

DEPARTMENT: SPECIALIZED EMPLOYMENT SERVICES

UNIT: FOODSERVICES CREW

OBJECTIVES:

- To promote student workers' successful participation in their vocational program.
- To evaluate student worker progress in completing Individual Support Plan goals.
- Maintain SES contract with LCC Food Service department.

MEASUREMENT:

- Collect data on student workers' production rates. Evaluate this data in the ISP meetings every six months.
- Review Individual Support Plan with student workers, home providers and county agencies every six months.
- Monthly contact with Food Service department head to insure contract is being performed successfully and food service department needs are met.

UNIT: LAUNDRY

OBJECTIVES

- Provide quality service to all outside contracts and maintain a profitability that can be given back to support the college.
- Work with campus departments needing laundry service to meet their needs with a cost saving service.
- Provide work to SES student workers increasing their job skills and to generate college FTE.

Develop cost saving measures to increase the equipment replacement fund.

Measurements

- Review monthly financial statements tracking income and costs.
- Every 6 months time study workers to track productivity.
- Maintain a weekly survey by contacting department supervisors to insure student needs are met.
- Check with all outside contracts to see if there is a possibility of increasing the volume of work by doing an annual survey.
- Review student worker ISPs and FTE report on annual basis.
- Review budget monthly

UNIT: SES-RECYCLING CREW

Goals:

To move into the new recycling facility and set up the workspace in the most efficient manner in order to maintain and improve the current operation's effectiveness.

Objectives:

1. Maintain the current level of recycled material that is sorted and shipped out on monthly basis.
2. Increase the current level of recycled material that is sorted and shipped out on monthly basis by 5%.
3. Maintain or improve the current level success of the student worker's ability to complete Individual Support Plan goals.

Measurements:

1. & 2. Review data from the Recycling Department's report on recycled materials sorted and shipped each month.
3. Review data from the individual support plans from I.S.P. reports to compare to previous reports.

UNIT: SES WORKSHOP

Objectives:

- To use subcontract work, provided by relationships with local businesses and various departments at lane community college.
- To monitor and evaluate progress of student workers in collaboration with home providers, state, and lane county agencies.
- To train and monitor workers progress on individual tasks, such as use of packaging and mailing machinery.
- To maintain time sheet, medication and behavioral records for student workers.

Objectives for 1 to 3 years

- To enhance and expand use of all mail and packaging equipment.
- To maintain and expand working relationships with community businesses and college departments.
- To work with lane community college mailroom to integrate into a unified mailing service.
- *explore and expand with the senior companions program the use of retired SES student workers into their program.

*explore moving the workshop and offices to alternative site.