Strong Workforce Program Funding Implementation

Presented to California Community College Chief Instructional Officers

Download this PowerPoint at: http://bit.ly/2dr9SOV
Strategic thinking produces innovations in Career Technical Education (CTE) processes, curriculum and the student experience that can deliver a strong workforce at the speed of business.

California’s Job Openings by Education Level
2015-2025

- HS Diploma or less: 34%
- Some college or Associate's degree: 30%
- Bachelor's degree or higher: 35%

1.9 million job openings will require some college or an Associate's degree.

Analysis: Collaborative Economics
$200M Strong Workforce Program Rollout

GUIDANCE
- Trailer Bill Language: PDF | Word
- CCCCO Guidance Memos (coming soon)
- FAQs
- Allocations

COMPILE YOUR OWN SLIDES
- Presentation Archive

PLANNING
- Master Calendar
- Local Shares
  - Reporting Template - TBD
  - Overview Slides: PDF | PPTX
  - Process Flow Chart
- Regional Shares
  - Reporting Template - TBD
  - Overview Slides PDF | PPTX
  - Process Flow Chart

LABOR MARKET RESEARCH
- Labor Market Information Library
- Demand & Supply Data Tools
- Ideas for Growing CTE FTES

CTE PROGRAM OUTCOMES
- Find CTE Outcomes
- Strong Workforce Program Metrics

DIRECTORIES
- Find My Regional Partners
- CTE Regional Consortia
- Sector Navigators / Deputy Sector Navigators
- Labor Market Research Centers of Excellence
- CTE Data Unlocked Experts
- Technical Assistance Providers

25 Recommendations Adopted by the Board of Governors

Communications
- 25 Strong Workforce Recommendations (PDF)
- Overview Slides: PDF | PPTX
- Work in Progress
  - Project Plan
  - Technical Assistance Providers
  - Advisory Body

Expert Papers
- Workforce Data & Outcomes
- Curriculum Development & Instructors
- Structured Pathways & Student Support - Part 1
- Structured Pathways & Student Support - Part 2
- Regional Coordination
- Funding
Local Share-Timeline

- Local Share allocations posted August 5, 2016
- Board of Governors approval and Local Share Template goes live September 18, 2016
- Local Share funds dispersed to Districts October 27, 2016
- Funds can be spent retroactive to July 1, 2016
- Report on uses of funds via Local Share Template
  ✔ Evidence of labor market demand
  ✔ Increase quantity/improve quality
  ✔ District certification
- Final date to submit Local Share Template - January 31, 2017
• Funds are ongoing and have been allocated to districts based on a labor market need, enrollments, and student outcomes, rather than putting out an RFP.

• Plans and budgets are very simple, focusing on proof of labor market need and projections regarding how student outcomes will change.
$200M Strong Workforce Program Rollout

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Allocation Model

1. Unemployment rate  
<table>
<thead>
<tr>
<th>2016-17</th>
<th>2017-18+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>1/3</td>
</tr>
</tbody>
</table>

2. Proportion of CTE FTEs  
   | 1/3 | 1/3 |

3. Projected job openings  
   | 1/3 | 1/6 |

4. Successful workforce outcomes*  
   | 0   | 1/6 |
Flow of Funds

60%
Local Shares
Goes to districts to invest in CTE at colleges

40%
Regional Shares
Invests in CTE at colleges upon coordinated action
Focus for the Funds

• **Increase quantity of CTE**  →  More enrollments in programs leading to high-demand, high wage jobs

• **Improve quality of CTE**  →  
  • More students complete/transfer
  • More students employed
  • More students improving their earnings
Plan Elements

• SHALL increase the **number** of students in **quality** CTE courses, programs, and pathways that will achieve successful workforce outcomes.

• MAY invest in **new or emerging** CTE courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.

• MAY Address Strong Workforce Task Force recommendations.

• SHALL Provide **evidence of demand** for workers within the funded CTE Program(s) AND
  o Identify geography and occupations targeted
  o Identify labor market demand and supply **gap**
  o Cite **source** of labor market information
Receiving Funding

• Colleges can spend 2016-17 funding once they submit a local share report template, and the district certifies the template.

• Colleges will have three years to expend 2016-17 funding.

• Colleges will submit another local share reporting template in 2017, for 2017-18 funding.
• Very few limitations on what is allowable

• Focus on outcomes rather than activities

• Emphasis on innovation and risk-taking so colleges can be more responsive to labor market conditions and student outcomes
**$200M Strong Workforce Program Rollout**

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No Supplanting

• This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs.

