would like to participate, please contact Deborah Welsh at ext 7849 or dwelsh@olympic.edu.

SAVE THE DATE: **OC's annual Job Fair**, presented by the Career Center, will be held on May 1st from 12 to 3 pm in the Bremer Student Center. Admission is free to the public and attendees will be able to job search with over 50 local employers. Participating employers include Huntington Ingalls Industries, Tacoma Police Department, SAFE Boats International, Curvy QT and Lucky Star Clothing, Kitsap County, Seattle Mariners and many more. This event continues to operate at top capacity and draw hundreds of community members each year.

Partnerships

A **Basic Studies Advisory Committee** is being formed; anticipated meeting is Apr 2019 with quarterly meetings thereafter. Membership will be primarily comprised of community partners.

The Continuing Education partnership between **OC and Western Washington University** continues with the latest offerings from the Western Lecture Series. Speakers and scholars deliver talks on a variety of academic subjects and world affairs. Presentations are designed to expand knowledge, provoke thought, enhance understanding and inspire creativity. The lectures are free and open to the public. More information on the series can be found on the WWU website, <https://ee.wwu.edu/wls>. Coming up: *A World On Fire*, May 1st.

OC will begin utilization of the **Start Next Quarter System** already in use by many of the Washington CTC colleges. *Start Next Quarter* is an online platform highlighting the various programs and funding sources available to students. Through a series of informational queries, the system will offer a comprehensive look at professional-technical programs available as well as eligibility criteria for Worker Retraining, BFET, Opportunity Grant and WorkFirst.

Who's Next System: Workforce Development & Basic Studies is working with IT to utilize the scheduling function of this system to allow students to make appointments with WFD Funding Leads 24/7. It is similar to an appointment system the high schools are currently using, where students are able to set-up an appointment with staff anytime. This function will reduce time spent scheduling for WFD&BS funding staff and assist the Transitions Coordinators. When meeting with students as it will also include information about what areas within the college students have already had appointments, attended SOAR sessions, Financial Aid documentation, etc.

The WorkFirst Team met with the **Mason WorkFirst (LPA)** members on March 20, 2019. Staff members provided suggestions for upcoming meetings and topics will include the regular statistical data, specific guest speakers, best practices, services of partners and links to the WorkFirst Program.

Program Development

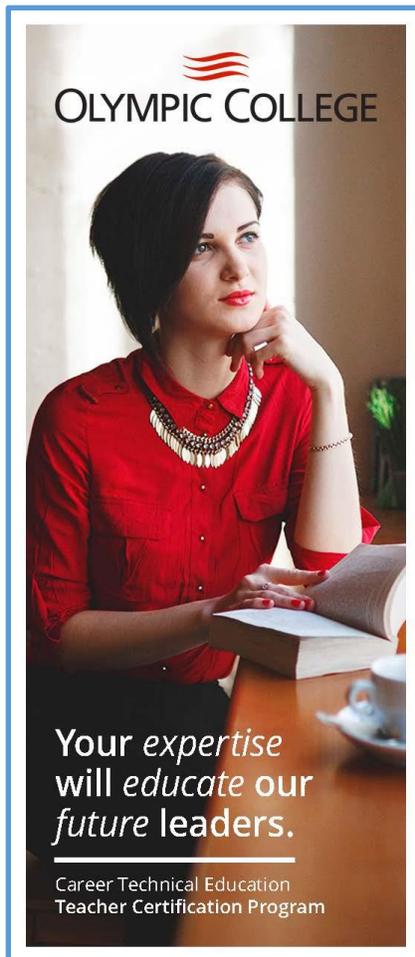
IPPR has approved the proposal to participate in a Department of Labor grant held by Big Bend Community College to offer a **Drone (Unmanned Aerial Vehicle) certificate** at Olympic College. OC hopes to offer the certificate in the fall, pending approval by the Faculty Curriculum Committee and signed MOUs between the colleges.

Workforce Development and Deborah Welsh continue labor market research and curriculum development in Construction and the Built Trades, Human Services, Marine Apprenticeships, Hospitality and Non-profit Management.

OC is participating in planning activities to develop **a new apprenticeship program**. The apprenticeship is a partnership between industry and education to fill a need for skilled employees working with programmable electronic controls. These skills are used across industries and the advancement of technology has grown more rapidly and the infrastructure to support it—most notably, a talent pipeline. New, skilled labor able to perform the engineering, programming, commissioning and technical support are needed immediately.

The new apprenticeship will produce two new categories of employees: **Controls Programmers and Associate Controls Specialists**. The Controls Programmer apprenticeship (400 hours) is designed to

accept applicants at age sixteen, while the Associate Controls Specialist apprenticeship (1600 hours) will offer training to people from all walks of life. Most notably are incumbent workers, individuals transitioning from the military, youth workers transition from high school and populations facing barriers who have demonstrated an aptitude of employability. Curriculum is currently being developed and OC expects to participate by providing General Education components of the program. This may include standard programming language, basic computer use, mathematics and human relations (soft skills).



