

To: All “Green” College Leads

From: Brenda Brecke for Green Staffing Team (Debbie Moller CCWD, Mimi Maduro CCWD, and Sonya Christian (Lane CC)

RE: Green Resource Development and Instructions for Templates

Welcome “Green” College Leads. Your campus CTE/CIA Deans have identified you as the “green lead” for your college. Each of you are being asked to establish a “green team” to guide your internal process for providing the Staffing Team and the Core Work Group (some of you may be on it as well) with information as we develop a green initiative framework for instruction and workforce development.

The purpose of this framework will be to describe in as much detail as possible the current situation with green related instructional and workforce programs and green initiatives at Oregon community colleges; desired new or expanded instructional and workforce programs; other statewide and local “green” efforts closely tied to the direction the colleges are moving in; and current or potential opportunities for regional and statewide approaches. In the near term, this framework will provide the basis for developing federal grant proposals as well as other potential funding opportunities. Your role is crucial to the success of this statewide effort. Longer term, this framework is intended to be helpful in informing local, regional and statewide community college planning and implementation of green initiatives.

We ask that you and your college team complete the two templates that follow. Document #1 template is intended to capture current available community college training in Oregon related to employment in green jobs. Document #2 is a SAMPLE of a completed template. Document #3 is a template intended to capture potential new programs or offerings or expansion/enhancement of current programs. Document #4 is a sample of a completed template.

Document #1 – Please give a short description of each current program, course or activity that train for jobs in the areas identified in the left hand column. Please use name of degree or certificate in the description when appropriate. For short term trainings indicate approximate hours of instruction and whether credit or non-credit. Please note student enrollment (approximate numbers should be noted as such). Under who are your students – for degree programs this would be any CC student. For short term trainings are your students current workers, dislocated workers, or students in ABS/ESL bridge programs? For partners list any contributions that your partners – WIA, business/industry, other community colleges, high schools, universities, community agencies- and how they contribute to the project. In the last column please mark all that apply. With each provide a short description of the activity.

Document #3 - Please give a short description of any new program, training or activity that supports the development of the program area in the first column. Please include projected cost of the new program (include projections for start up and ongoing when possible), projected

number to be served (again start up year and then ongoing). Please indicate what degrees or certificates would be awarded. How many students will be served? What are the projected costs (provide start up and ongoing years). Indicate your targeted audience for the training. In the last column please use the list in the footnote and describe all that apply.

Please complete the templates and **return** to Brenda Brecke [bbrecke@yahoo.com](mailto:bbrecke@yahoo.com) and cc Debbie Moller [Debbie.Moller@state.or.us](mailto:Debbie.Moller@state.or.us) by **June 5**. We realize that the timeframe for collecting data is very short but in order for us to produce timely documents (in anticipation of RFP's) the Staffing Team has created a tight timeframe- a timeframe that was reviewed at the last President's Council.

On **June 2** the staffing team has scheduled a 2-3 pm conference call for the "green leads". If you have questions about the templates or the process for completing/returning them please send them to Brenda Brecke [bbrecke@yahoo.com](mailto:bbrecke@yahoo.com) so that we can include them in the call. I have attached an agenda for the June 2 conference call. The call number is 1-800-910-2586 code 6985541.

Thank you for your participation and leadership in this important and exciting development.