• However, the percentage of full-time equivalent students enrolled in CTE courses shall not be reduced from the percentage computed for the 2015–16 fiscal year.
Funding CTE Only

Funds expended must show a direct benefit to the requirements of the Strong Workforce Program:

• Increase the **number** of enrollments or **quality** of CTE courses, programs, and pathways.

• Address the **recommendations** of the Strong Workforce Task Force Report.
Duplication of Effort

Activities funded shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including:

- Workforce Innovation and Opportunity Act
- Adult Education Block Grant consortia
- K-12 career technical education programs
District Procedures

All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending local and regional allocations.
Non-Allowable Activities
• Entertainment
• Alcoholic Beverages
• Contingency (Rainy Day Funds)
• Goods and Services for Personal Use
• Lobbying
• Contributions or Donations

Indirect Cost Rates Allowed
• 60% Local Share: 4%
• 40% Regional Share: None
A Different Data Approach

- Information has been compiled for colleges
- Emphasis is on reviewing available data and using it to target investments
http://swplocal.cccco.edu  
Deadline January 31, 2017 
Usernames and Passcodes Required for Each College
Program Selection

Is this plan for an investment in a single CTE Program or across CTE Programs?

Identify Cross CTE Program Investments to achieve Strong Workforce Task Force Recommendations.

Such as:

- Career Exploration and planning
- Work-based learning
- Other investments that improve college performance on Strong Workforce Program metrics

Type either the Program Name or the TOP Code in the Lookup Field below. When the desired option appears, select it from the list to add it to your plan.

For Cross CTE Investments, you can add more than a single program to your plan.

Click 'Save List' when you are done.

IMPORTANT:
If you are setting up a NEW PROGRAM (TOP Code 'NEW') you MAY NOT include other programs on this plan (start a new plan for your other programs).

Enter TOP Code or Name & Select
Provide Evidence of Demand for Workers

For both the local and region share applications for Strong Workforce Program funding, colleges will need to identify labor market demand for each program.

Please be sure to read the LMI for Strong Workforce Program Document » for more information.

Each of the programs are listed in one section below. Click the header to expand, view, and edit the section. For each section, complete the Labor Market Information using data found from one of the standard LMI sources found in the: Doing What Matters LMI Library »

When you are ready to leave the page, click 'Save All' at the bottom of the page.

NOTE: You can save a partial form and return later to finish it. The system will advance you to the projections forms once ALL LMI fields for ALL programs are filled.

Veterinary Technician (Licensed)

To support the Strong Workforce investment in this program I will be using:

--select one--
Labor Market Demand & Supply data
Living Wage Attainment - Student outcome data
Valid Sources of Labor Market Information

Use information that has already been compiled

1) Use data that was validated within the last two years
   • Validated local or regional employer input through an employer survey or advisory
   • Regional program approval process
   • Prior regional planning process
   • Local biannual program review

2) Find data in a report in the LMI Resource Library
   Filter by sector and region to obtain reports and data
   doingwhatmatters.cccco.edu/StrongWorkforce/LMILibrary.aspx

3) Demonstrate living wage attainment
   Programs where at least 50% of students earned a living wage
   https://www.calpassplus.org/LaunchBoard/SWP.aspx
Use information that your college creates

1) Compile a custom analysis from the COE Demand and Supply Tables.

   Retrieve LMI data for relevant occupations and regions
   www.coeccc.net/supply-demand

2) Use non-standard sources that have been certified through your region.
Veterinary Technician (Licensed)

To support the Strong Workforce investment in this program I will be using:

Labor Market Demand & Supply data

There are **two ways to validate** the Labor Market Need for this program's investment:

A. **Detail** occupational employment projections vs. annual average awards conferred
B. Submit evidence **already reviewed and approved** by a local or regional body.

Select your need-source to determine which of the two validation methods will be used.

---select one---

- Occupational projections data and supply information from the COE
- Data found in reports posted to the LMI Library
- **VALIDATED EMPLOYER INPUT** via an Employer Survey
- LOCAL BIANNUAL PROGRAM REVIEW process - completed within the last two years
- REGIONAL PROGRAM CONSORTIUM ENDORSEMENT process - completed within the last two years
- REGIONAL PLANNING PROCESS - data compiled and analyzed by the Regional Consortium identified this
Veterinary Technician (Licensed)

To support the Strong Workforce investment in this program I will be using:

- Labor Market Demand & Supply data

There are **two ways to validate** the Labor Market Need for this program's investment:

A. **Detail** occupational employment projections vs. annual average awards conferred
B. Submit evidence **already reviewed and approved** by a local or regional body.