Enrollments Soar: March was a busy month for the Career and Technical Education (CTE) Teacher Certification Program as classes took place in Sequim, Bainbridge Island and OC Bremerton.

- Ten teacher candidates enrolled in History and Philosophy of CTE in Sequim
- At Bainbridge High School, 19 teacher candidates participated in the Safety in the CTE Classroom and seven candidates enrolled in Occupational Analysis.
- School Law and Occupational Analysis classes at OCB had enrollments of 11 and 12 respectively.
- For winter quarter, 102 Teacher Candidates enrolled in the program and completed 160 courses. These numbers represent a 67 percent increase in head count and a 70 percent increase in the number of courses completed.
- Course instructors are area CTE Directors – retired or current. New to the teaching cadre this spring are John Waller from North Kitsap, who will be assisting Linda Hupka with Course Organization and Steve Mahitka from Sequim will be teaching Personal Student Development and Leadership Techniques.
- As of March 26, our records show 16 completers!! Four more should finish courses by May 17—the date of our CELEBRATION – up from 12 completers last year, 9 in 2017 and 4 in 2016.

- **QUICK JUMP! at OCP and OCS** – A quick and streamlined way for existing teachers to complete required classes and add their CTE endorsement!! Five of the six required classes meet during four days. Then teachers have until August 9 to do the balance of the curriculum on line. Registration is limited to 24 teacher candidates and will open on Tuesday, May 28.

Workforce Development Funding Programs

Worker Retraining received an additional **\$17,945** in funding. While this amount is less than requested, it is likely OC will receive a second award in the coming weeks when other colleges are required to return unspent funds by the end of the fiscal year. The new funding survey is due this week, the last for the year, and Worker Retraining will be requesting an **additional \$185,000**. Ellen Handyside has forged new, successful relationships with PSNS and their Apprenticeship faculty to fund Apprentices for books

and supplies under the Vulnerable Worker eligibility clause. This dramatic increase has greatly increased current year spending and should affect the base allocation awarded for next year and beyond.

The SBCTC will be conducting the **Annual WorkFirst Conference** in May of this year. Jane Blackman is serving on the WorkFirst Conference Planning Taskforce. The session will provide information for new and current WorkFirst employees throughout the CTC System. Kelley Sutherland will highlight OC's efforts with the WFWS Off-Campus Program.

Grant season has been underway for several weeks. Budget requests to faculty and staff were sent out for Perkins Plan and Worker Retraining. Over \$235,000 will be awarded for Professional-Technical program and student services support. Deborah Welsh will be seeking approval for the Worker Retraining Plan 2019-20 at the WFD Advisory Committee Spring meeting.

The WorkFirst Program continues to assist with Post-TANF students who are enrolled as BFET students. This is a great partnership as the BFET Program will have the ability to use the WorkFirst Performance Funds as a match to gather more funds for students. Jane Blackman is working with SBCTC to establish a code that will signify co-enrollment with the BFET students. **\$15,000 has been utilized for Post-TANF students** this Spring quarter. This amount was based on Winter quarter 2019 expenditures.

The SBCTC held the annual **BFET monitoring visit** on Wednesday, March 20th. We will receive a report within two weeks of the visit and will have 30 days to respond back with our action plan addressing any concerns from the SBCTC. We are already implementing changes that were suggested in the same-day debriefing with the SBCTC BFET monitoring visit team member.

Current FTE and headcount information for WFD funding programs as of April 15, 2019:

B894 Spring 2019	15-APR-2019		FINAL B784 (Spring 2018)	
	WFD PROGRAMS	FTEs	HDCOUNT	FTEs
Worker Retraining	273.00	363	271.35	341
WorkFirst	71.29	96	86.04	123
BFET	96.50	116	174.50	207
ABE/ESL/GED/HS21+	<u>173.01</u>	<u>307</u>	<u>161.17</u>	<u>312</u>
TOTALs WFD* to date	613.80	882	693.06	983

COMMENTS - DAY 10

WFD&BS Division spring quarter AVERAGES (over the past 3 spring quarters):

Average FTEs: 776.15

B894 FTEs to date: 613.80 OR 79.08% of total EXPECTED FTEs

Average Headcount: 1081

B894 Headcount to date: 882 or 81.59% of total EXPECTED HEADCOUNT

Comparison of (a) today's data with averages over the past 3 spring quarters and (b) what is the increase or (c) what is needed to reach the average before the end of the quarter

Worker Retraining

Average FTEs: 258.89

B894 FTEs: 273.00 (+14.11)

Average HEADCOUNT: 321

B894 HEADCOUNT: 363 (+42)

WorkFirst*

Average FTEs: 85.78

B894 FTEs: 71.29 (need 14.49)

Average HEADCOUNT: 122

B894 HEADCOUNT: 96 (need 26)

* Includes 6 co-enrolled students in Worker Retraining and WorkFirst.

