Initiative 1: Graduate Job Placement Services

- ## Why do it?

We would like to offer excellent, individualized job placement services for graduates. This service is important for students getting living wage jobs. We believe if we had a staff person to set up the services, market them to students and departments, and coordinate the services with employers, we would see our surveys of graduates have even better statistics.   Student's placement services could be an additional incentive to attract students to Lane.

- ## What will the product of this initiative be?

Students choosing Lane for their education will be better prepared for job search at the completion of their training. This could lead to a higher degree of completion rates for programs and training related employment. Feedback from employers would be a valuable tool to measure the effectiveness of the training programs.
Students would establish lifetime skills for job search and the skill of matching educational/employment abilities to the labor market.
As a Vanguard College, it would add Lane to other innovative colleges that are currently offering the service.

- ## What is the need or intended use?

This service will partner with classroom training to provide practical job search paper presentation and interview skills. Graduates will learn how their training complements their interests, skills and abilities and how to match their complete employment package to the current labor market. Graduates from all areas of training would benefit from this service.

- ## Is it feasible?

This project is not only feasible, in today's economy it is a much needed service for anyone entering the workforce or changing occupations.

- ## What would be the campus location of this request/project?

The Workforce Development Department would provide a computer and the workspace.

- ## How many students (per year) will benefit?

Graduates of all programs, vocational technical and general education as well as graduates of ABSE.

- ## How will students benefit?

Provides training and job search placement in one location. Enhanced job search skills will equal better positions/jobs.

- ## Describe the resources needed.

Would require .75 FTE Project Specialist II working full-time during Fall, Winter and Spring terms for the first year. Additional funds would be needed for materials, supplies and phone charges.   A Computer with a database would be required for tracking and

reporting. Fax machine, copier, scanner and other office equipment could be provided by
The Workforce Network. A conference center or space to be used for a springtime
employment/career conference. Additional staff for the conference could be provided by
The Workforce Network partnering with CES, CO-OP and Women In Transisition.

- **List the possible funding sources**

Carl Perkins funds

- **Can this project be partially funded?**
- **If so, what minimum cost?**

The Workforce Development Department does not have the resources to partially fund
this project.

- **Provide ORG & PROG codes**

- **How does this project articulate with the college's vision, mission & goals
  and contribute toward meeting the President's/Board's approved goals**?

This project is strongly connected to Lane's mission. This service would compliment the
excellent education that students receive at Lane. It would be a resource to all
educational programs to further assist their students in gaining the skills for marketing
themselves into the current workforce.
It would allow departments that provide similar services to partner together for the
success of the student.
It would create strong bonds between employers and the college leading to community
recognition of Lane's quality training.

Initiative 2: Internal Coordinator for Student Career and Employment Services

- **Why do it?**

We would like to better serve Lane students by doing a better job of coordinating all career and employment resources for Lane students. There are several pockets of employment services at Lane and this project would help define what those services are, where they are offered, how a student could benefit the most from the services and eliminate duplication of services. The objective would be a seamless service to students, staff and faculty in these areas that would be understandable and user friendly.

- **What will the product of this initiative be?**

Clear marketing information for students, staff and faculty. Clear direction for employers attempting to hire Lane students.

- **What is the need or intended use?**

Representatives from Career and Employment Services in Counseling, Cooperative Education, The Women's Center and The Workforce Development Department have met regularly to assess and coordinate the services offered from each of these departments. The types of services are so intertwined that students, staff and faculty would have a difficult time knowing which service would be appropriate to use. It has become clear to us that we can not accomplish that goal in one hour a month and none of us have the staff to dedicate to the project. Ideas include creating a shared database for online registration to services and job referrals/listings.

- **Is it feasible?**

Yes and would benefit both the student and the internal coordination of Lane.

- **What would be the campus location of this request/project?**

The Workforce Development Department would provide the workspace.

- **How many students (per year) will benefit?**

All students interested in employment services at Lane. We believe these numbers would increase as the array of services is clearly defined and resources are easily identifiable.

- **How will students benefit?**

Students will be able to locate the services they need quickly. Resources will be well defined and user friendly. Staff and faculty will have clearer understanding of the services for referral purposes.

- **Describe the resources needed**

Would require a .5 FTE Project Specialist II in a year round position. Additional funds would be needed for materials, supplies and phone charges. The Workforce Development Department would provide the computer and workspace.

- **List the possible funding sources**

Carl Perkins funds

- **Can this project be partially funded?**
- **If so, what minimum cost?**

The Workforce Development Department does not have the resources to partially fund this project.

- **Provide ORG & PROG codes**

- **How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's/Board's approved goals**?

This proposal falls directly within the mission of the college. It's objective is to directly meet the needs of the student and to diminish confusion around career and employment services.

Initiative 3: Labor-Market Driven, Short-Term Vocational Training Services

- **Why do it?**

The Workforce Development Department has a standing history designing and delivering excellent employer driven short term training. The programs were highly successful because they involved business in the creation of the training. Since this service has been 'moved' to Continuing Education, we have not seen new training programs being offered to meet the needs of the transitional workforce. Our close partnership with all the agencies of the community would allow recruitment of their clients (mostly disadvantaged) to these trainings. We would like to see this important function returned to this department.

- **What will the product of this initiative be?**

Partnering with employers to provide up-to-date training for the transitional workforce and assist with employment placement. Implementing short-term industry focused trainings would allow students to gain specific technical skills, computer skills and soft skills to enter the current workforce. Short-term trainings also function as an introduction to the college experience for many students. Students become confident that they can learn, see the benefit of learning and desire to continue to grow, thus beginning a life-long learning experience.

- **What is the need or intended use?**

This service would partner with employers to determine labor market needs and would design curriculum to meet the industry need. Employers, partnering agencies and the college could recruit students. Students completing the training would have the competencies required by employers to attain employment. Trainings would not need to follow the academic calendar.

- **Is it feasible?**

This department's short-term training offerings have been very successful. We have the experience within the department to administer the coordination of short-term trainings. In the past we have created industry specific as well as employer specific trainings that resulted in students either gaining or retaining employment. Once established the trainings have been transferred to other departments to administer.

- **What would be the campus location of this request/project?**

The Workforce Development Department would provide the workspace.

- **How many students (per year) will benefit?**

- **How will students benefit?**

Students will be able to assess trainings structured for specific industries with placement assistance as a part of the program. For many students this will be an introduction to the resources and other training the college offers.

- **Describe the resources needed**

Would require 1 FTE Project Specialist II position to work with employers and partnering agencies to determine needed trainings, curriculum and placement requirements. Additional funds would be needed for curriculum, materials, supplies and phone charges. The Workforce Development Department would provide a computer and the workspace.

- **List the possible funding sources**

Carl Perkins funds

- **Can this project be partially funded?**
- **If so, what minimum cost?**

The Workforce Development Department does not have the resources to partially fund this project.

- **Provide ORG & PROG codes**

- **How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's/Board's approved goals**?

This proposal would meet the needs of the students and the community by creating a more knowledgeable workforce for entry level jobs. The added service of placement at the end of the training would increase training related placements. It would be an avenue of recruitment for the college.