**Select your need-source to determine which of the two validation methods will be used.**

Need Source
- Data found in reports posted to the LMI Library

**Upload LMI Excel Worksheet**

1. Download the blank LMI Excel Worksheet »
2. Fill out the above worksheet. Include labor market analysis showing occupational demand and training supply (awards and certificates) for this program.
3. Upload your completed Excel worksheet below.
**Investment is targeting ...**  
- Enter selected TOP codes and Program Titles

<table>
<thead>
<tr>
<th>TOP Code(s)</th>
<th>Program Title</th>
<th>Sample Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Geography** - The program identified specifically targets the labor market need for trained workers in...  
- Select a region/subregion or a single county geography using the drop down lists embedded in the green or blue cell.

<table>
<thead>
<tr>
<th>Region/Subregion list</th>
<th>County list</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Demand** - the program(s) prepare students to work in the following occupations...

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>Occupational Title</th>
<th>Annual Openings</th>
<th>Institution Type</th>
<th># of Awards Conferred (Annual Average)</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-9999</td>
<td>Sample Occupation</td>
<td>100</td>
<td>Community Colleges</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Other Post-secondary Institutions</td>
<td>5</td>
</tr>
</tbody>
</table>

**Supply** - On average, how many awards (certificates and degrees) area conferred by community colleges and other post-secondary institutions in the region/county identified?

<table>
<thead>
<tr>
<th>Institution Type</th>
<th># of Awards Conferred (Annual Average)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Colleges</td>
<td>25</td>
</tr>
<tr>
<td>Other Post-secondary Institutions</td>
<td>5</td>
</tr>
</tbody>
</table>

**Summary of Data Entered:**

- Demand: 100
- Supply: 30

**Analysis:**
- It's a go! Undersupply indicated
Explore the Labor Market Library

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- Regional Coordination
- Funding
Find Evidence in the Labor Market Library

Labor Market Information Library

What sector or program area is your focus?
- Transportation

What geographic areas are you interested in?
- Inland Empire

Search titles and descriptions by keyword(s):

Resources filtered by Sector: Transportation, and Geographic Area: Inland Empire, and Keyword

Regional Planning Unit Summary: Inland Empire
Author/Organization: EDD-LMID
Release Date: Sep 2016
EDD’s Labor Market Information Division prepared the Regional Planning Unit Summaries for use by the California Workforce Development system. View »

Advanced Transportation
Author/Organization: CoE
Release Date: Sep 2016
View »

Inland Empire Desert Regional Labor Market Assessment
Author/Organization: CoE
Release Date: Sep 2016
View »

Regional Economic Analysis Profiles
Author/Organization: EDD-LMID
Release Date: Aug 2016
These reports focus on the future employment demand of economic market industry clusters and feature them as primary investment opportunities for California’s workforce development system. View »

Help Wanted Online Online Job Ads Statistics
Author/Organization: EDD-LMID
Release Date: Jul 2016
Things you will find in this data series: (1) Top 10 Occupations with the most job ads in an area; (2) Top 10 employers with the most job ads in an area; (3) Number of job ads vs. the number of unemployed; and (4) Cities with the most jobs ads. View »
In the **Launchboard Program Snapshot Tool**», there's an option to *download a PDF* of the data showing the Living Wage Attainment for your program (upper right corner of chart visual).

1. Select the PDF Export option.
2. Save the file to your computer.
3. Upload it here as evidence.

**Choose File for Upload**

Click the button to locate the file you are uploading from your computer. Your file will not be actually uploaded until you click 'Save All' at the bottom of this page.
Program Snapshot

Select Your View

What level of information do you want?
Please select one

- TOP 6 and Sectors
- TOP 4

- Reports summarizing program outcomes
- Detailed data tables with historical, regional, and state comparison data

Need Password and Login

What do I need to know about the Program Snapshot data?
Strong Workforce Program Metrics

Size of CTE Programs ("more")  
required for all programs

• Enrollments

Outcomes for CTE Programs ("better")  
pick only those metrics that are relevant for your investment

• Completion
• Transfer
• Employment
• Employment in field of study
• Second quarter earnings
• Median change in earnings
• Proportion of students who attained a living wage
Colleges should not compile this information on their own.