BFET

Average FTEs: 224.83

B894 FTEs: 96.50 (need 128.33)

Average HEADCOUNT: 264

B894 Headcount: 116 (need 148)

BASIC STUDIES (ABE/ESOL/GED/HS21+)

Average FTEs: 184.54

B894 FTEs: 173.01 (need 11.53)

Average HEADCOUNT: 341

B894 Headcount: 307 (need 34)

Outreach



Preliminary advertising has begun for the 2019 Annual Find Your Future EXPO on May 14, 2019, 4pm-6:30pm. Advertising will include a county-wide mailer, Facebook ads, Instagram postings inviting attendees to sign-up for tours in advance, SeeFilm advertising, BKAT stills, a radio ad, banners and more. A flyer has been distributed to local high schools, Kitsap Regional Libraries, local youth groups and Kitsap Community Resources, among others.

February 26th, Olympic College hosted the “What’s Next Tour” for 235 local high school seniors. The event was kicked off and students were welcomed to the college by Dr. May Garguile and the day was wrapped up by Gayle Dilling, full time Early Childhood Education faculty. The students visited various professional and technical programs, conducted a scavenger hunt of student services, took tours of the campus, and attended an employer panel with several local businesses. Employers included Boeing, Navy Region Northwest, Trulife, WorkSource, TMF Inc., CHI Franciscan, Spark Commons/Superdeluxe Marketing, Kitsap Public Works, and West Sound Workforce. The Olympic College Foundation donated several items for the event, which were raffled off to the students at the end of the event. Various departments throughout OC displayed exceptional teamwork to make this event a success.



Employer Panel Session



Closing session speaker, Gayle Dilling

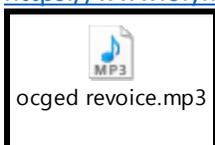
On March 5th, Deborah Welsh attended the annual West Sound Technical Skills Center, ***It's Your Future, career night***. The event was the largest yet, as it continues to grow. Over 300 parents and students came through the event and gather information on OC's programs.

The Basic Studies staff is working with WFD and Communications (Dianna Larsen, Emily Sandness, Shawn Devine) to **create/update promotional materials** (ads, fliers, postcards, brochures, rack card) and expand outreach via Interactive Television (ITV) on campus, telephone campaign, Bremerton Kitsap Access Television (BKAT), reader boards, social media, video, radio SignalVine text messages.

Professional-Technical Come Back Campaign: Outreach postcards to former Professional-Technical and Basic Studies students were sent out the week of February 25th. The spring quarter 2019 campaign focused on encouraging former professional-technical students to return to OC has been completed. Outreach activities included an additional postcard, two SignalVine messages, an email message, ads placed on BKAT public TV station, OC's Twitter and Facebook pages, reader boards on HWY 3 and Clare Ave., and a phone campaign. Outreach focused on 1100 former students who had not completed a certificate or degree.

Basic Studies Come Back Campaign: Added for spring quarter was a similar campaign focused on former Basic Studies students who did not complete a high school diploma or GED, or were in the ESOL option. Over 900 former students were contacted with the same outreach activities as professional-technical (above).

Two lively new additions to the campaigns were the Basic Studies **KMAS radio ad and a YouTube video** created by Emily Sandness in Workforce Development. The radio ad encourages enrollment in Basic Studies programs including ESL, GED prep, and High School 21+. The 30-second spot aired 40 times during 'drive hours' Feb. 25 through March 8. The video is now posted to OC's Basic Studies web page <https://www.olympic.edu/programs-classes/basic-studies>. The KMAS radio ad can be heard here:



On March 29th, Deborah attended the Career Information Sessions at **Cedar Heights Middle School** in Port Orchard to promote OC's prof-tech programs. Middle School students, who are not as familiar with comprehensive job opportunities were exposed to programs of study as well as opportunities to ask presenters about what they do in their jobs every day.

Activities

CTE Dual Credit staff, Lynn Hansmeyer, is **renewing articulations for 2019-2022**. As of the end of March, 44 Renewal Agreements, which are due to expire June 30, 2019, have been sent out to the school districts in our consortium. After renewal agreements are in place, the program will review local area high school course catalogs to initiate possible new articulation agreements.

WFD&BS staff have been meeting regularly with **ctcLink** coordinators to contribute to implementation strategies for Continuing Education, Contract Training & Basic Studies. OC staff will be attending various SBCTC training and informational sessions in the next two months to get ready for the transition from our legacy system.