All data points have been pre-populated on the LaunchBoard Strong Workforce Program tab, with benchmarking information.

The source of the information is the data that colleges upload to the Chancellor’s Office for MIS reporting, the Chancellor’s Office match to the state wage file, and CTE Outcomes Survey data.
Strong Workforce Program Metrics

College of the Canyons || Water and Wastewater Technology (093800) || 2011-2012 (Change Filter?)

+ **NUMBER OF ENROLLMENTS:** 117

+ **NUMBER OF STUDENTS WHO GOT A DEGREE OR CERTIFICATE:** 21

+ **NUMBER OF STUDENTS WHO TRANSFERRED:** 0

+ **EMPLOYED 2 QUARTERS AFTER EXIT:** 67%

+ **EMPLOYED 4 QUARTERS AFTER EXIT:** 71%

+ **JOB CLOSELY RELATED TO FIELD OF STUDY:** *

+ **MEDIAN EARNINGS TWO QUARTERS AFTER EXIT:** $10,145

+ **MEDIAN CHANGE IN EARNINGS:** 7%

+ **ATTAINED A LIVING WAGE:** 56%

*Find out more about the data in the Strong Workforce Program Metrics*
Local Share Projection Form

Each of the programs, AND the 'Affidavit of Completion' is listed in its own section below. Click the section header to expand, view, and edit your projections for that program. You must digitally sign this form by completing the 'Affidavit of Completion' before the system will allow you proceed to the budget section.

Refer to [Outcomes Projections for the Strong Workforce Program](#) for guidance on Strong Workforce Metrics. Figures must be based on data posted in the [LaunchBoard Strong Workforce Program Metrics tab](#). Please note that the level of detail in your responses on this form will affect your future funding so be as thorough as possible.

Click 'Save All' at the bottom of the page before closing the window or navigating the page to avoid losing work!

NOTE: You can save a partial form and return later to finish.

**TOP 6 | Veterinary Technician (Licensed)**

010210

**Provide Projection**

- [ ] To expand enrollment in an existing CTE program or create a new CTE program
- [ ] To improve Strong Workforce Metric(s)
<table>
<thead>
<tr>
<th><strong>Required</strong></th>
<th>2016/17</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Success</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If your college intends to improve Strong Workforce Metrics please select one or more of the following measures, based on the focus of your investment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Quarter Employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed in Field of Study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Earnings</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Quarter Earnings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Median Change in Earnings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proportion Making Living Wage</td>
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<td></td>
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<tr>
<td><strong>Narrative</strong></td>
<td></td>
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</tr>
<tr>
<td>Describe the investments you will make and how these investments will result in improved performance. (300 characters)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Affidavit of Completion</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local Share Budget Form

Budget Forms

Enter the details of your planned expenditures for the attached program(s). When you are done, click on Save Budget at the bottom. The optional CTE Calculator is linked above for your convenience.

**Program and Budget Form**

- **Program Development**
  - New/Remodeled/Repurposed Facilities
  - New Equipment
  - Materials and Supplies (for start-up year)
  - Library Acquisitions
  - Publications, Outreach & Marketing

**CTE Program Budget Detail Sheet**

<table>
<thead>
<tr>
<th>Object of Expenditure</th>
<th>Classification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Instructional Salaries</td>
<td>$</td>
</tr>
<tr>
<td>2000</td>
<td>Non-Instructional Salaries</td>
<td>$</td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td>$</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies and Materials</td>
<td>$</td>
</tr>
<tr>
<td>5000</td>
<td>Other Operating Expenses and Services</td>
<td>$</td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay</td>
<td>$</td>
</tr>
<tr>
<td>7000</td>
<td>Other Outgo</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Total Direct Costs</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Total Indirect Costs</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Total Program Costs</td>
<td>$</td>
</tr>
</tbody>
</table>

Program Contact
--please select--
• Step-by-step guide on the planning process and how to fill out the template

• Worksheet to record figures

• Demand and supply calculator worksheet
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Local Share Reporting Template Resources

Step-By-Step Instructions

Local Share Reporting Template

**Strong Workforce Program Local Share Reporting Template Guide**
Offers step-by-step instructions, with screen shots, on how to prepare information necessary for the Local Share Reporting Template.

**Local Share Reporting Template Worksheet**
Spreadsheet where colleges can record information for each field in the Local Share Reporting Template, as they develop their submission materials

**Local Share LMI Worksheet**
Spreadsheet where colleges can record demand and supply numbers, and use built-in calculations to determine whether there is an oversupply of qualified workers for specific occupations

$200M Strong Workforce Program

Local Share Overview
Regional Share Overview
Rollout Timeline
FAQ

Trailer Bill Language
Helpful Links including:
- Guidance, Presentation
- Archive, Planning, Labor
- Market Research, CTE
- Program Outcomes, Directories

25 Recommendations Adopted by the Board of Governors

Recommendations (PDF)
Task Force Expert Papers
Each college has been assigned a CTE Data Unlocked Expert, who will provide ten hours of free technical assistance to:

- Examine data for your priority programs
- Support the process of setting goals for SWP metrics
- Connect you to additional resources

Your assigned expert has already contacted your college.
# CTE Data Unlocked Experts

<table>
<thead>
<tr>
<th>College</th>
<th>Expert</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allan Hancock College</td>
<td>Daniel Martinez</td>
<td>909-648-5460</td>
<td><a href="mailto:dilmatz@yahoo.com">dilmatz@yahoo.com</a></td>
</tr>
<tr>
<td>American River College</td>
<td>Nathan Tharp</td>
<td>530-394-7078</td>
<td><a href="mailto:ntharp@gmail.com">ntharp@gmail.com</a></td>
</tr>
<tr>
<td>Antelope Valley College</td>
<td>Sable Cantus</td>
<td>323-271-0763</td>
<td><a href="mailto:sable@cantus.us">sable@cantus.us</a></td>
</tr>
<tr>
<td>Bakersfield College</td>
<td>Nathan Pellegrin</td>
<td>650-388-8903</td>
<td><a href="mailto:npellegrin@alembicanalytics.com">npellegrin@alembicanalytics.com</a></td>
</tr>
<tr>
<td>Barstow Community College</td>
<td>Gabrielle Stanco</td>
<td>714-432-5977</td>
<td><a href="mailto:gstanco@occ.cccd.edu">gstanco@occ.cccd.edu</a></td>
</tr>
<tr>
<td>Berkeley City College</td>
<td>Angela Gomez-Holbrook</td>
<td>714-337-7539</td>
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</tbody>
</table>
Local Share Affidavit of Completion

Signature Page — Affidavit of Completion

I hereby certify that the use of funds will comply with the intent of the Strong Workforce Program (Education Code 88820-826) to accomplish all of the following:

A. Per statute, in utilizing these funds, my institution commits to participating in regional planning efforts organized by the CTE Regional Consortia in order to facilitate the alignment of workforce, education and employment services affected by the federal Workforce Innovation and Opportunities Act (WIOA).
B. Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.
C. Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
D. Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

You are signing this plan and submitting it for the official record. Once you sign and submit this form, you will not be able to edit the plan or budget any further.

1. Type your full name in the "signature" box below.
2. Enter your official title.
3. Enter your email address.

Signature

Signed Title

Email

Submit as Final
Strong Workforce Program Process Flow Chart

Local Share Flow to report on uses of funds by districts Flowchart
(DRAFT Ver. 23)

Legend
- College Responsibilities
- Col & RC Responsibilities
- ineligible to start implementation process

Implementation
- Approve?
- Implement Program
- Complete program and budget process
- Provide program context

Provide Projector
- Funding must increase quantity and/or improve quality of CTE. Refer to Education Code Section 88820-024
- Expand enrollment in existing CTE program, improve the quality of existing CTE programs, or create new CTE program.

Implement Strong Workforce Program metric(s)

Check the pertinent outcomes based on the following multiple measures:
- Completion
- Transfer
- Employment rates
- Employment impact of program
- Earnings
- Median change in earnings
- Proportion of students who obtained living wages

Provide a brief explanation of investments you will make and how these will result in improved performance (300 word limit)

Identifying Program
- Initiative Program
- If New Program

Proven CTE Funding Calculator
- Complete program and budget process
- Provide program context

APPROVAL TO PROCEED
(Notes: CTE as a percent of FTES must not go below 2013-14)
Coming soon (October 28): Regional Share Template
Check back on the Strong Workforce Program site for updates and additional resources.

http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx