WELD COUNTY WORKFORCE DEVELOPMENT BOARD

MINUTES

AUGUST 20TH, 2019
12:00PM TO 1:30PM, LUNCH SERVED AT 11:45AM
EMPLOYMENT SERVICES OF WELD COUNTY
315 N 11TH AVENUE, BUILDING B, GREELEY, CO 80632

Board Members:

Present: Bonnie Babcock, Integrity CDL Academy; Dr. Margo Barnhart, Ala Carte Learning; Dwight Steele, Property Management; Elizabeth Barber, The Greeley Dream Team; Geoff Herrig, Pipefitters Local 208; Greg Farris, Front Range Roofing; Kyle Majchrowski, Banner Health; Peggy Decker, Kaiser Permanente; Rich Werner, Upstate Colorado; Commissioner Scott James, Weld County; Shayna Howell, Aims Community College; Stacy Evans, Colorado Department of Labor and Employment, Division of Vocational Rehabilitation; Susan Ditson, Renewable Fiber Inc.; Sylvia Robinson, TOLMAR. *Phone:* Lisa Taylor, Immigrant and Refugee Center of Northern Colorado (IRCNOCO); Ryan Rose, Weld County; Sam Gluck, APCO Electric.

Absent: Bob Grand, Lost Creek Guide; David Thompson, FMS Bank, Chair; Elise Lowe-Vaughn, CDLE; Jeff Sloan, Christian Brothers Automotive; Pete Freeman, Covenant Testing Technologies.

Quorum Present: YES

Others Present:

ESWC Division Head: Tami Grant.
ESWC Staff: Ted Long, Consultant; CeCe Moreno, Business Services Manager; Heather Roberts, Support Specialist and Board Liaison.
Other: Johnathan Tillman, CDLE.

I. **Call to Order**
   Meeting called to order at 12:02 p.m. by Tami Grant.
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II. **Approval of Minutes**
   Discussion: Tami Grant, entertained a motion to approve the Workforce Development Board meeting minutes from May 21, 2019 as circulated. Sylvia Robinson moved to approve the minutes as written. Shayna Howell seconded the motion and the motion carried.
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III. **Reports**
   a. **Program Performance Measures Dashboard**

Discussion: Heather Roberts distributed an updated dashboard from the one provided with the meeting agenda. The updates to the report were identified and are as follows:

- WIOA Dislocated Worker Actual Budget, $681,224.81.
- WIOA Dislocated Worker Remaining Budget, $127,055.58.
- ApprenticeshipUSA Expansion Grant Total Budget, $60,000.00, increased by $30,000.00
- ApprenticeshipUSA Expansion Grant Remining Budget, $48,000.00, increased by $30,000.00
- Customized Recruitment Events Actual, 358, increased by 115
- Veterans Priority in Job Referrals, 52%, decreased by 34.48%

A corrected dashboard is attached.

b. One-Stop Operator Monitoring Results

Discussion: Prior to WIOA becoming law, WIA and Wagner-Peyser operated separately, and often in different locations. Colorado was one of three states that operated differently than the rest of the US, having both WIA and WP co-exist in the same location. WIOA law addressed this issue, requiring that WIOA and WP services become co-located through the creation of One-Stop Operators. Employment Services of Weld County applied to become the one-stop operator for the Weld County Workforce Development Board which would be awarded
through an RFP. The One-Stop Operator monitoring report is a formal process to receive feedback from other similarly operated boards (Weld, Adams and Pikes Peak Counties). All other boards awarded the position of one-stop operator to private organizations. In many cases, the One-stop Operator coordinates MOUs as their essential function. This has caused many challenges for local areas in the form of heavy cross-training.

Adams County's One-Stop Operator, in collaboration with Heather Roberts, created the report template incorporating elements of each county's Agreements with their local areas. Adam's County did not identify any compliance errors with Weld's One-Stop Operator.

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IV.   Old Business

a. Weld/Larimer Regional Collaboration Update

Discussion: As a formalization of the work that has been going on between economic development professionals for years, the OneNOCO Initiative was created, which includes Northern Colorado Economic Alliance and Upstate Colorado. The purpose of OneNOCO is to create a resiliency model for the Northern Colorado region. Extensive analysis of data for companies in the community, where Agriculture and Oil & Gas tend to fluctuate, letting the facts dictate the process as it moves forward. This model includes making sure everyone in the region (Larimer and Weld Counties) is using the same data, from a tactical process. Eight areas of work have been identified by the initiative which are: regional collaboration (Weld/Larimer MOU Cooperation signed), coordinate common understanding, shared messaging, fulfilment, regional business retention/expansion, business climate, private sector participation, transportation, housing, and workforce.

Sylvia Robinson, a member of Larimer and Weld Workforce Development Boards (WDB), provided insight from her experience with Larimer County regarding regional initiatives. Larimer County combined their economic development office with their workforce center (when the prior Workforce Director retired) to increase the ability to meet business needs. The Larimer WDB is open to the regional strategies . Questions regarding what the boards are going to do together are unanswered at this point although there are common interests such as serving employers effectively and launching Sector Partnerships. Larimer believes that the answer to a common lack of understanding of workforce centers can be addressed regionally by providing common language about availability of programs. Tami meets with Jacob, counterpart in Larimer, to discuss these issues to answer the question of what the boards can do together and how our goals can be achieved.

Sector Partnerships, including healthcare and manufacturing, are coordinated regionally. Conversations regarding retail and construction partnerships have been ongoing. Tami has a meeting on Friday with Griff contractor with the Fort Lupton School District, to further discuss a construction partnership opportunity. A Retail and Hospitality partnership is being discussed with regional meetings already taking place. A plan to apply for the CWDC Walmart Sector Partnership Grant once the partnership is formed is also being discussed.

Tami and Sylvia asked for anyone interested in participating on a regional task force, comprised of WDB members, to contact her. The task force would share info on initiatives and activities of the boards. Rich Werner, Shayna Howell and Susan Ditson expressed interest during the meeting.

b. *Strategic Doing*
   i. *Team Dave*
      Discussion: During the May board meeting, some initial concerns were discussed around the employer needs inquiry project. These questions were brought up during the next Team Dave meeting and Ted Long shared the outcomes with the board. It was identified that the construction industry sector has a large presence in Weld County with many of them being associated with oil & gas, and some rather large corportations. To create a focus area for the project, 100 smaller construction employers will be targeted for the project.

      In the past, the WDB conducted onsite meetings with manufactures, due to sector initiatives and H1B, to see what they needed at various times. A Rutgers study published in 2013 says these inquiries were operated efficiently. Ted provided a handout of questions that were deemed the most important from the previous studies. The goal of the Team Dave project is to have board members go out with Team Dave members and partners to provide employer education about the WDB and collaborate on meeting the needs of employers. These questions are not set in stone, feedback can be provided to Team Dave. If Team Dave's project is successful, it can be transferred into an industry sector initiative with an added focus of

registered apprenticeships. The following question was posed to attendees, as an employer/business operator, if someone was to contact you from this group, what questions would you want them to ask you?

- How do we go out to recruit additional board members?
- How do we not be the best kept secret?
- Task force to increase board member engagement.
- What keeps them up at night?
- What is the biggest stressor?
- Industry specific questions.
- How do I get my staff trained?
- How to I provide continued education?
- Kyle M. would like to help with construction specific sector initiatives.
- What is the data going to be used for?
- Provide a generic report after?
- How are we going to take action? (Provide results of assessment).

Weld Works – Aims Community College, Upstate Colorado and an ESWC representatives make up the core group of Weld Works. This group engages with employers in a similar fashion as the Board task force being proposed. In regard to the task force, several questions remain. Possible answers to the questions are included.

- How do we as a collective group provide this info to others? Bring in other partners to meetings dependent on area of interest of the business.
- How do we expand this model and increase reach to employers? OneNOCO has been spending six months analyzing data from the Talent 2.0 report. Rich is in support of targeting Construction.
- How are we using processes that are already built in? To support employers, when they get in a room with Weld Works, representatives from different partners are included in the meeting.
- Companies need to know about the tools that are out there. We need to get out the word about programs like Weld Works. We need to do a better job of getting the tools/resources in front of those who need them.
- If we're going to do something, when is it going to start? Tami encourages board members that encounter an employer who might benefit from meeting with Weld Works, or who don't know about our services, to let the employer and Weld Works know so the business can be contacted quickly to provide support from readily available services.

ii. **Team Sylvia**

Discussion: Team Sylvia is working on encouraging Board Members' organizations to create Career Pathway Handouts for use by many organizations. Currently TOLMAR and Front Range

Roofing have handouts. Heather received a handout from RFI last week. If you would like more information on creating career pathways, please contact Team Sylvia.

   iii. *Team Heather*

   Discussion: Team Heather was working on creating a Veteran Resource Tool. As the team was researching resources, they discovered Qualified Listeners (QL). This is a local program that provides community for veterans, veteran spouses and veteran children. Specifically, veterans talking to veterans, spouses talking to spouses, and children talking to children. As QL pursues their mission, they have created several resources of their own. Suits for Vets in partnership with ARC Thrift Stores, Veteran Community Resource Directory with vetted contacts, and ADA construction projects in partnership with Home Depot. As to not duplicate a resource, Team Heather recommends and encourages board member organizations that provide services to veterans to reach out to Qualified Listeners to be listed in the directory and become a directory pick up location, if applicable for their organization. Qualified Listeners continues to look for funding sources to run and expand their services. Please contact Greg Geottsch, GregG@qualifiedlisteners.org, for more information.

c. *High Performing Local Board Update*

   Discussion: As a follow up from the May meeting, Heather submitted the application on behalf of the WDB requesting continued designation as a High Performing Local Workforce Development Board.

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V. *New Business*

a. *YouthBuild Grant*

   Discussion: We have attempted to secure funding through the YouthBuild Grant in the past, most recently two years ago, with none approved. The YouthBuild target audience is at-risk/dropped-out youth. Ted led the latest application process and sparked new partnerships with St. Vrain Habitat for Humanity to provide worksites for youth aged 17-24. They have also been engaged with work-based learning and certification curriculum with Aims Community College. If you would like to see the grant application, please contact Karina Amaya. The application was submitted and will be awarded in November. This is a very competitive national grant, which has contributed to the lack of funds received from the grant in the past. At least 51% of available funds are to be awarded to existing YouthBuild grantees and up to 50% may be awarded to new grantees. ESWC is pleased with increased engagement and partnership in the southwest area of Weld County. Regardless of the grant outcomes, the intention is to focus on enhancing the partnership to address local community needs while also increasing abilities to be responsive to future funding opportunities. This becomes increasingly important as ESWC continues to diversify funding streams while meeting identified needs.

b. *Workforce Development Month*

   Discussion: In the month of September, the entire state of Colorado will host workforce development activities. A plan for a Proclamation on September 4th at 9am (8:55-9:20) is scheduled with the Weld

County Board of County Commissioners. ESWC Business Services has several activities planned during the month including: Age Friendly employer workshop, digital marketing on a dime workshop, combined marketing strategies with bright futures, job seeker activities, financial literacy, transferable skills, resume writing, 50+, etc. "Keep Colorado Working Day" is scheduled for September 5th. ESWC has a business after hours scheduled. Marketing swag will be available in the Resource Room for job seekers with the possibility of more marketing coming from the State. The Weld County Communications team will be promoting Workforce Development Month and Keep Colorado Working Day on Social Media (Facebook and Twitter). Heather will notify the board when the link is available to share with your networks.

c. *Perkins Grant Summary*

Discussion: Aims Community College is submitting an application for the Perkins Grant. Since WIOA was passed into law, Perkins has taken a step back to analyze alignment with WIOA for increased collective impact. Perkins has requested a one-year plan, to align with WIOA four-year plan timeframe in the future. Aims provided their entire application request to ESWC and Tami has the full request available if you would like to review it. There are no specific concerns and board members were reminded how their engagement evoked conversations and modified requests in the past. The request includes: a police car, ballistic vests, sand blaster, hydraulic press, grinding machine, and CAD program with 3D scanning bundles. Healthcare requests include: sterilization machine, SIM Man, CPR Mannequins, AED, Tools and equip for accounting, and continuing disability access services. A focus on nontraditional, post-secondary linkages and career academies is included. Aims Advisory Committees are informed about changes within industries and advise regarding keeping training programs aligned with industry needs. Historically, Aims representatives have presented the information directly however, with recent turnover Tami presented on behalf of Aims. Aims is aware of the four-year plan requirements and initial strategies to align the processes.

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VI. *Open Discussion*

CeCe Moreno has been promoted to Business Services Manager. CeCe's previous position as WIOA Adult Programs Supervisor has been reclassified as the Employment and Training Supervisor; a formal announcement of who will be in this role will be announced soon. (Tracey Hillesland, former WIOA Adult Programs Case Manager accepted the position effective September 16th, 2019.)

Rich Werner announced that the county will be creating an endowment program for the Bright Futures program. This provides a strong case to create program sustainability for decades to come. This has been a topic in local media recently and is one strong demonstration to the county's commitment to Workforce.

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VII. *Adjournment*

Meeting adjourned at 1:25 p.m.
Minutes submitted by Board Liaison, Heather Roberts.

The Workforce Development Board's (WDB) mission is to keep the workforce system responsive to employers, employees and job seekers.

WELD COUNTY WORKFORCE DEVELOPMENT BOARD

MAY 21ST, 2019

12:00PM TO 1:30PM, LUNCH SERVED AT 11:45AM

EMPLOYMENT SERVICES OF WELD COUNTY

315 N 11TH AVENUE, BUILDING B, GREELEY, CO 80632

Board Members:

Present: Dave Thompson, FMS Bank, Chair; Dr. Margo Barnhart, Ala Carte Learning Solutions; Sylvia Robinson, Tolmar; Sam Gluck, APCO Electric; Kyle Majchrowski, Banner Health; Shayna Howell, Aims Community College; Lisa Taylor, Immigrant and Refugee Center of Northern Colorado (IRCNOCO); Jeff Sloan, Christian Brothers Automotive; Greg Farris, Front Range Roofing Systems; Dwight Steele, Property Management; Abigail Melendez, Weld County Communications; Stacy Evans, Division of Vocational Rehabilitation (DVR); Bob Grand, Lost Creek Guide; Susan Ditson, Renewable Fiber Inc. (RFI); Rich Werner, Upstate Colorado; Commissioner Scott James, Weld County.

Phone: Elise Lowe-Vaughn, Colorado Department of Labor and Employment (CDLE); Elizabeth Barber, The Greeley Dream Team ; Geoff Herrig, Pipefitters Local Union 2018 ; Ryan Rose, Weld County ; Johnathan Tillman, CDLE.

Absent: Pete Freeman, Covenant Testing Technologies; Peggy Decker, Kaiser Permanente; Alvaro Maldonado, SER

Quorum Present: YES

Others Present:

Employment Services of Weld County (ESWC) Division Head: Tami Grant

ESWC Staff: Ted Long, Consultant; Heather Roberts, Support Specialist and Board Liaison; CeCe Moreno, Adult Programs Supervisor; Amber Duchaine, Business Services Representative.

Other: Maria Seacrest, Office of Senator Cory Gardner; Cody LeBlanc, Office of Congressman Ken Buck; Lee Wheeler-Berliner, (CWDC); Shannon Block, Skillful.

I. **Call to Order**

Meeting called to order at 12:05 p.m. by Chair, Dave Thompson.

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II. **Approval of Minutes**   **Attachments 4a & b**

Discussion: Dave Thompson, FMS Bank and board chair, entertained a motion to approve the Workforce Development Board meeting minutes from October 16, 2018 as circulated. Bob Grand, Lost Creek Guide, moved to approve the minutes as submitted. Dr. Margo Barnhart, Ala Carte Learning Solutions, seconded the motion and the motion carried.

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III. **Special Guest Presenters**

a. **Skillful: Data-Driven Hiring and Retention – Shannon Block, Skillful**   **Attachment 5a & b**

Discussion: Shannon presented on the challenge of Colorado's talent shortage and addressing the skills gap. The Skillful solution: Skills-Based Employment Practices, which focus on the skills needed to

do a job rather than background or pedigree. This can deepen the talent pool, reduce time-to-hire, increase diversity in the workplace and improve employee retention and engagement.

b. *2020 WIOA State Plan – Lee Wheeler-Berliner, CWDC*

Discussion: Director of the Colorado Workforce Development Council (CWDC), Lee spoke on the development of the state plan. The CWDC is requesting input from local areas on their priorities. Once the CWDC has spoken to all areas, a group will review the information, draft goals and provide them to the local area boards for feedback. Please be on the lookout for this info in the future. Lee asked for feedback on the board's priorities, opportunities, necessary state level support and the future of work. Attending board members provided the following feedback:

- Assessment of Junior High and High Schools introduction of new career pathways to students. (Sam Gluck)
- Encourage employers to pay trade school tuitions. (Sam Gluck)
- Increase the partnership with high schools and community colleges to decrease the need for remedial courses after high school, incorporating this into the Perkins Act local plan. (Margo Barnhart)
- Return the focus to vocational education (80% of voters agree). (Margo Barnhart)
- Increase effective collaboration with education groups and respect individuals' capabilities. What are we teaching our young people in terms of what their developmental goals should be to be successful in life? (Bob Grand)
- Expanding the blue-collar workforce, as it is difficult to get the info out to the right candidates as well as finding people to migrate and remain in the area. (Susan Ditson)
- Immigration policy makes it clear that there will be a prioritization of high skilled workers. What does that look like as it trickles down to Weld County, with middle to low skill jobs a vibrant part of our economy? (Lisa Taylor)
  - At the May CWDC meeting, John Knapp, Knapp Farms, will present on the Agriculture Industry and Labor Challenges. Which focuses on looking at jobs and skill sets that haven't been developed, jobs that immigrants/farm workers could fill. (Lee Wheler-Berliner)
- Vocational and Trade job importance, "You don't have to go to college to be successful". (Jeff Sloan)
- Charter School program with an emphasis in trade jobs. School districts with per student funding, graduating youth with the skills they need to go into trade jobs immediately. (Scott James)
- Construction education in high schools. (Maria Secrest)

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IV. **Reports**

a. *Awareness Committee – Sylvia Robinson*   *Attachment 6*

Discussion: Sylvia Robinson was nominated for Awareness Chair. Committee mission was reviewed to ensure the activities being done align with committee and WDB Goals. Lora Lawrence announced her promotion. Ways the awareness committee can engage businesses.

i. *Approval of Nomination of New Committee Chair*

Discussion: Dave Thompson, FMS Bank and board chair, entertained a motion to approve the nomination of Sylvia Robinson, Tolmar, as the Chair of the Awareness Committee. Dwight Steele, Property Management, moved to accept the nomination of Sylvia Robinson as Chair to the

Awareness Committee. <u>Shayna Howell, Aims Community College</u>, seconded the motion and the motion carried.

b. ***Youth Committee – Lisa Taylor***   ***Attachment 7***

Discussion: Updates on Career fairs and partnerships. Aligning goals to the State Youth Council's strategic priority number three. A late June Strategic Doing workshop was planned to determine what the committee's next steps are. Karina and Elizabeth Barber were recently appointed to the State Youth Council, which will increase awareness of state happenings at the local level.

c. ***PY17 Annual Summary and***   ***Attachment 8a***

Grants Performance Measures Dashboard   ***Attachment 8b***

Discussion: An opportunity for the board to ask questions about the PY17 Annual Summary that was passed out at the February 28th meeting.. A hard copy of the PY18 Q3 Dashboard was handed out. Questions on these reports can be directed to Heather.

d. ***PY17 Economic Impact Report – Amber Duchaine***   ***Attachment 18***

Discussion: Amber Duchaine, ESWC Business Services Representative, presented the PY17 Economic Impact Report (EIR) to the board. Amber covered key highlights of the report and entertained question from attendees. (Highlights from paper.) Recommendations on sources for the PY18 report can be sent to Heather. The EIR is in the same format as other regions so they can be compared "apples to apples" across regions. Questions on the report can be directed to Heather.

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V. *Old Business*

a. ***Weld/Larimer Regional Board Meeting Debrief – Sylvia Robinson and Rich Werner***

Discussion: Tabled.

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VI. *New Business*

a. ***Strategic Doing***

i. ***Team Dave – David Thompson***   ***Attachments 1, 2, 3***

Discussion: Dave briefly discussed the project Team Dave is undertaking as a result of the Strategic Doing Workshop in March. Which is the creation of outreach teams to conduct an assessment of local businesses answering the main question, "What do you need?". A questionnaire was provided for review and is meant to provide support to board members during outreach and increase awareness of the board to employers. Provide any comments to Heather, including a response to: What would you like to be asked as an employer?

Once the data is collected, it will be compiled and shared with the board and ESWC only. Heather will send out a sign-up genius to help with team selection, with the goal of having teams set before the August meeting.

Rich Werner voiced concerns about having multiple entities conducting outreach and how this can cause confusion in the market. Rich would like to be included to help decrease any frustration with employers. New Members can call Dave and ask any questions.

ii. ***Team Sylvia – Sylvia Robinson***   ***Attachments 9 a & b***

Discussion: Tabled.

iii. ***Team Heather – Heather Roberts***
Discussion: Tabled.

b. ***Expiring Memorandums of Understanding (vote)– CeCe Moreno***
Discussion: <u>Dave Thompson, FMS Bank and board chair</u>, entertained a motion to authorize the board chair to sign the expiring Memorandum of Understandings on behalf of the board. <u>Lisa Taylor, IRCNOCO</u>, moved to authorize the board chair to sign.. <u>Bob Grand, Lost Creek Guide</u>, seconded the motion and the motion carried. <u>Elise Lowe-Vaughn, CDLE</u>, abstained from voting.

<u>Dave Thompson, FMS Bank and board chair</u>, entertained a motion to authorize the use of the existing and CDLE Memorandum of Understandings boilerplates with the added non-discrimination language required by PGL ADM-2019-02. <u>Rich Werner, Upstate Colorado</u>, moved to approve the added non-discrimination language. <u>Bob Grand, Lost Creek Guide</u>, seconded the motion and the motion carried. <u>Elise Lowe-Vaughn, CDLE</u>, abstained from voting.

c. ***Policy Updates for Approval (Vote) – Heather Roberts***   ***Attachments 10-15***
    i. On-the-Job Training Policy (WCWDB-6-2018-1)
    ii. Employment Services Complaint System and Reporting Requirements (WCWDB-8-2018-1)
    iii. Data Integrity and Customer Participation Cycle for WIOA Title I and TAA Programs (WCWDB-15-2018-1)
    iv. Measurable Skills Gains Performance Indicators for WIOA (WCWDB-22-2018-1)
    v. WIOA Complaint Procedures (WCWDB-23-2018-01)
    vi. Comprehensive Business Services (WCWDB-18-2018-01)

Discussion: <u>Dave Thompson, FMS Bank and board chair,</u> entertained a motion to approve the OJT, Complaint System, Data Integrity, MSG Performance Indicators, WIOA Complaint Procedures and Comprehensive Business Services policies as circulated. <u>Jeff Sloan, Christian Brothers Automotive</u>, moved to approve the policies as written. <u>Dr. Margo Barnhart, Al a Carte Solutions</u>, seconded the motion and the motion carried. <u>Elise Lowe-Vaughn, CDLE</u>, abstained from voting.

d. ***Regional Plan Draft (vote) – Heather Roberts***   ***Attachment 16***
Discussion: <u>Heather Roberts, ESWC,</u> entertained a motion to authorize the board chair to sign the final Regional Plan on behalf of the board. <u>Bob Grand, Lost Creek Guide</u>, moved to authorize the board chair to sign the Regional Plan Modification. <u>Sam Gluck, APCO Electric</u>, seconded the motion and the motion carried. Elise Lowe-Vaughn, CDLE, abstained from voting.

e. ***Language Assistance Plan Draft(vote) – Heather Roberts***   ***Attachment 17***
Discussion: <u>Heather Roberts, ESWC,</u> entertained a motion to authorize the board chair to sign the final Language Assistance Plan on behalf of the board. <u>Bob Grand, Lost Creek Guide</u>, moved to authorize the board chair to sign the Language Assistance Plan. <u>Dwight Steele, Property Management</u>, seconded the motion and the motion carried. Elise Lowe-Vaughn, CDLE, abstained from voting.

f. *High Performing Board Application (Vote) – Heather Roberts*

Discussion: <u>Heather Roberts, ESWC,</u> entertained a motion to authorize the board chair to sign the application applying for re-designation as a High Performing Local Board. <u>Rich Werner, Upstate Colorado,</u> moved to authorize the board chair to sign the High Performing Board Application. <u>Dr. Margo Barnhart, Ala Carte Learning Solutions,</u> seconded the motion and the motion carried. <u>Elise Lowe-Vaughn, CDLE,</u> abstained from voting.

It was resolved that <u>Heather Roberts, ESWC,</u> act on behalf of the board in submitting the High Performing Local Board application to the (CWDC), as moved by <u>Dr. Margo Barnhart, Ala Carte Learning Solutions,</u> and seconded by <u>Lisa Taylor, IRCNOCO.</u>

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VII. Adjournment

Meeting adjourned at 1:35 p.m.

Minutes submitted by Board Liaison, Heather Roberts.

Next Meeting: August 20th, 2019

Hosted By: Employment Services of Weld County

The Workforce Development Board's (WDB) mission is to keep the workforce system responsive to employers, employees and job seekers.

Weld County Unemployment (not seasonally adjusted) [1]	Civilian Labor Force	Employed	Unemployed	Weld Unemployment Rate	Colorado Unemployment Rate [1]
June 2018	*164,068*	*159,586*	*4,482*	*2.7%*	*3.0%*
January 2019	165,491	159,149	6,342	3.8%	4.2%
February 2019	166,911	161,545	5,366	3.2%	3.5%
March 2019	166,728	162,109	4,619	2.8%	3.0%
April 2019	167,902	163,683	4,219	2.5%	2.7%
May 2019	168,876	165,180	3,696	2.2%	2.5%
June 2019	169,346	164,567	4,779	2.8%	3.0%

Budget (includes funds issued in PY17 and PY18) [2]	Total Budget	Actual	Remaining	% Used	Progress
WIOA Adult (6/30/19)	$977,437.65	$ 741,704.58	$235,733.07	75.9%	✅
WIOA Dislocated Worker (6/30/19)	$725,224.81	$ 554,170.23	$171,054.58	76.4%	✅
WIOA Youth (6/30/19)	$800,366.99	$ 580,039.44	$220,327.55	72.5%	✅
ApprenticeshipUSA Expansion Grant (6/30/20)	$30,000.00	$ 23,000.00	$7,000.00	76.7%	✅
Trade Adjustment Act (6/30/18)	$24,040.21	$ 11,140.17	$12,900.04	46.3%	❌
Local Workforce Development Board TA Grant (3/31/19)	$7,500.00	$ 7,500.00	$0.00	100.0%	✅
Wagner-Peyser/ESF (6/30/19)	$1,127,395.19	$ 867,326.17	$260,069.02	76.9%	✅

Budget Progress: <50% of PY goal = red   50% to 70% of PY goal = yellow   > 70% of PY goal = green

PY18 Program Enrollments [3]	PY Goal	Actual	Remaining	% of PY Goal	Progress
WIOA Adult	194	298	(104)	153.6%	✅
WIOA Dislocated Worker	163	144	19	88.3%	🟡
WIOA Youth	182	222	(40)	122.0%	✅
ApprenticeshipUSA Expansion Grant	5	11	(6)	220.0%	✅
Wagner-Peyser Customers Served [4]	9,054	9,668	(614)	106.8%	✅

*Goal and Actual are reflective of the grant in its entirety

Program Progress: > 90% of PY goal = green   70% to 90% of PY goal = yellow   < 70% of PY goal = red

	PY Goal	Actual	State Average	% of PY Goal
TANF - All Families Cases [5]	N/A	1,080	N/A	N/A
Employment Entry	35.04%	42.69%	40.18%	122%
15 Day Timeliness	N/A	64.52%	55.49%	N/A
30 Day Timeliness	N/A	88.58%	80.42%	N/A

Proposed JOBS Outcomes [6]	PY Goal	Actual		% of PY Goal
Employment Rate Q2 (07/01/17-6/30/18)	40%	51.36%		128%
Employment Rate Q4 (01/01/17-12/31/17)	25%	54.55%		218%
Median Earnings (07/01/17-06/30/18)	25%	$3,590.00		TBD

Employment First [3]				
New Cases	N/A	927		N/A
Employed at Termination	N/A	208		N/A

Targeted Population Outcomes [7]	PY Goal	Actual	Remaining	% of PY Goal	Progress
Adult Targeted Populations	90	235	0	261.1%	✓
DW Targeted Populations	88	92	0	104.5%	✓
Youth Targeted Populations	84	149	0	177.4%	✓

Program Progress: > 90% of PY goal = green   70% to 90% of PY goal = yellow   < 70% of PY goal = red

Workforce Business Services	PY Goal	Actual	Remaining	% of PY Goal	Progress
Job Postings - Openings Received [8]	4,200	17,660	(13,460)	420.5%	✓
Total Employers Served [9]	3,400	3,775	(375)	111.0%	✓
Customized Recruitment Events [10]	195	243	48	124.6%	✓

Program Progress: > 90% of PY goal = green   70% to 90% of PY goal = yellow   < 70% of PY goal = red

PY18 Core Indicators of Performance [5]		PY18 Goal	Actual	% of PY Goal	Progress
Veterans Priority in Job Referrals [11]		*51.00%*	86.48%	169.6%	✓
Employment Rate Q2 (07/01/2017-03/31/2018)					
	WIOA Adult	*79.60%*	76.80%	96.48%	✓
	WIOA Dislocated Worker	*80.30%*	80.72%	100.52%	✓
	Youth	*60.00%*	68.97%	114.95%	✓
Employment Rate Q4 (01/01/2017-09/30/2017)					
	WIOA Adult	*72.60%*	69.04%	95.10%	✓
	WIOA Dislocated Worker	*73.20%*	79.49%	108.59%	✓
	Youth	*61.90%*	70.00%	113.09%	✓
Median Earnings (07/01/2017-03/31/2018)					
	WIOA Adult	*$6,900.00*	$6,927.00	100.39%	✓
	WIOA Dislocated Worker	*$8,762.00*	$7,264.00	82.90%	⚠
	Youth	*$0.00*	$3,379.00	100.00%	✓
Credential Rate (01/01/2017-09/30/2017)					
	WIOA Adult	*60.00%*	87.72%	146.20%	✓
	WIOA Dislocated Worker	*50.00%*	77.78%	155.56%	✓
	Youth	*59.00%*	54.05%	91.61%	✓
Measurable Skills Gains (07/01/2018-3/31/2019)					
	WIOA Adult	*0.00%*	58.82%	100.00%	✓
	WIOA Dislocated Worker	*0.00%*	56.76%	100.00%	✓
	Youth	*0.00%*	63.46%	100.00%	✓

Program Progress: > 90% of PY goal = green   70% to 90% of PY goal = yellow   < 70% of PY goal = red

Data Sources

Footnote	Data Set Report	Source	Description
1	Labor Market Information (LMI) Gateway	Website	Weld County unemployment statistics, not seasonally adjusted
2	CLEAR	CLEAR Reports	PY18 Budget; Includes funds made available through a variety of NFA's and includes Carry-In funds. (There is a one month reporting lag of
3	WIOA Activity Summary	Job Link	Performance information for current program year
4	Connecting Colorado (CoCo) 9002	Job Link	# of individuals registered for current program year
5	Monthly Summary Report	CBMS	Performance information for current program year
6	CoCo WIOA Quarterly	Job Link	Performance information for current program year
7	CoCo WIOA Groups Report	Job Link	# of Individuals for current program year, excludes carry-in numbers
8	CoCo Agent Performance A-7	Job Link	# of Job Orders
9	CoCo Class/Services List Report	Job Link	Total number
10	Internal Reports	BSU Report	Total number
11	CoCo Charatcteristics	Job Link	Performance information for current program year

Glossary of Terms

Customized Recruitment Events	Customized events provided to businesses, including job fairs, hiring events, and other recruitment services.
Dislocated Worker	Individuals that have been terminated or laid off, or have received notice of termination or layoff; meet attachment to the workforce criteria but are not eligible for unemployment insurance and not likely to return to a previous industry or occupation; has received a general notice of the facility closure within 180 days; or is a displaced homemaker may be eligible for services under the dislocated worker program.
Employment First (EF)	A federally mandated program designed to ensure that all able-bodied food assistance participants are engaged in activities that will improve their employability.
TANF	Temporary Assistance to Needy Families.
Underserved Populations	Includes, but is not limited to, returning Veterans, low income, out-of-school youth, offenders, disabled individuals and long-term unemployed.
Unsubsidized Employment	Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by WIOA, TANF, or any other public program. Wages are paid wholly by the employer.
Wagner-Peyser	Wagner-Peyser services (also known as Employment Services) focus on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches.
WIOA	The Workforce Investment Act (WIOA) is a federally funded program devoted to helping individuals reach their employment and educational goals. Those enrolled in the program will learn to prepare for the future by setting goals and participating in activities to achieve personal growth. Core services include job search assistance and useful labor market information. Intensive services, including career counseling, comprehensive assessment of an individual's employability, and development of a personal employment plan are available to job seekers who are unable to find jobs through core services. Occupational training linked to local job opportunities and supportive services, such as transportation, may be

Weld County Unemployment (not seasonally adjusted) [1]	Civilian Labor Force	Employed	Unemployed	Weld Unemployment Rate	Colorado Unemployment Rate [1]
June 2018	*164,068*	*159,586*	*4,482*	*2.7%*	*3.0%*
January 2019	165,491	159,149	6,342	3.8%	4.2%
February 2019	166,911	161,545	5,366	3.2%	3.5%
March 2019	166,728	162,109	4,619	2.8%	3.0%
April 2019	167,902	163,683	4,219	2.5%	2.7%
May 2019	168,876	165,180	3,696	2.2%	2.5%
June 2019	169,346	164,567	4,779	2.8%	3.0%

Budget (includes funds issued in PY17 and PY18) [2]	Total Budget	Actual	Remaining	% Used	Progress
WIOA Adult (6/30/19)	$977,437.65	$ 741,704.58	$235,733.07	75.9%	✅
WIOA Dislocated Worker (6/30/19)	$681,224.81	$ 554,169.23	$127,055.58	81.3%	✅
WIOA Youth (6/30/19)	$800,366.99	$ 580,039.44	$220,327.55	72.5%	✅
ApprenticeshipUSA Expansion Grant (6/30/20)	$60,000.00	$ 12,000.00	$48,000.00	20.0%	❌
Trade Adjustment Act (6/30/18)	$24,040.21	$ 11,140.17	$12,900.04	46.3%	❌
Local Workforce Development Board TA Grant (3/31/19)	$7,500.00	$ 7,500.00	$0.00	100.0%	✅
Wagner-Peyser/ESF (6/30/19)	$1,127,395.19	$ 867,326.17	$260,069.02	76.9%	✅

Budget Progress: <50% of PY goal = red   50% to 70% of PY goal = yellow   > 70% of PY goal = green

PY18 Program Enrollments [3]	PY Goal	Actual	Remaining	% of PY Goal	Progress
WIOA Adult	194	298	(104)	153.6%	✅
WIOA Dislocated Worker	163	144	19	88.3%	🟠
WIOA Youth	182	222	(40)	122.0%	✅
ApprenticeshipUSA Expansion Grant	5	11	(6)	220.0%	✅
Wagner-Peyser Customers Served [4]	9,054	9,668	(614)	106.8%	✅

*Goal and Actual are reflective of the grant in its entirety

Program Progress: > 90% of PY goal = green   70% to 90% of PY goal = yellow   < 70% of PY goal = red

	PY Goal	Actual	State Average	% of PY Goal
TANF - All Families Cases [5]	N/A	1,080	N/A	N/A
Employment Entry	35.04%	42.69%	40.18%	122%
15 Day Timeliness	N/A	64.52%	55.49%	N/A
30 Day Timeliness	N/A	88.58%	80.42%	N/A

Proposed JOBS Outcomes [6]	PY Goal	Actual		% of PY Goal
Employment Rate Q2 (07/01/17-6/30/18)	40%	51.36%		128%
Employment Rate Q4 (01/01/17-12/31/17)	25%	54.55%		218%
Median Earnings (07/01/17-06/30/18)	25%	$3,590.00		TBD

Employment First [3]	PY Goal	Actual		% of PY Goal
New Cases	N/A	927		N/A
Employed at Termination	N/A	208		N/A

Targeted Population Outcomes [7]	PY Goal	Actual	Remaining	% of PY Goal	Progress
Adult Targeted Populations	90	235	0	261.1%	✓
DW Targeted Populations	88	92	0	104.5%	✓
Youth Targeted Populations	84	149	0	177.4%	✓

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Workforce Business Services	PY Goal	Actual	Remaining	% of PY Goal	Progress
Job Postings - Openings Received [8]	4,200	17,660	(13,460)	420.5%	✓
Total Employers Served [9]	3,400	3,775	(375)	111.0%	✓
Customized Recruitment Events [10]	195	358	163	183.6%	✓

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PY18 Core Indicators of Performance [5]	PY18 Goal	Actual	% of PY Goal	Progress
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ONE-STOP OPERATOR MONITORING TOOL

Policy: Per Colorado Department of Labor and Employment (CDLE) PGL WIOA-2017-09, Local Workforce Development Boards (WDB) are required to conduct oversight and monitoring of One-Stop Operator's compliance with WIOA and the terms and conditions of the contract or agreement governing the one-stop operator. When the local bard is selected as the one-stop operator, an outside entity must conduct the monitoring and report the monitoring results to the chief elected official in the local area.

Procedure:

1. The below tool must be completed by the Operator being monitored and submitted to the entity conducting the monitoring review.
2. The Monitor will review the tool and provide comments and return to the Operator. At which point, the Operator can correct any issues and respond to the monitor.
3. The Monitor will provide the final monitoring review report to the Operator.
4. The Operator will present the final report to the Workforce Development Board Chair and Chief Elected Official, obtaining signatures to acknowledge receipt of final report.

Focus Area	Criteria	Metrics	Expectations Met	Comments
Resource Sharing Agreement (RSA) and Memorandums of Understanding	Maintain knowledge of the mission and performance standards of all partners	MOUs in place between LWDB and One-Stop Partners. Provide MOUS.	Yes	ESWC has nine partner MOUs. The MOUs are attached. The process for renewing expiring MOUs is underway, as well as amendments to include nondiscrimination assurances for current MOUs. The current MOUs are attached.
	Coordinate service delivery of required one-stop partners and service providers.	Four or more Partner meetings annually to support MOU implementation. Provide minutes.	Yes	The WDB has held seven partner meetings during PY18. The minutes are attached.
	Establish a methodology for measurement; and ensuring services are of the highest quality and are meeting customer needs and the needs of the labor market	Review Current programs/services and recommend continuous improvement activities, if needed. Provide Reviews.	Yes	Community of Practice for front line staff was created during the Workforce 2020 Strategic Doing Conference. This CoP is scheduled to meet six times a year to discuss issues in the community and increase awareness of partner programs. Sign in sheets for three of the meetings are attached.
	Report to the LWDB on operations, performance accountability and continuous improvement processes as requested	Provide most recent performance report provided to the board	Yes	ESWC provides a quarterly dashboard reporting on WIOA and Discretionary grant performance. The PY18Q4 dashboard is attached. ESWC also provides an annual summary after the program year ends. The PY17 Annual Summary is attached.
Facilities, Equipment and Operations Management	Ensure non-program-related policies and procedures are effectively communicated and carried out at the America's Job Center, affiliate sites and connection sites	Provide copies of local policies, plans or procedures.	Yes	ESWC has 23 policies in place. They are attached. The 2016-2019 WDB Strategic Plan is attached.
	Comply with all policies governing operations of the Department and the Governing Board	(CDLE Monitoring Results)	Yes	ESWC has not received any non-compliance issues during the PY17 monitoring. No issues were identified during PY18 quarterly monitoring. The PY17 Annual Compliance Report, PY18 Q1 and Q2 Monitoring summaries are attached.

ONE-STOP OPERATOR MONITORING TOOL

Equal Opportunity	Ensure non-program Equal Employment Opportunity (EEO) requirements are met, including coordinating staff training and assuring EEO posters and processes are in place	EEO Notification given to staff and clients.	Yes	The EEO notice is provided to clients upon enrollment into ESWC programs. The EEO notices is provided to staff upon hiring. The EEO notice is available in 11 languages and translation services are available. A copy of the English version is attached.
		EEO Posters posted and up to date. Provide photo.	Yes	Posters are posted in four locations across three campuses. Photos attached.
		Provide ADA Survey	Yes	ADA survey last completed in 2017. Survey is attached.
Staff Training	Conduct regular surveys and screenings of center-wide customers and staff members for continuous improvement of all services and environments of the America's Job Center and satellite sites.	Provide Resource Room Survey Reports	Yes	Internal files reviews are conducted monthly on random customer files. A report of PY18 YTD findings is attached. Workshop reviews are conducted randomly, a review of a new workshop is attached.
		Provide Employer Survey Reports	Yes	ESWC conducts surveys of employer workshops, job fairs and hiring events. Employer and Job Fair survey reports are attached. ESWC also uses data from the connecting Colorado employer surveys to evaluate services. PY18 YTD report attached.
		Provide Special Event Survey reports	Yes	ESWC conducts surveys during certain special events. A facility usage and a WDB retreat survey reports are attached.
Staff Committees	Coordinate staff committees to address needs within WFC and system.	Provide Committee descriptions and summary of outcomes.	Yes	**Workshop Review Committee** – Staff representatives from each unit evaluated current workshops provided by ESWC to ensure they remain necessary for the local area. Including making recommendations for new/revised workshops. Outcome report attached. **Work-Based Learning Leadership Team** – Comprised of staff members from each unit and focused specifically on increasing community access to WBL opportunities. Minutes from PY18 meetings attached.
Disclose Potential Conflicts of Interest	To ensure adequate firewalls are established and maintained, WFC will follow the LWDB bylaws and Conflict of Interest Policy, and County Government Purchasing guidelines to ensure WFC staff recuse themselves for any LWDB functions that would create a conflict of interest.	Signed Conflict of Interest Acknowledgement form.	Yes	ESWC has a conflict of interest policy and acknowledgement. These documents are attached.
		Provide LWDB By-laws and County Government Purchasing guidelines	Yes	WDB By-laws and Weld County purchasing guidelines attached.
		Board members attended orientation and signed orientation acknowledgement.	Yes	The WDB has had four new members recently appointed to the board. Orientations are in the process of being scheduled for these members. All other board members have received orientation. Since the implementation of the High Performing Board measures, new board members who have completed orientation have signed and acknowledgement. The PY18 Board Roster is attached.

ONE-STOP OPERATOR MONITORING TOOL

One-Stop Operator Name: Employment Services of Weld County   Date Completed: 6/12/2019

One-Stop Operator Staff Completing Form: Heather Roberts, Support Specialist

Monitor Name: Dominic Martinez, Workforce and Business Center Coordinator

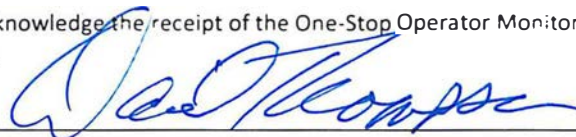Monitor Organization: Adams County Workforce and Business Center

Monitor Comments: : I , Dominic Martinez, have reviewed the One-Stop Operator Monitoring Tool for Weld County. As this is the first monitoring completed, this provides a baseline for improvement, if needed. The next monitoring, scheduled for June 2021, or earlier if required by CDLE. No further action is required at this time and the monitoring is complete.

Monitor Signature: _____   Date: 7/1/19

One-Stop Operator Comments:

I hereby acknowledge the receipt of the One-Stop Operator Monitoring Final Report for Employment Services of Weld County (Operator).

Signature: _____   Date 7-2-2019

 Workforce Development Board Chair Name: David Thompson

Signature: _____   Date:

Chief Elected Official Name: Scott James, Weld County Commissioner

RESOLUTION

RE: **APPROVE ONE-STOP MONITORING TOOL FINAL REPORT AND AUTHORIZE CHAIR TO SIGN**

WHEREAS, the Board of County Commissioners of Weld County, Colorado, pursuant to Colorado statute and the Weld County Home Rule Charter, is vested with the authority of administering the affairs of Weld County, Colorado, and

WHEREAS, the Board has been presented with a Final Report of the One-Stop Operator from the County of Weld, State of Colorado, by and through the Board of County Commissioners of Weld County, on behalf of the Department of Human Services, and the Weld County Workforce Development Board, to the Colorado Department of Labor and Employment, and

WHEREAS, after review, the Board deems it advisable to approve said report, a copy of which is attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Weld County, Colorado, that the Final Report of the One-Stop Operator from the County of Weld, State of Colorado, by and through the Board of County Commissioners of Weld County, on behalf of the Department of Human Services, and Weld County Workforce Development Board, to the Colorado Department of Labor and Employment, be, and hereby is, approved.

BE IT FURTHER RESOLVED by the Board that the Chair be, and hereby is, authorized to sign said report.

The above and foregoing Resolution was, on motion duly made and seconded, adopted by the following vote on the 21st day of August, A.D., 2019.

BOARD OF COUNTY COMMISSIONERS
WELD COUNTY, COLORADO

ATTEST: _____

Weld County Clerk to the Board

_____
Barbara Kirkmeyer, Chair

_____
Mike Freeman, Pro-Tem

BY: _____
Deputy Clerk to the Board

_____
Sean P. Conway
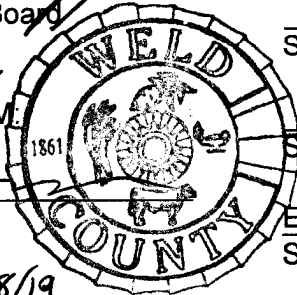
APPROVED AS TO FORM:

_____
County Attorney

_____
Scott K. James

_____
EXCUSED
Steve Moreno

Date of signature: 08/28/19

cc: HSO
9-18-19

2019-3781
HR0090

MEMORANDUM

DATE: July 10, 2019

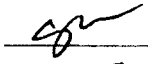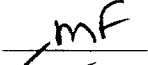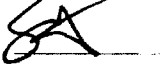TO: Board of County Commissioners – Pass-Around

FR: Judy A. Griego, Director, Human Services

RE: One-Stop Monitoring Tool Report for Weld County Workforce Development Board (WDB) and One-Stop Operator

---

Please review and indicate if you would like a work session prior to placing this item on the Board's agenda.

Request Board Approval of the Department's One-Stop Monitoring Tool Report for Weld County Workforce Development Board (WDB) and One-Stop Operator. The purpose of the One-Stop Monitoring Tool Report is to ensure compliance with Workforce Innovation and Opportunity Act (WIOA) and the terms and conditions of the Weld County Workforce Development Board (WDB), Chief Elected Official (CEO), and the One-Stop Operator Agreement (Tyler ID 2017-2712). Per Colorado Department of Labor and Employment (CDLE) Performance Guidance Letter (PGL) WIOA-2017-09, an outside entity must conduct the monitoring of the One-Stop Operator and report the results to the Chief Elected Official. Weld County's One-Stop Operator is Weld County WDB, which was monitored by Adams County Workforce and Business Center, who completed the attached report.

I do not recommend a Work Session. I recommend acknowledging the receipt of the report and providing authority for the Chair to sign.

	Approve Recommendation	Schedule Work Session	Other/Comments:
Sean P. Conway	_(signed)_		
Mike Freeman, Pro-Tem	_mF_		
Scott James	_(signed)_		
Barbara Kirkmeyer, Chair	Via email		
Steve Moreno	_(signed)_		

---

cc: HSD
08/21/19

08/21

2019-3781

HR0090

Karla Ford

From:	Barbara Kirkmeyer
Sent:	Thursday, July 11, 2019 6:50 PM
To:	Karla Ford
Subject:	Re: PA for Routing - One-Stop Monitoring Report ESWC (not in CMS)

Approve

Sent from my iPhone

On Jul 11, 2019, at 9:59 AM, Karla Ford <kford@weldgov.com> wrote:

> Please advise if you approve recommendation. Thanks!
>
> **Karla Ford** 𝕩
> Office Manager, Board of Weld County Commissioners
> 1150 O Street, P.O. Box 758, Greeley, Colorado 80632
> :: 970.336-7204 :: kford@weldgov.com :: www.weldgov.com ::
> *My working hours are Monday-Thursday 7:00a.m.-4:00 p.m.*
> *Friday 7:00a.m. - Noon*
>
>
>
> *Confidentiality Notice: This electronic transmission and any attached documents or other writings are intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. If you have received this communication in error, please immediately notify sender by return e-mail and destroy the communication. Any disclosure, copying, distribution or the taking of any action concerning the contents of this communication or any attachments by anyone other than the named recipient is strictly prohibited.*
>
> **From:** Amanda Petzold
> **Sent:** Thursday, July 11, 2019 10:49 AM
> **To:** Karla Ford <kford@weldgov.com>
> **Cc:** Barb Connolly <bconnolly@weldgov.com>; Bruce Barker <bbarker@weldgov.com>; Esther Gesick <egesick@weldgov.com>; HS Contract Management <HS-ContractManagement@co.weld.co.us>; Jamie Ulrich <ulrichjj@weldgov.com>; Judy Griego <griegoja@weldgov.com>; Lennie Bottorff <bottorll@weldgov.com>
> **Subject:** PA for Routing - One-Stop Monitoring Report ESWC (not in CMS)
>
> Good Morning Karla,
>
> Attached is the PA and associated documents for routing.
>
> Thank you.
>
> Amanda J. Petzold
> Contract Management and Compliance Coordinator
> *Administration Support Unit (ASU)*

1

ONE-STOP OPERATOR MONITORING TOOL

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4. The Operator will present the final report to the Workforce Development Board Chair and Chief Elected Official, obtaining signatures to acknowledge receipt of final report.

Focus Area	Criteria	Metrics	Expectations Met	Comments
Resource Sharing Agreement (RSA) and Memorandums of Understanding	Maintain knowledge of the mission and performance standards of all partners	MOUs in place between LWDB and One-Stop Partners. Provide MOUS.	Yes	ESWC has nine partner MOUs. The MOUs are attached. The process for renewing expiring MOUs is underway, as well as amendments to include nondiscrimination assurances for current MOUs. The current MOUs are attached.
	Coordinate service delivery of required one-stop partners and service providers.	Four or more Partner meetings annually to support MOU implementation. Provide minutes.	Yes	The WDB has held seven partner meetings during PY18. The minutes are attached.
	Establish a methodology for measurement; and ensuring services are of the highest quality and are meeting customer needs and the needs of the labor market	Review Current programs/services and recommend continuous improvement activities, if needed. Provide Reviews.	Yes	Community of Practice for front line staff was created during the Workforce 2020 Strategic Doing Conference. This CoP is scheduled to meet six times a year to discuss issues in the community and increase awareness of partner programs. Sign in sheets for three of the meetings are attached.
	Report to the LWDB on operations, performance accountability and continuous improvement processes as requested	Provide most recent performance report provided to the board	Yes	ESWC provides a quarterly dashboard reporting on WIOA and Discretionary grant performance. The PY18Q4 dashboard is attached. ESWC also provides an annual summary after the program year ends. The PY17 Annual Summary is attached.
Facilities, Equipment and Operations Management	Ensure non-program-related policies and procedures are effectively communicated and carried out at the America's Job Center, affiliate sites and connection sites	Provide copies of local policies, plans or procedures.	Yes	ESWC has 23 policies in place. They are attached. The 2016-2019 WDB Strategic Plan is attached.
	Comply with all policies governing operations of the Department and the Governing Board	(CDLE Monitoring Results)	Yes	ESWC has not received any non-compliance issues during the PY17 monitoring. No issues were identified during PY18 quarterly monitoring. The PY17 Annual Compliance Report, PY18 Q1 and Q2 Monitoring summaries are attached.

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ONE-STOP OPERATOR MONITORING TOOL

Equal Opportunity	Ensure non-program Equal Employment Opportunity (EEO) requirements are met, including coordinating staff training and assuring EEO posters and processes are in place	EEO Notification given to staff and clients.	Yes	The EEO notice is provided to clients upon enrollment into ESWC programs. The EEO notices is provided to staff upon hiring. The EEO notice is available in 11 languages and translation services are available. A copy of the English version is attached.
		EEO Posters posted and up to date. Provide photo.	Yes	Posters are posted in four locations across three campuses. Photos attached.
		Provide ADA Survey	Yes	ADA survey last completed in 2017. Survey is attached.
Staff Training	Conduct regular surveys and screenings of center-wide customers and staff members for continuous improvement of all services and environments of the America's Job Center and satellite sites.	Provide Resource Room Survey Reports	Yes	Internal files reviews are conducted monthly on random customer files. A report of PY18 YTD findings is attached. Workshop reviews are conducted randomly, a review of a new workshop is attached.
		Provide Employer Survey Reports	Yes	ESWC conducts surveys of employer workshops, job fairs and hiring events. Employer and Job Fair survey reports are attached. ESWC also uses data from the connecting Colorado employer surveys to evaluate services. PY18 YTD report attached.
		Provide Special Event Survey reports	Yes	ESWC conducts surveys during certain special events. A facility usage and a WDB retreat survey reports are attached.
Staff Committees	Coordinate staff committees to address needs within WFC and system.	Provide Committee descriptions and summary of outcomes.	Yes	**Workshop Review Committee** – Staff representatives from each unit evaluated current workshops provided by ESWC to ensure they remain necessary for the local area. Including making recommendations for new/revised workshops. Outcome report attached. **Work-Based Learning Leadership Team** – Comprised of staff members from each unit and focused specifically on increasing community access to WBL opportunities. Minutes from PY18 meetings attached.
Disclose Potential Conflicts of Interest	To ensure adequate firewalls are established and maintained, WFC will follow the LWDB bylaws and Conflict of Interest Policy, and County Government Purchasing guidelines to ensure WFC staff recuse themselves for any LWDB functions that would create a conflict of interest.	Signed Conflict of Interest Acknowledgement form.	Yes	ESWC has a conflict of interest policy and acknowledgement. These documents are attached.
		Provide LWDB By-laws and County Government Purchasing guidelines	Yes	WDB By-laws and Weld County purchasing guidelines attached.
		Board members attended orientation and signed orientation acknowledgement.	Yes	The WDB has had four new members recently appointed to the board. Orientations are in the process of being scheduled for these members. All other board members have received orientation. Since the implementation of the High Performing Board measures, new board members who have completed orientation have signed and acknowledgement. The PY18 Board Roster is attached.

ONE-STOP OPERATOR MONITORING TOOL

One-Stop Operator Name: <u>Employment Services of Weld County</u>   Date Completed: 6/12/2019

One-Stop Operator Staff Completing Form: <u>Heather Roberts, Support Specialist</u>

Monitor Name: <u>Dominic Martinez, Workforce and Business Center Coordinator</u>

Monitor Organization: <u>Adams County Workforce and Business Center</u>

Monitor Comments: : I , Dominic Martinez, have reviewed the One-Stop Operator Monitoring Tool for Weld County. As this is the first monitoring completed, this provides a baseline for improvement, if needed. The next monitoring, scheduled for June 2021, or earlier if required by CDLE. No further action is required at this time and the monitoring is complete.

Monitor Signature: _____   Date: 7/1/19

One-Stop Operator Comments:

I hereby acknowledge the receipt of the One-Stop Operator Monitoring Final Report for <u>Employment Services of Weld County</u>
(Operator).

Signature: _____   Date 7-2-2019
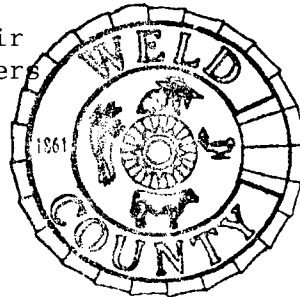
Workforce Development Board Chair Name: David Thompson

Signature _____   Date: AUG 2 1 2019

Chief Elected Official Name: Barbara Kirkmeyer, Chair
                             Weld County Commissioner

2019-3781

Grant Submission Form

(To be filled in by the Grants Manager)

Aims
COMMUNITY COLLEGE
OFFICE OF GRANTS

This is an internal form used by the Office of Grants in order to ensure data accuracy and develop the most effective plan for writing and submitting the grant to the external funder.

PROPOSAL DATA

Proposal Title: Carl D. Perkins FY20

Project Dates: Start Date: 7/1/2019   End Date: 6/30/2020   Proposal Submission Deadline: 9/30/2019

Direct Funding Agency: Colorado Community College System

Name of Grant Program: Perkins

Original Funding Agency: US Department of Education

Is Federal Funding Involved? ■ Yes   ☐ No   If Yes, CFDA #: N/A pass through from CCCS

Submission on: ☐ Grants.gov   ■ Other CCCS Online Submission

CONTACT INFORMATION

Project Director Name: **Landon Loyd & Ross Perkins**   Title: **Coordinator/Director**

Phone Number: x6279/6402   E-mail Address: landon.loyd@aims.edu/ross.perkins@aims.edu

Department/Division: Curriculum, Program Development, & Scheduling/Academic Affairs

PROPOSAL TYPE (check one)

☐ Single Applicant   ☐ Lead   ■ Sub-grantee   ☐ In-Kind Partner   ☐ Letter of Support

PROJECT TYPE The primary purpose of the project will be:

■ Instruction/Training   ☐ Student Services   ■ Institutional Support   ■ Other Equipment
■ Academic Support   ☐ Research   ☐ Public Service

PROJECT REQUIREMENTS (check all that apply)

■ Faculty Assigned Time   ☐ Staff Assigned Time   ☐ Department/Unit Cost Sharing
☐ College Cost Sharing/Matching ☐ Third Party Cost Sharing   ☐ Leveraged Resources
☐ Additional On-Campus Space   ☐ Additional Off-Campus Space ☐ Facility Renovations
☐ Use of Subcontractors   ☐ Use of Consultants   ☐ Student Tuition (Scholarships)
■ IT Services   ■ New Equipment (>$5,000)   ☐ New Employee(s):_____ (#)
■ Extra Audit Requirements   ■ Financial Services Operations ☐ Other:_____

BUDGET DATA

Estimated amount requested from funding agency: $ $525,445.00

Indirect Costs: ■ Allowed at **5%** : ■ Included in request, Rate: **5** %; or ☐ Not Included in request
☐ Not allowed by sponsor

In-kind/Matching Funds: ☐ Required at _____ %   ☐ Not Required
☐ Not included in proposal   ☐ Included in proposal, Amount: $_____

Source(s) of In-kind/Matching Funds: _____

REGULATORY COMPLIANCE

Use of Human Research Subjects—Will Proposed Research Protocol require approval by the Aims Human
Research Committee (IRB)   ☐ Yes ■ No

Use of Research Animals?   ☐ Yes ■ No   Use of Hazardous Substances?   ☐ Yes ✓ No

Project Director and Key Personnel Conflict of Interest Statement Needed on File?   ■ Yes ☐ No

(All Federal and State Grants will require the Conflict of Interest Statement)

Office of Grants – Westview, Room 102D
Phone: (970) 339-6632   Fax: (970) 475-2397

ABSTRACT

The majority of the request is for equipment and supplies for CTE programs.

OTHER KEY STAFF INVOLVED

ALIGNMENT WITH STRATEGIC PLAN

Does this grant align with the 2018-2023 Aims Community College Strategic Plan? ■Yes ☐No

If Yes, which Strategy and Objectives below?

■Strategy 1 – Empower Students to Succeed

　　　■Access ■Completion ☐Diverse Populations ■Enrollment ■Retention

☐Strategy 2 – Enhance Operational Performance

　　　☐Data Analysis ☐Policies, Procedures, Processes ☐Talent Development ☐Technology

☐Strategy 3 – Enrich NOCO Economic Development

　　　☐Assessment & Development ☐Partnerships ☐Work-Based Learning

If No, why would we still apply?

INSTITUTIONAL REVIEW AND APPROVAL

*The Office of Grants has initiated this form through the digital signature process, for internal review. Should an actual "wet" signature be required by the funder, or partner, then this packet will be routed in paper after all digital signatures have been acquired.

*The Vice President for Administrative Services should review this form only if there is a financial impact associated with the grant and the President will sign this form if the amount exceeds $100,000, per contract policies.

OTHER NOTES:

DIGITAL SIGNATURES BELOW

Learning that works for Colorado
CTE Perkins

CTE Online Account
Aims Community College

Successfully submitted your local plan and sent the email notification.
Assurance, Authorization and Signature Page

Perkins Application Reference Number: 1973

Tuesday, August 06, 2019

- **Please print this signature page and have relevant people sign the page. Upon receipt of all signatures, fax or mail the original page with signatures to:**
  Perkins Plan Manager
  Colorado Community College System
  9101 East Lowry Blvd.
  Denver, CO 80230
  or fax: 720-858-3123.
- **Your Perkins local plan can't be approved until this page with required signatures is received at CCCS.** You will receive an email from CCCS when the fax or mailed form is received.
- Be sure to save a copy of the signed original for your records

General Assurance Information

Yes 1. We will administer each program covered by this application in accordance with all applicable statutes, regulations, program plans and applications.

Yes 2. We assure that the control of funds provided to the local educational agency under this plan, and title to property acquired with these funds, will be in a public agency and that a public agency will administer these funds and property.

Yes 3. We assure that we will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and account for, Federal funds paid to the agency under this plan.

Yes 4. We assure that we will make reports to CCCS, as is reasonably necessary, to enable this agency to perform its duties. This includes:

- a. All communications/completion of processes as necessary to assure funds are only applied toward CCCS approved career and technical education programs;
- b. All communications/completion of processes as necessary to assure compliance with the standards of program approvals including employment of a credentialed teacher;
- c. Annual Perkins local plan with all required sections completed submitted by deadline;
- d. Grant Recipient Agreement letter and related documents, including a copy of our latest Single Audit Report, as applicable.
- e. Signed vouchers and required supporting source documents when requesting reimbursements per deadlines and limits;
- f. Out-of-state travel request details prior to departure of travelers;
- g. Budget revision requests if above directed threshold amounts;
- h. Pre-approval for all equipment purchases (Units costing $5,000 or more, per one unit.)
- i. All career and technical education enrollment and follow-up data reporting (VE-135 enrollment and VE-135 follow-up) and that the data is valid and reliable.
- j. Year-end Perkins local plan analysis report by deadline.
- k. Year-end Perkins final voucher by deadline.

Yes 5. We assure that we provide reasonable opportunities for the participation of teachers, parents, and other interested agencies, organization and individuals in the planning for and operation of this plan.

Yes 6. We assure that we have adopted effective procedures for acquiring and disseminating to teachers and administrators participating in these programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.

Yes 7. We assure that none of the funds expended under this plan will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

Yes 8. We assure that we will keep records that fully disclose the amount and disposition of these funds, and such other records as will facilitate an effective financial or programmatic audit and that these records will be accessible for seven years.

Yes 9. We assure that the Secretary of the United States Department of Education, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access, for the purpose of audit examination, to these records.

Yes 10. We understand that Perkins Federal funds are a grant, not an entitlement, representing an agreement with the State, aligned to our approved local plan, and that grant oversight and management is necessary.

Yes 11. We understand that Perkins Federal funds cannot be used for expenses related to competitive events.

Yes 12. We understand that Perkins Federal funds must supplement, not supplant non-federal funds.

Yes 13. We assure that we will provide a career and technical education program or career and technical education programs that are of such size, scope and quality to bring about improvement in the quality of career and technical education.

Authorization & Signature

Grants Manager

Malone Miller _____ 8/6/2019
                         Signature   Date

Assistant Dean of Students/DAS

Dana Jones _____ 8-6-19
                         Signature   Date

Academic Advisor

Margaret Dempsey _____ 8/13/19
                         Signature   Date

Assistant VP/Controller

Kara Berg _____ 8-7-19
                         Signature   Date

Division Head

Tami Grant _____   _____8/14/19_____
                        Signature   Date

CTE Program Coordinator

Landon Loyd _____*Landon Loyd*_____   _____8/7/2019_____
                        Signature   Date

CTE Director

Ross Perkins _____   _____
                        Signature   Date

Executive Vice President

Dr. Russ Rothamer _____   _____
                        Signature   Date

President

Dr. Leah Bornstein _____   _____
                        Signature   Date

Additional Comments from the reicpient

No changes to the 5-year plan per Victoria Crownover's request.

CTE Online Account
Aims Community College

Main   **Log Off**   **Reports**   **Help**   **Contacts**

Summary Page

Perkins Local Plan Reference Number: 1973

Below is the summary data for this Perkins local plan. The data is currently frozen (no longer editable) as it is being reviewed by the Perkins Plan Manager. If any data is incorrect, please contact the Perkins Plan Manager.

A copy of Assurance, Authorization and Signature page can be opened by clicking the *NEXT* button at the end of this page. If you have not mailed the signed confirmation page to CCCS, please do so as soon as possible.

Summary on Tuesday, August 06, 2019

Contact Name	Landon Loyd
Fiscal Year	20
Affiliation	Aims Community College
Created on	06/20/2019
Submitted on	08/06/2019
Current Status	Local Plan Review in Process

Five Year Long Term Strategic Local Plan

1 How will your educational institution offer the appropriate courses of not less than one CTE program of study?

Aims Community College is a Career and Technical Education (CTE) college at heart. The majority of certificates are awarded in CTE programs and the college receives annual national recognition in multiple programs for its students. Students in our Automotive and Graphic Design programs receive national awards for their work. Other students are awarded NASA scholarships. The college has recently revised its mission and vision and a renewed focus has been placed on CTE programs. The college is committed to offering students the very best education and training in each of its CTE areas. The college has already acknowledged that having one Program of Study (POS) in every program area is a best practice, and has been working diligently with the faculty, department chairs, Advisory Committees, and the CTE Office to ensure that there is one, high-quality POS per program. The majority of programs have already met this requirement. The Programs of Study contain the list of required courses at the secondary and at the postsecondary level, ensuring that students know how many courses to expect, when they can enroll in them, if there is a preferred sequence to take them in, and other valuable information. They will continue to be revised as needed, especially to ensure accurate information for the national database for workforce information. The information about the POS will be distributed by CTE staff and faculty, other faculty members, counselors from the high-school level, Advisory Committee members, and advisors. As new programs are created, each POS will be developed, shared, and posted on the Aims Community College website. Furthermore, Aims will work towards the integration of the required high school courses for each specific program area into the POS. The college continues to work with secondary partners forming an even stronger partnership. Currently, the program areas each have one Plan of Study. These are posted on the Aims public website with multiple links for access. During FY2020, Aims will continue to review and revise the Plans of Study by involving the Advisory Committees, faculty members, department chairs, and advisors. Each year, the college reviews programs through the program review process which provides opportunities to discuss new programs.

2. How will your educational institution improve the academic and technical skills of students participating in CTE programs through integration?

All of the Aims CTE Advisory Committees include community members and partners from business and industry. Together, they share gained knowledge from business and industry for the development and revisions to curriculum that reflects the true industry needs and challenges students to apply academic knowledge to technical, problem-solving activities. The top issue that businesses struggle with relates to troubleshooting, thus there is a high emphasis on troubleshooting during the class time. The Curriculum Committee is the committee that reviews curriculum to ensure it is of high quality, confirming that it follows the state of Colorado guidelines, and ensures improvement of student skills. The Office of Curriculum, Program Development, and Scheduling helps with implementing academic assessment projects and develops data-informed recommendations. Academic assessment promotes student learning in general education through the use of course-embedded assessment. The course assessments also tie into program-level outcomes. As the state has changed the regulations in regard to developmental education courses and the Accuplacer tests, Aims Community College no longer requires this test for taking college courses. Some CTE programs will still require minimum scores in Math and English in order to take the program specific courses. However, to ensure the success of the students, the college does have a College Boost program that allows students to boost their basic knowledge needed to be successful in college. Furthermore, Aims offers a first-year experience course with the purpose of assisting in transitioning new students to college. Curriculum cornerstones include study skills application, test-taking, note-taking, reading textbooks, time management, and additional skills required for improvement of academic and technical skills integration. Course formats are offered through online, regular classes, late start, and learning communities. The Aims Curriculum Committee requires that each CTE Degree Program include Math and English; therefore, one hundred percent of CTE degree completers will pass the Math and English requirement for graduation.

3. How will your educational institution provide students with strong experience in, and understanding of, all aspects of an industry?

Aims has made the commitment to increase student participation in internships, both paid and unpaid. The goal is for every applicable CTE program to have opportunities for internships. Academic Deans, Department Chairs, and Program Directors will continue providing leadership for increasing internships throughout the five-year plan cycle and beyond. Employment Services of Weld County is building a much stronger partnership with Aims Community College and has a goal of increasing apprenticeships as well. This would also provide students with a strong experience directly in their field of study. Aims has consolidated programs that are in the same field and designed new buildings specifically for these programs. The Windsor Campus opened the new Public Safety Institute building for Fire Science, Emergency Medical Services, and Criminal Justice, while on the Greeley Campus the new Applied Technologies and Trades Center opened Fall 2018. These buildings have state of the art equipment, laboratories, and classrooms designed and equipped after discussing industry needs. The Aims Applied Technology and Trades Center offers interactive training in our construction management, industrial technology, oil and gas technologies, and engineering technology programs; Aims Community College looks forward to becoming the training destination in Colorado for these industries.

4. How will your educational institution ensure that students who participate in CTE programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students?

Aims Community College uses the Colorado State Academic Standards, as well as industry standards when providing or creating the curriculum for the courses. Department Chairs

and Program Directors hold meetings each semester to ensure that all faculty are consistent in their courses and the skills taught to students. There is a strong collaboration between faculty, administration, staff, and business and industry subject matter experts. The Student Learning Assessment Team and the Curriculum Committee are instrumental in ensuring that CTE programs are taught using rigorous content aligned with academic and industry standards. The college will provide each faculty member $2,000 specifically for professional development in their field. Career and Technical Education students may be required to take the Accuplacer Assessment and remediate per Aims Policies.

5. How will your educational institution encourage CTE students at the secondary level to enroll in rigorous and challenging courses in core academic subjects?

The Programs of Study (POS) are created in collaboration with the secondary constituents and they are also invited to be involved with POS revisions. Aims will host meetings to present postsecondary opportunities in CTE and the counselors from the secondary level will be encouraged to attend, as they will be the force driving students to enroll in rigorous and challenging courses in the core academic subjects. In addition, Aims implements the CTE Career Academy Day Camps. The college started this program in FY 2009 and it has seen increases in attendance and interest since then. The goal is to offer a minimum of two Career Academy Day Camps to the area high school students across multiple Aims campuses. The participating CTE programs include: Automotive Collision/Automotive Service, Agriculture, Audio & Radio Production, Graphic Design, Med Prep, Oil & Gas, Welding, Fire Science/EMS, and CAD/Industrial Tech/Construction Management. They are sharing Aims degree and certificate programs with high school students, pre-college students, and specific audiences recommended by workforce partners, Advisory Committee members, and Aims personnel. Lastly, CTE staff and faculty members are encouraged to serve on the secondary CTE Advisory Committees, while the high school CTE instructors are invited to serve on the Aims CTE Advisory Committees.

6. How will comprehensive professional development (including initial teacher preparation) for CTE, academic, guidance and administrative personnel be provided to promote the integration of coherent and rigorous content aligned with challenging academics?

Aims will provide $2,000 per faculty member for professional development in their field. There are multiple opportunities for participations at professional conferences and training outside of Aims, to include national professional organizations. The Faculty Teaching and Learning Center (FTLC) provides professional development in the area of core competencies, including learning-centered teaching strategies, student core competencies, advising, inclusion and diversity, and scholarship of teaching and learning. The FTLC also provides a New Faculty Orientation, two days long, a Fall and a Spring Faculty Conference on the Aims campus, co-hosted by multiple departments, all faculty centered, and a faculty mentoring program for new faculty. The Office of Curriculum, Program Development, and Scheduling provides professional development for faculty related to assessment of student learning, while Learning Environments provides training for using the online software, databases, and platforms.

7. How will a wide variety of stakeholders be involved in the development, implementation and evaluation of CTE programs and how will such individuals and entities be informed about, and assisted in understanding the requirements of Perkins, including CTE programs of study?

Aims embraces its role as a community college and enjoys involving the community in the development, implementation, and evaluation of the CTE programs. There are strong partnerships with local and regional businesses in related industries and many qualified businesses have joined Aims by participating in the Advisory Committees. These include, as appropriate, parents, students, secondary CTE teachers and administrators, advisors, and business representatives. The college Program Directors, Department Chairs, and Academic Deans review the activity of the Advisory Committee on a regular basis. The Advisory Committee completes an electronic evaluation of its effectiveness and efficiency annually. Furthermore, the college policy states that a CTE staff member attend all Advisory Committees. The policy also shows that if a department chooses to submit a request for Perkins funding, the request must be approved by the Advisory Committee to ensure that the equipment, supplies, or programming planned falls within the scope of the program, the skills attained are truly needed by the industry, and that it reflects an overall improvement of the program. The Office of Curriculum, Program Development, and Scheduling and the Office of Grants are planning to conduct a Perkins and CTE training in the Fall of each year for Department Chairs, Program Directors, and Academic Deans who oversee Career and Technical Education areas. The goal of this training is to review the requirements of the grant, processes, and the importance of Programs of Study for each program. The college has increased the marketing and recruiting efforts for CTE programs, and in doing so, has involved the community, industry and secondary partners.

8. How will your educational institution review CTE programs, identify and adopt strategies to overcome barriers for special populations, provide programs that enable special populations to meet local performance levels, and provide activities to prepare special populations, including single parents and displaced homemakers, for high-skill, high-wage, or high-demand occupations that will lead to self sufficiency?

Aims Community College has a large proportion of underrepresented populations. The college served 7,966 students in FY17 and the majority of them are from traditionally underrepresented backgrounds: 40% of the students are Hispanic or part of a minority and 74% of the students are first-generation, low-income, or both. The college has multiple programs already in place to impact the success of traditionally underrepresented students: two TRiO programs, Emerging Scholars, Catalyst, FYE (First Year Experience), iFocus, the National Society of Leadership and Success, and GradLeaders. The two TRiO Student Support Services are federal grants focused on retention and graduation and serve 280 first generation and low-income students, where the majority of the students served are enrolled in CTE programs. Catalyst is a two-semester long leadership and career readiness program that started as only serving 300 underrepresented students since Spring 2014. Over the course of two semesters, the following programmatic themes are covered: leadership, connectedness, equity, and social inclusiveness. These content areas provide participants the opportunity to improve on skills attractive to future employers: teamwork, communication, leadership, organization, decision making, and other personal/professional skills. FYE is a program designed for first-year students and it creates a cohort based system for the Advancing Academic Achievement course, where students learn about how to be a successful student. The iFocus "tracks" were created to meet the needs of students in all areas of academic, career and transfer, multiculturalism, health and wellness, and technology. The goal of the Smart Cents Financial Wellness Program at Aims Community College is to help students learn to manage money effectively and make wise financial decisions. The Smart Cents series is committed to creating a culture of financial empowerment on campus and lifelong learning that enhances the student experience. The National Society of Leadership and Success helps students discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. Lastly, the college has adopted GradLeaders, a software that allows advisors, as well as students, instant access to the student transcript. As the students complete courses, the grades automatically fill in and it shows the student how much closer they are to graduating. For students with disabilities, the college provides accommodations through the Disabilities Access Center. The college has a Career Services department and a strong partnership with Employment Services of Weld County working together to bring high-wage, high-skill, and high-demand jobs to the students. The Adult Education area is building a pipeline for students that do not have a college degree to enter college and the workforce simultaneously by providing GED classes and/or assessment prep classes.

9. How will individuals who are members of special populations not be discriminated against based on this status?

The Student Support Services provides intensive services to all eligible participants. Policies are in place and reviewed to ensure special population students are not discriminated against. All students are provided equal access to programs and activities at Aims Community College as assured by the Equal Opportunity Officer and other critical college employees. Student enrollment and demographic data are reviewed within departments, by administrators, and within Advisory Committees to ensure access and enrollment. CTE staff collaborate regularly with the Disability Access Center staff and Student Affairs staff to provide support to special populations.

10. How will funds be used to promote preparation for non traditional fields?

The CTE Career Academy Day Camps will provide information to secondary students to include promotion of the non-traditional fields. The funds will be used for the development and printing of materials as needed and for the actual day activities. The program will support multiple schools and school districts and be available at multiple campus locations. All Department Chairs and Program Directors discuss with their faculty and Advisory Committees the importance of increasing the participation of non-traditional students and welcome the opportunity to participate in the Career Academy Day Camps. Some of the CTE departments put together their own events as well. Data about non-traditional students will be shared in faculty meetings, deans and directors meetings, and elsewhere related to enrollment, preparation, completion, and placement for non-traditional industries. Professional development funds will be available for faculty to participate in non- traditional activities.

11. How will career guidance and academic counseling be provided to CTE students, including linkages to future education and training opportunities?

There is a strong partnership with local school districts and with the local and regional business and industry through the Concurrent Enrollment and Center for Workforce Development and Innovation areas. The Career Services department focuses on preparing students for the job market, while the Academic Advisors provide academic counseling to the CTE students in collaboration with the specialized faculty members. Aims will seek the commitment from local and regional business and industry members to assist with

recruitment and retention strategies, including guaranteed interviews for completers, internships, and apprenticeships. Many ideas are also generated within the individual Advisory Committees as they relate specifically to the program area and best practices in that field.

12. What efforts will be made to improve the recruitment and retention of CTE teachers, faculty, and career guidance and academic counselors, including underrepresented groups; and to facilitate the transition to teaching from business and industry?

The college continuously seeks qualified CTE instructors and advisors that represent the service area demographics, as well as having experience working directly in the industry. Hiring committees are aware of the importance of bringing in CTE faculty that have the real life experience. Positions are listed in a variety of formats and publications, such as professional magazines, online, print materials marketed toward diverse populations, listings at other colleges and universities, and within professional associations. To ensure retention, Aims will continue the faculty mentor program that is aimed at new faculty and providing them with the best teaching and organizational culture skills.

13. Describe how the career and technical education programs will be carried out to meet the Perkins funds requirements (Section 135[b]) for this Perkins grant.

The Director of Curriculum, Program Development and Scheduling coordinates with all CTE program chairs and directors to develop sustainable and meaningful projects to assess student learning. All assessment projects are grounded in the program's mission statement, program learning goals, and program learning outcomes. In order to ensure that the program's mission, goals, and learning outcomes are current and meet industry expectations, the Director of Curriculum, Program Development, and Scheduling regularly attends advisory committee meetings to share assessment results and to discuss possible changes to the curriculum. In addition, the Director of Curriculum, Program Development and Scheduling works with the programs to ensure that they are also assessing Aims' Common Learning Outcomes (CLOs): critical thinking, written communication, oral communication, problem solving, and professionalism. Programs use a selection of program developed rubrics and CLO rubrics to assess student learning at the course, program, and institutional level. Each program area continues to have its own Plan of Study, which is reviewed by the Advisory Committee and revised annually. The Plans of Study are posted electronically online on each CTE program page and are beginning to be used by advisors and others throughout the college. The college is also using Programs of Study for each CTE program. A diverse group of individuals, including Aims' Disability Access Director, works with each CTE program to ensure access and reasonable accommodations for students requesting services. These services include assistive services such as note-taking and interpretive services - American Sign Language (ASL). Workshops, conferences, and training sessions have been increased so that Faculty, Department Chairs, Program Directors, Academic Deans, and others can learn about best practices and current trends in Career and Technical Education. All CTE programs have a work-based learning course that is optional for the students; this gives students the option to do an internship directly in the CTE program they are enrolled in. The college has put forth great effort into the use of technology, expansion, and modernization. All of the Advisory Committee evaluations are now digitized and in alignment with the strategic plan. Furthermore, the Advisory Committees are the ones to approve all equipment suggestions for purchase because the committee members have significant industry experience. They help inform the college on what equipment is used and how often industry requires updates, thus guiding Aims Community College's equipment purchases and appropriate renewal cycles. All of the Aims Community College CTE equipment is cutting edge, used by students until they are experts in their field, and is even used by partnerships with industry. Another crucial partnership is with Employment Services of Weld County (ESWC). This agency helps the CTE students and faculty with career services, cross training for industry, information sharing, and partnering on local job fairs for the CTE students. The trained faculty and staff can then take on mentoring or advising roles to the students, creating the bridge between academics and industry. Aims partnership with ESWC assists the college in incorporating community voice, industry perspective, and transparency. There is a Memorandum of Understanding (MOU) in place with ESWC as it relates to the Workforce Innovation and Opportunity Act (WIOA) that helps the college stay informed regarding workforce best practices while also supporting non-traditional enrollment. This is critical for Perkins and for Aims' support services. Three members of ESWC serve on Aims CTE Advisory Committees and one Aims representative serves on the ESWC board. The career services are enhanced through Career Advance, a job and internship portal accessible to students, faculty, and employers.

14. Describe how the career and technical education activities will be carried out with respect to meeting State and local performance metrics targets.

Aims regularly reviews the performance metrics targets and achievement of the metrics. Action steps are being discussed through the College Council, CTE staff and faculty meetings, and Advisory Committee meetings. Currently, Aims does not meet the PS3 Student Retention. We have begun discussion and are developing actions to increase retention and better data reporting. The department level metrics are now shared with each Department Chair or Program Director. In CTE staff and faculty meetings, the program metrics will be discussed and determined for how CTE staff and faculty can help with retention. The new program review process also includes this information for review and asks for action plans to be developed in areas that are needing improvement. Additionally, instructors can have discussions with their students related to this topic. There are multiple programs on campus already focused on retention, such as the TRiO programs, CORE, Emerging Scholars, Catalyst, FYE (First Year Experience), and DegreeWorks. The college is also looking at completion and non-traditional participation, ensuring that the metrics stay within the target range.

Final Local Improvement Plan 2017-2018 Data

1. Performance Metric: PS3 - Student Retention   Actual: 36.04   Target: 44.40

The college recognizes a deficiency in student retention and has multiple programs already in place to impact the success of traditionally underrepresented students: two TRiO programs, Emerging Scholars, Catalyst, FYE (First Year Experience), iFocus, the National Society of Leadership and Success, and GradLeaders. The two TRiO Student Support Services are federal grants focused on retention and graduation and serve 280 first generation and low-income students, where the majority of the students served are enrolled in CTE programs. Catalyst is a two-semester long leadership and career readiness program that started as only serving 300 underrepresented students since Spring 2014. Over the course of two semesters, the following programmatic themes are covered: leadership, connectedness, equity, and social inclusiveness. These content areas provide participants the opportunity to improve on skills attractive to future employers: teamwork, communication, leadership, organization, decision making, and other personal/professional skills. FYE is a program designed for first-year students and it creates a cohort based system for the Advancing Academic Achievement course, where students learn about how to be a successful student. The iFocus "tracks" were created to meet the needs of students in all areas of academic, career and transfer, multiculturalism, health and wellness, and technology. The goal of the Smart Cents Financial Wellness Program at Aims Community College is to help students learn to manage money effectively and make wise financial decisions. The Smart Cents series is committed to creating a culture of financial empowerment on campus and lifelong learning that enhances the student experience. The National Society of Leadership and Success helps students discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. Lastly, the college has adopted GradLeaders, a software that allows advisors, as well as students, instant access to the student transcript. As the students complete courses, the grades automatically fill in and it shows the student how much closer they are to graduating. The college is continually improving and building upon best practices and will reflect further on additional approaches in the upcoming year to increase retention. The college also recognizes that there was a data error in reporting PS3 as the definitions for retention were not identified properly in the algorithm that pulls the data. This error has been addressed and will be closely monitored to ensure there are no issues with our next data submission.

One Year Short Term Strategic Local Plan

1. Which answers outlined in your 5-Year Long Term Strategic Local Plan will be addressed through your Funded Projects Worksheet for this year? Include descriptors of the 5-Year Long Term Strategic Local Plan questions, not just the question numbers.

Aims will review all of the Programs of Study for each approved CTE Program. During FY 2020, the CCCS template will be used to include recommended high school courses to be

taken for success in a specific CTE program. Advisory Committees are active in reviewing the Programs of Study and providing recommendations for revisions. Aims will continue to be proactive in working with our secondary partners to update the Programs of Study. The items requested help the specific program areas better train students and provide them with the best skills needed in the industry. The Career Academy Days will continue to promote nontraditional enrollment in the CTE programs.

2. How did your educational institution's CTE Program Advisory Committee(s) determine the need for the projects?

Advisory Committee agendas were reviewed prior to meetings to ensure continued discussion of project needs and the five-year planning. The discussion included five-year program trends and how to meet Performance Metrics goals, particularly those that did not meet the required state performance target. Advisory Committees actively discuss Project 1, Technical Skill Attainment, make recommendations for Action Steps, and vote to support. The equipment, supplies, and programming recommended by the Advisory Committees are in line with the industry standards and ensure that the students receive the best training, making them workforce ready. The Advisory Committee completes an electronic evaluation of its effectiveness and efficiency annually. All of the Advisory Committee evaluations are now digitized and in alignment with the strategic plan.

3. How do the projects relate to the Colorado Perkins Implementation Strategies? Visit Colorado Perkins Implementation Strategies. Include descriptors of the Colorado Perkins Implementation Strategies, not just the strategy numbers.

The projects, and the Action Steps are all developed and written to increase Performance Metrics. Aims is currently in the process of requiring a Plan of Study for each department (relates to Strategy 1, Implementing CTE Plans of Study). Strategy 2, Strengthening Accountability for Results, is achieved by the internal controls in place at Aims Community College. There are multiple employees from the Office of Curriculum, Program Development, and Scheduling, Academic Affairs, Office of Grants, Financial Services, and Administration that verify and hold departments accountable for the specific results promised. Strategy 3, Adopting a Project-Based Focus, is achieved through the one personnel action plan included in the Local Plan. Aims is expanding their Tax Help Colorado Program in Loveland by hiring one, part-time assistant for the practicum class that students must take. Project 1, Technical Skills Attainment, relates to each Action Step assisting in skill attainment and completion. Aims continues to have strong Advisory Committees and relationships with Employment Services of Weld County. Employers within the related workforce areas provide recommendations for Technical Skills Enhancements and this relates to Strategy 4, Assessing Career and Technical Skills, as well as Strategy 5, Integrating Academic and CTE skills and Knowledge. The one travel request for professional development relates to Strategy 6, Building a Corps for Effective CTE Teachers, while the DAS request is in line with Strategy 7, Ensuring Effective Instruction and Strategies for Special Populations. Project 2, Non-Traditional Participation, will continue Career Academy Day Camps which assist in the education, enrollment, and completion of nontraditional students. Aims is in the continuous cycle of data analysis, sharing of information, and developing strategies for improvement.

4. (Optional) If applicable, how are other initiatives addressed by the projects (for example, High School Reform, Colorado Paradox, Minority Graduation/ College Entrance, State Board Priorities, College Strategic Plan, NCLB, IDEA/ADA Projects, etc.)

N/A

5. Describe the process that will be used to evaluate and continuously improve the local performance of your institution(s).

In 2018, Aims underwent a reorganization of departments. All CTE departments have been centralized under three divisions: Business and Technology; Public Safety, Transportation, and Workforce Development; and Allied Health and Wellness. All of the support functions of Academic Affairs have been centralized under the Assistant Vice-President, Academic Affairs. This area includes all of the faculty related services, such as the Career and Technical Education Office, Office of Curriculum, Program Development and Scheduling, Online Learning Environments, and the Faculty Teaching and Learning Center. Because all of these functions are centralized, it is easier to evaluate and continuously improve the local performance of the institution. As part of the college's policy, each department must review its yearly performance and put in place metrics for the following year. Furthermore, each department must create a continuous improvement plan for their program area every two years. All major accomplishments, metrics, and plans for continuous improvement are analyzed by the Assistant Vice-President and the Vice-President for Academic Affairs. The Office of Career and Technical Education will continue to hold workshops and meetings for CTE Faculty, Department Chairs, Program Directors, and Administration to discuss the Performance Metrics and actions to make improvements through Action Steps and individual department work.

Funded Projects Information

FY2020 Initial Award Estimate

Non-Reserve (Basic) Funds	Reserve Funds	Total Funds
$473,058	$52,387	$525,445

Project Summary Information

		Non-Reserve (Basic) Funds					Reserve Funds				
		Personnel	Equipment	Travel	Other	Sub Total	Personnel	Equipment	Travel	Other	Sub Total
PS1-Technical Skill Attainment		$3,000	$397,085	$11,000	$37,292	$448,377	$0	$7,248	$0	$44,454	$51,702
PS5-Non-Traditional Participation		$0	$0	$0	$20,882	$20,882	$0	$0	$0	$0	$0
	Sub Total	$3,000	$397,085	$11,000	$58,174	$469,259	$0	$7,248	$0	$44,454	$51,702
	Indirect Cost					$3,799					$685
	Total					$473,058					$52,387

1. Project Name PS1-Technical Skill Attainment

Project Objectives	Actual Level (%)	Project Goal (%)	Timeline	Requirements / Permissible
Technical Skill Attainment	70.63	71.00	FY1920	Expand and Modernize - Requirement
Student Retention	36.04	44.40	FY1920	Academic Rigor - Requirement

Other Desired Outcome

CTE Programs

ACCOUNTING @ Aims Community College 05/10/2022

AGRICULTURE/BUSINESS MGMT @ Aims Community College 05/10/2020

ANIMAL HUSBANDRY & PRODUCTION MGMT @ Aims Community College 06/12/2020

APPLIED TECHNOLOGY @ Aims Community College 05/28/2020

ASSOCIATE DEGREE NURSING @ Aims Community College 07/24/2020

AUTOMOTIVE TECHNOLOGY @ Aims Community College 05/08/2023

AVIATION TECHNOLOGIES-AIR TRAFFIC CONTROLLER @ Aims Community College 11/30/2022

AVIATION TECHNOLOGY @ Aims Community College 02/24/2022

BUILDING/CONSTRUCTION SITE MANAGEMENT @ Aims Community College 03/05/2022

BUSINESS TECHNOLOGIES @ Aims Community College 06/16/2022

CARPENTRY @ Aims Community College 04/24/2020

COLLISION REPAIR TECHNOLOGY @ Aims Community College 03/02/2023

COMMUNICATIONS MULTIMEDIA @ Aims Community College 02/20/2023

COMPUTER INFORMATION SYSTEMS @ Aims Community College 05/24/2023

CRIMINAL JUSTICE @ Aims Community College 06/26/2023

EARLY CHILDHOOD CERTIFICATE @ Aims Community College 03/26/2020

EARLY CHILDHOOD EDUCATION @ Aims Community College 06/15/2020

EMERGENCY MEDICAL SERVICES @ Aims Community College 06/12/2020

ENERGY TECHNOLOGY @ Aims Community College 05/08/2020

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING @ Aims Community College 05/24/2023

FIRE SCIENCE TECHNOLOGY @ Aims Community College 05/08/2023

GRAPHIC DESIGN @ Aims Community College 01/18/2021

GRAPHIC TECHNOLOGY @ Aims Community College 04/24/2020

MAMMOGRAPHY TECHNOLOGIES @ Aims Community College 01/20/2020

MANUFACTURING TECHNOLOGIES @ Aims Community College 03/07/2021

MARKETING / MANAGEMENT @ Aims Community College 01/18/2021

MEDICAL PREP @ Aims Community College 02/05/2020

MEDICAL/CLINICAL ASSISTANT @ Aims Community College 04/10/2022

NURSE AIDE @ Aims Community College 12/20/2021

PEACE OFFICER ACADEMY @ Aims Community College 02/07/2021

PHLEBOTOMY TECHNICIAN @ Aims Community College 09/08/2021

PRODUCTION AGRICULTURE @ Aims Community College 05/10/2020

RADIOLOGIC TECHNOLOGY @ Aims Community College 01/20/2020

STERILE PROCESSING TECHNICIAN @ Aims Community College 11/07/2021

SURGICAL TECHNOLOGY @ Aims Community College 02/06/2022

WELDING TECHNOLOGY @ Aims Community College 05/08/2023

Has new CTE Program: No

Action Steps

	Description	Item	Amount	Spending Category	Grant Type
1)	A fully functional police car to be used in the Peace Officer Academy. Courses that will use this trainer are: LEA 107, 126, and 246. Learning objectives related to this request are the following: non-emergency driving skills, emergency response and vehicle pursuit driving skills, mental aspects of non-emergency driving, mental aspects of pursuit driving, mental aspects of emergency driving, performance tests, patrol observation and perception, interaction with special populations, officer survival, handling in-progress calls, searches, pedestrian contacts, vehicle stops, traffic enforcement, hazards of a traffic stop, emergency vehicle operations, and response to hazardous materials incidents.	Police Car	$50,432	Equipment	Basic

Units Cost: $50,432   **# of Units**: 1

CTE Programs using this equipment
PEACE OFFICER ACADEMY @ Aims Community College 02/07/2021

	Description	Item	Amount	Spending Category	Grant Type
2)	Getinge Sterilizer/Autoclave to be used in Sterile Instrument Processing and Surgical Technology. Courses that will use this trainer are: SPI 101, STE 101, and STE 110. Learning objectives related to this request are the following: demonstrate instrument care, inspection and assembly, demonstrate appropriate means of preparation and sterilization of surgical instrumentation, advantages of high temperature steam sterilization, demonstrate proper lifting and moving of supplies and equipment, create and maintain a sterile field, preparation of the surgical field, cleaning of instruments and utensils, specialty items utilizing mechanical washers, and sterilize instruments and supplies.	Getinge Sterilizer	$47,654	Equipment	Basic

Units Cost: $47,654   **# of Units**: 1

CTE Programs using this equipment
STERILE PROCESSING TECHNICIAN @ Aims Community College 11/07/2021
SURGICAL TECHNOLOGY @ Aims Community College 02/06/2022

	Description	Item	Amount	Spending Category	Grant Type
3)	Artec 3D Scanner Bundle to be used in Engineering Technology - Computer Aided Drafting. Courses that will use this trainer are: CAD 202, 255, and 259. Learning objectives related to this request are the following: construction of three-dimensional	Artec 3D Scanner Bundle	$80,000	Equipment	Basic

Units Cost   **# of Units**

objects using CAD software, mesh and surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials, advanced lighting, walkthrough, flyby animations of 3D solids to 2D layouts; parametric feature-based solid modeling 3D concepts, construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models; advanced applications of the 3D parametric software SolidWorks, management of design data, advanced assembly, analysis of model creations, documentation of bill of materials and parts lists, rendering, animation, and dynamic simulation and testing a model assembly.

	Amount		Grant Type
$80,000		1	

CTE Programs using this equipment
ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING @ Aims Community College 05/24/2023

4) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**
15 hands-on resources including the following animal models: cow, horse, pig, chicken, ruminant, horse stomach, pig stomach, cow uterus, horse uterus, pig uterus, cat, cat skeleton, small dog, large dog skeleton, small dog skeleton Website Link: www.realityworks.com. Students will get hands-on experience with reproductive, digestive, muscular, and skeletal systems. Courses that will use these items are: ASC 100, ASC 225, ASC 230, ASC 250, and ASC 288.	RealityWorks Animal Systems (digestive and skeletal models for livestock species)	$9,999	Other	Reserve

5) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**
Sandblaster to be used in Ag Shop for mechanics and machinery projects. Students will get hands-on experience with the sandblaster, as needed for work in Agricultural mechanics and machinery. Courses that will use this item are: AME 105, AME 107, and AME 125. All learning objectives in the courses above will be impacted by this request, including objectives listed in CCCNS, such as: AME 105 - rural water systems and plumbing, wheel bearings and trailer maintenance, small engine maintenance, concrete work, and tool conditioning and repair; AME 107 - all objectives related to preventative maintenance on equipment, machinery and tools; AME 125 - all objectives related to preventative maintenance, repair, and safety for agricultural machinery.	Sandblaster	$9,990	Equipment	Basic

Units Cost		**# of Units**	
$9,990		1	

CTE Programs using this equipment
AGRICULTURE/BUSINESS MGMT @ Aims Community College 05/10/2020
PRODUCTION AGRICULTURE @ Aims Community College 05/10/2020

6) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**
Hydraulic press to be used in Ag Shop for mechanics, machinery projects Website Link: http://www.dakecorp.com/products/hydraulic-presses/handoperated- press-50h. Students will get hands-on experience with the hydraulic press, as needed for work in Agricultural mechanics and machinery. Courses that will use this item are: AME 105, AME 107, and AME 125. All learning objectives in the courses above will be impacted by this request, including objectives listed in CCCNS, such as: AME 105 - rural water systems and plumbing, wheel bearings and trailer maintenance, small engine maintenance, concrete work, and tool conditioning and repair; AME 107 - all objectives related to preventative maintenance on equipment, machinery and tools; AME 125 - all objectives related to preventative maintenance, repair, and safety for agricultural machinery.	Dake (907002) - Hydraulic Press	$4,720	Other	Basic

7) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**
Hydraulic press to be used in Ag Shop for mechanics, machinery projects Website Link: https://www.globalindustrial.com/p/metalworking-tools/metalfabrication/ drill-presses/977600-1-sb-25-1-phase-floor-drill-press-1-drill-capacity-110v-1-phaseonly. Students will get hands-on experience with the drill press, as needed for work in Agricultural mechanics and machinery. Courses that will use this item are: AME 105, AME 107, and AME 125. All learning objectives in the courses above will be impacted by this request, including objectives listed in CCCNS, such as: AME 105 - rural water systems and plumbing, wheel bearings and trailer maintenance, small engine maintenance, concrete work, and tool conditioning and repair; AME 107 - all objectives related to preventative maintenance on equipment, machinery and tools; AME 125 - all objectives related to preventative maintenance, repair, and safety for agricultural machinery.	Dake (T9AB1122232) - Floor Drill Press	$2,354	Other	Reserve

8) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**
Commercial bench grinder with stand to be used in Ag Shop for mechanics, machinery projects. Website Link: https://www.mile-x.com/baldor-1022wd-10-deluxe-bench-grinderwith-ga16-pedestal-package/. Students will get hands-on experience with the bench grinder, as needed for work in Agricultural mechanics and machinery. Courses that will use this item are: AME 105, AME 107, and AME 125. All learning objectives in the courses above will be impacted by this request, including objectives listed in CCCNS, such as: AME 105 - rural water systems and plumbing, wheel bearings and trailer maintenance, small engine maintenance, concrete work, and tool conditioning and repair; AME 107 - all objectives related to preventative maintenance on equipment, machinery and tools; AME 125 - all objectives related to preventative maintenance, repair, and safety for agricultural machinery.	Baldor (BAL1022WDGA16PKG) - Commercial Bench Grinder	$1,641	Other	Reserve

9) **Description**	**Item**	**Amount**	**Spending Category**	**Grant Type**

Canon EF CN-E Cinema Prime 7-Lens Package & Canon CN-E 20mm T1.5 L F Cinema Prime Lens. Website Link: https://global.canon/en/imaging/l-lens/. When used in conjunction with our cinema cameras, students will learn lens selection for proper depth-of-field, lighting, focus, scene selection, and cinematography. Courses using this package are: FVM 205, 213, 273; RTV241, 242, 243, 269, 285, and 282. Learning objectives related to this request: determine correct lens based upon F-stops and depth of field, focal length, lens flares and distortions, refraction, composition, unity of frame, patterns of meaning, leading lines and graphics, balance, leading the eye of the audience, and selective focus.

Item	Amount	Spending Category	Grant Type
Cine Lens Package	$29,880	Equipment	Basic
Units Cost		**# of Units**	
$29,880		1	

CTE Programs using this equipment
COMMUNICATIONS MULTIMEDIA @ Aims Community College 02/20/2023

10)

Description	Item	Amount	Spending Category	Grant Type

Canon C700 4K Package. Website Link: https://www.usa.canon.com/internet/portal/us/home/products/details/cameras/cinema-eos/eos-c700. Students will learn about capturing scenes in dynamic camera movements that enhance the dramatic presentation of narrative flow and character arc through exploration of the three-dimensional set of the scene and its interpretation to the two-dimensional space of the screen. Courses using this package are: FVM 205, 213, 273; RTV241, 242, 243, 269, 285, and 282. Learning objectives related to this request: justify aesthetic/stylistic choices of camera technique, construct visual narratives, and solve creative problems through technical awareness.

Item	Amount	Spending Category	Grant Type
Canon C700 4K Package	$68,508	Equipment	Basic
Units Cost		**# of Units**	
$68,508		1	

CTE Programs using this equipment
COMMUNICATIONS MULTIMEDIA @ Aims Community College 02/20/2023

11)

Description	Item	Amount	Spending Category	Grant Type

SimMan Essential offers comprehensive clinical functionality to teach the core skills of airway, breathing, cardiac, and circulation management for multiple healthcare disciplines. Courses using this item are: EMS 121 through EMS 124 (EMT Program), EMS 127 through EMS 135 (AEMT Program), and EMS 227 through EMS 236 (Paramedic Program). Learning objectives related to this request: assessment, airway, breathing, cardiac, and circulation management.

Item	Amount	Spending Category	Grant Type
Laerdal SimMan Essential	$60,621	Equipment	Basic
Units Cost		**# of Units**	
$60,621		1	

CTE Programs using this equipment
EMERGENCY MEDICAL SERVICES @ Aims Community College 06/12/2020

12)

Description	Item	Amount	Spending Category	Grant Type

Safariland Level IIIA Ballistic Vest Website Link: http://shop.policeproducts.com/. 30 units at $523 per. Firearms LEA 108 learning objectives related to this request: as per Colorado Peace Officer Standards and Training (POST) Board requirements, students must wear ballistic vests during mandated firearms training classes needed for graduation from the police academy.

Item	Amount	Spending Category	Grant Type
Ballistic Vest, Level III-A with Trauma Plate and Carrier	$15,690	Other	Reserve

13)

Description	Item	Amount	Spending Category	Grant Type

Laerdal (sold by Channing-Bete Co.). Qty 5 @ $509 per pack. A convenient 4-pack of this lightweight, affordable, pediatric manikin from Laerdal that provides realistic infant CPR training. The lifelike manikins simulate a 3-month-old infant of average physiology and anatomy for training in basic life support (BLS), CPR, and relief of foreign-body airway obstruction. Features include realistic chest compliance, an airway that closes during flexion and extension of the neck, and oral and nasal passages that allow for realistic nose pinch. Includes 6 airways, 10 foreign-body practice objects, directions for use, and a soft carrying case. Website Link: https://shop.aha.channing-bete.com/onlinestorestoreitem.html?iid=184002&cid=136147. This equipment evaluates and assists the students with hands-on cardiopulmonary resuscitation (CPR) in HWE 122 - Responding to Emergencies. Learning objectives are: identify the signals of cardiac arrest, and demonstrate how to provide cardiopulmonary resuscitation (CPR) until advanced emergency medical care arrives.

Item	Amount	Spending Category	Grant Type
Baby Anne CPR Training Manikin 4-pack	$2,545	Other	Reserve

14)

Description	Item	Amount	Spending Category	Grant Type

Laerdal (sold by Channing-Bete Co.). Qty 5 @ $920 per pack. These lightweight, affordable, adult CPR trainers from Laerdal feature Bluetooth® Smart technology to deliver QCPR measurement and feedback. Use the free apps to pair a mobile device or use the plug-and-play SkillGuide with extension cable (sold separately) to measure and record CPR performance. The manikin's durable construction allows for long-term use and the convenient, lightweight design makes transportation easy. Comes with 8 manikin faces, 8 airways, 24 manikin wipes, 4 jackets, 4 training mats, directions for use, and a 1-year manufacturer's warranty. Website Link: https://shop.aha.channing-bete.com/onlinestorestoreitem.html?iid=183948&cid=136147. This equipment evaluates and assists the students with hands-on cardiopulmonary resuscitation (CPR) in HWE 122 - Responding to Emergencies. Learning objectives are: identify the signals of cardiac arrest, and demonstrate how to provide cardiopulmonary resuscitation (CPR) until advanced emergency medical care arrives.

Item	Amount	Spending Category	Grant Type
Little Anne QCPR Training Manikin 4-pack	$4,600	Other	Reserve

15)

Description	Item	Amount	Spending Category	Grant Type

Work n' Leisure (sold by Channing-Bete Co.). Qty 5 @ $640 per pack. These trainers provide realistic training without energy discharge and prepare responders to operate

Item	Amount	Spending Category	Grant Type
AED Practi-trainer 4-pack	$3,200	Other	Reserve

a variety of different AED's in the event of a sudden cardiac arrest. Each unit features a replaceable scenario/language module for easy upgrade any time AED protocols are updated, eight pre-programmed scenarios, clear voice prompts, built-in English and Spanish options, and a metronome. Compatible with any type of CPR manikin that is intended for AED training. Package comes with 4 AED trainers, each with a remote control, child and adult training pads, a carrying case, and instructions for use, plus a case that fits all 4 units and their components. Website Link: https://shop.aha.channing-bete.com/onlinestorestoreitem.html?iid=183596&cid=135068. This equipment evaluates and assists the students with hands-on cardiopulmonary resuscitation (CPR) in HWE 122 - Responding to Emergencies. Learning objectives are: identify the signals of cardiac arrest, and demonstrate how to provide cardiopulmonary resuscitation (CPR) until advanced emergency medical care arrives.

16) Description	Item	Amount	Spending Category	Grant Type
Laerdal (sold by Channing-Bete Co.). Qty 5 @ $885 per pack. These lightweight, affordable, child, CPR trainers from Laerdal feature Bluetooth® Smart technology to deliver QCPR measurement and feedback. Use the free apps to pair a mobile device, or use the plug-and-play SkillGuide with extension cable (sold separately) to measure and record CPR performance. The manikin's durable construction allows for long-term use and the convenient, lightweight design makes transportation easy. Comes with 8 manikin faces, 8 airways, 24 manikin wipes, 4 jackets, 4 training mats, directions for use, and a 1-year manufacturer's warranty. Website Link: https://shop.aha.channing-bete.comonlinestorestoreitem.html?iid=184078&cid=136147. This equipment evaluates and assists the students with hands-on cardiopulmonary resuscitation (CPR) in HWE 122 - Responding to Emergencies. Learning objectives are: identify the signals of cardiac arrest, and demonstrate how to provide cardiopulmonary resuscitation (CPR) until advanced emergency medical care arrives.	Little Junior QCPR Training Manikin 4-pack	$4,425	Other	Reserve

17) Description	Item	Amount	Spending Category	Grant Type
INTELITEK BenchMill 6100 CNC milling machine with learning mate bundle. Website Link: https://www.intelitek.com/portfolio/detail/cnc-milling-technology/. Introduction milling CNC with courses MAC 120 and MAC 205. Learning objectives are: demonstrate basic proficiency to write and edit CNC mill programs and manufacture simple parts using CNC milling machine tools.	BENCH MILL 6100 BUNDLE	$25,000	Equipment	Basic

Units Cost	# of Units
$25,000	1

CTE Programs using this equipment
ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING @ Aims Community College 05/24/2023

18) Description	Item	Amount	Spending Category	Grant Type
INTELITEK BenchTurn 7000 CNC Turning Center with learning mate bundle. Website Link: https://www.intelitek.com/engineering/benchturn-7000-cnc-turning-center/. Introduction milling CNC with courses MAC 120 and MAC 205. Learning objectives are: demonstrate basic proficiency to write and edit CNC mill programs and manufacture simple parts using CNC milling machine tools.	BENCH TURN 7000 BUNDLE	$25,000	Equipment	Basic

Units Cost	# of Units
$25,000	1

CTE Programs using this equipment
ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING @ Aims Community College 05/24/2023

19) Description	Item	Amount	Spending Category	Grant Type
The Accounting program currently has a Practicum class that gives students real life experience in filing taxes (ACC 132 and ACC 133). This request is for a part-time assistant(s) that would maintain the time records for volunteers and is responsible for maintaining accurate tax submission and filing. They will work with students and with the public to ensure professionalism and accuracy of tax returns. The students will greatly benefit as they have additional support while receiving real life experience. This assistant will work in Spring 2020, at $14.25 per hour. The amount requested includes the federally negotiated fringe rate of 21.7% for part-time employees.	Accounting Support for Practicum	$3,000	Personnel	Basic

20) Description	Item	Amount	Spending Category	Grant Type
Four faculty from the Communications Media department will attend the Broadcast Education Association Convention and National Association of Broadcasters Convention in Las Vegas NV. The funds will cover airfare, hotel, conference registration, taxi/shuttle expenses, mileage to drive to the airport, and parking fees at the airport.	Broadcast Education Association Conference	$11,000	Travel	Basic

Travel Type	Provide Travel Information		Traveler Type
Out of State	Now		Teacher

Start End	End End	Event Name	Destination
04/18/2020	04/22/2020	NABSHOW/https://www.nabshow.com/	Las Vegas, NV

How will travel help improve the CTE program?

This conference, in conjunction with the National Association of Broadcasters convention and tradeshow, offers training, information sessions, and exhibits that will enable the instructors to get the most up-to-date information regarding almost all of the equipment in the audio, radio, and television industries and instruction techniques. There will also be training and exhibits on the myriad softwares used in the audio, radio, and television industries. Students will be impacted directly by being taught the latest versions of software and equipment that they will be expected to know in the workforce. Students who have already had the courses impacted by technology changes, will be updated by their instructors on to what to expect, what is new, and what is different.

Students will be impacted by the instructors' knowledge gained through participation in the conference sessions and workshops. Training sessions will be held by the department chair to show the rest of the faculty what are some of the upcoming changes in the field and better teaching techniques. The Advisory Committee will also be updated on the conference, as they will be able to provide advice, curriculum updates for the academic rigor or equipment updates for modernization, as necessary. The conference will also provide additional strategies on recruiting more nontraditional students to the area and increasing the number of certificates or degrees with students taking classes in this field.

21) Description	Item	Amount	Spending Category	Grant Type
Funds are provided for Disability Access Services related to personnel, including sign language interpreters, readers, and note takers. Students will often inquire about disability access services prior to enrollment and the use of these funds would assist non-traditional participation as well as traditional student participation and completion. The funds are specifically for contracted services. Perkins funded services are only provided to students with a CTE declared major.	Disability Access Services for CTE Students	$11,000	Other	Basic

22) Description	Item	Amount	Spending Category	Grant Type
Fire Dynamics Training Prop to be used in the Fire Science Program. Alcohol-based fuel creates realistic modern fire conditions, but burns clean so training can take place in an apparatus bay and is not weather dependent. Pyroceramic glass gives students an inside view of the flowpath and fire behavior. Multiple compartments with windows, doors and roof vents gives the flexibility to simulate a wide range of scenarios. Create uni-directional and bi-directional flowpaths. Show how rapidly conditions can change when the flowpath changes. This prop works with Flashpoint's Temperature Monitoring System to display and record interior temperatures in real time. Courses that will use this trainer are: FTS 100, FST 101, FST 102, FST 103, FST 105, FST 106, and FST 202. Learning objectives related to this request are the following: analyze the basic components of fire as a chemical reaction, the major phases of fire, and examine the main factors that influence fire spread and fire behavior.	Fire Dynamics Training Prop	$7,248	Equipment	Reserve

Units Cost | **# of Units**
$7,248 | 1

CTE Programs using this equipment
FIRE SCIENCE TECHNOLOGY @ Aims Community College 05/08/2023

23) Description	Item	Amount	Spending Category	Grant Type
Debeer Ultra 9K Waterborne/Crossfire Plus Solvent Based Paint Bank with Touch-Mix Scale System to be used in the Collision Repair Program. This consists of the refinishing products including paint and toners for both waterborne and solvent base spray applications in pint, quart, and gallon storage with complete industry standard automated mixing bank and touch mix scale. Courses that will use these items are: ACT 144, ACT 243, ACT, and 245. Learning objectives related to this request are the following: identify color code by manufacturer's vehicle information label; shake, stir, reduce, catalyze/activate, and strain refinish materials; apply finish using appropriate spray techniques (gun arc, angle, distance, travel speed, and spray pattern overlap) for the finish being applied; apply selected product on test or let-down panel; check for color match; identify and mix paint using a formula; identify poor hiding colors and determine necessary action; tint color using formula to achieve a blend-able match; identify alternative color formula to achieve a blend-able match; identify the materials equipment and preparation differences between solvent and waterborne technologies; mix primer, primer-surfacer or primer-sealer; and match, mix, reduce, and strain waterborne paint according to manufacturer's procedures.	Debeer Ultra 9K Waterborne/Crossfire Plus Solvent Based Paint Bank with Touch-Mix Scale System	$21,572	Other	Basic

2. Project Name   PS5-Non-Traditional Participation

Project Objectives	Actual Level (%)	Project Goal (%)	Timeline	Requirements / Permissible
Non-Traditional Participation	14.19	14.85	FY1920	Secondary/Postsecondary Linkages - Requirement

Other Desired Outcome

CTE Programs

ACCOUNTING @ Aims Community College 05/10/2022

AGRICULTURE/BUSINESS MGMT @ Aims Community College 05/10/2020

ANIMAL HUSBANDRY & PRODUCTION MGMT @ Aims Community College 06/12/2020

APPLIED TECHNOLOGY @ Aims Community College 05/28/2020

ASSOCIATE DEGREE NURSING @ Aims Community College 07/24/2020

AUTOMOTIVE TECHNOLOGY @ Aims Community College 05/08/2023

AVIATION TECHNOLOGIES-AIR TRAFFIC CONTROLLER @ Aims Community College 11/30/2022

AVIATION TECHNOLOGY @ Aims Community College 02/24/2022

BUILDING/CONSTRUCTION SITE MANAGEMENT @ Aims Community College 03/05/2022

BUSINESS TECHNOLOGIES @ Aims Community College 06/16/2022

CARPENTRY @ Aims Community College 04/24/2020

COLLISION REPAIR TECHNOLOGY @ Aims Community College 03/02/2023

COMMUNICATIONS MULTIMEDIA @ Aims Community College 02/20/2023

COMPUTER INFORMATION SYSTEMS @ Aims Community College 05/24/2023

CRIMINAL JUSTICE @ Aims Community College 06/26/2023

EARLY CHILDHOOD CERTIFICATE @ Aims Community College 03/26/2020

EARLY CHILDHOOD EDUCATION @ Aims Community College 06/15/2020

EMERGENCY MEDICAL SERVICES @ Aims Community College 06/12/2020

ENERGY TECHNOLOGY @ Aims Community College 05/08/2020

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING @ Aims Community College 05/24/2023

FIRE SCIENCE TECHNOLOGY @ Aims Community College 05/08/2023

GRAPHIC DESIGN @ Aims Community College 01/18/2021

GRAPHIC TECHNOLOGY @ Aims Community College 04/24/2020

MAMMOGRAPHY TECHNOLOGIES @ Aims Community College 01/20/2020

MANUFACTURING TECHNOLOGIES @ Aims Community College 03/07/2021

MARKETING / MANAGEMENT @ Aims Community College 01/18/2021

MEDICAL PREP @ Aims Community College 02/05/2020

MEDICAL/CLINICAL ASSISTANT @ Aims Community College 04/10/2022

NURSE AIDE @ Aims Community College 12/20/2021

PEACE OFFICER ACADEMY @ Aims Community College 02/07/2021

PHLEBOTOMY TECHNICIAN @ Aims Community College 09/08/2021

PRODUCTION AGRICULTURE @ Aims Community College 05/10/2020

RADIOLOGIC TECHNOLOGY @ Aims Community College 01/20/2020

STERILE PROCESSING TECHNICIAN @ Aims Community College 11/07/2021

SURGICAL TECHNOLOGY @ Aims Community College 02/06/2022

WELDING TECHNOLOGY @ Aims Community College 05/08/2023

Has new CTE Program: No

Action Steps

1) Description	Item	Amount	Spending Category	Grant Type
Providing funds for Career Academy Day Camps will allow secondary students to experience CTE programs with an emphasis on non-traditional programs and students. Students will have the opportunity to learn in the CTE classroom and will experience hands-on-lessons in the laboratory setting. The goal is to increase non-traditional enrollments. As Day Camps participation increased, non-traditional participation increased as well. For example, in Automotive Collision, female students will dent a vehicle, learn to pull the dent, prep the dent for paint, use the Virtual Painting Boot for practice, and then paint for the car. In FY 2020, the participating CTE programs include: Automotive Collision/Automotive Service, Agriculture, Audio & Radio Production, Graphic Design, Med Prep, Oil & Gas, Welding, Fire Science/EMS, and CAD/Industrial Tech/Construction Management. They are sharing Aims degree and certificate programs with high school students, pre-college students, and specific audiences recommended by workforce partners, advisory committee members, and Aims administrators. This line item refers to the materials needed for the Career Academy Days, water, and food/refreshments. These events are a day long program requiring a mid-day meal for students and includes materials for specific CTE programs.	Career Academy Days	$13,000	Other	Basic

Materials refer to supplies used directly within the non-traditional CTE programs. Materials does not in any way refer to marketing supplies, but only to those disposable supplies used within the program.

2) Description	Item	Amount	Spending Category	Grant Type
Pursuant to the Workforce Innovation and Opportunity Act (WIOA) Aims Community College (Aims) has a signed Memorandum of Understanding (MOU) for service delivery with Weld County Workforce Development Board, Employment Services of Weld County. Each year Aims will contribute 1.5% of its Perkins allocation for whatever infrastructure costs are needed as determined by Employment Services of Weld County for the one-stop center.	ESWC Agreement	$7,882	Other	Basic

General Assurance

Yes 1. We will administer each program covered by this application in accordance with all applicable statutes, regulations, program plans and applications.

Yes 2. We assure that the control of funds provided to the local educational agency under this plan, and title to property acquired with these funds, will be in a public agency and that a public agency will administer these funds and property.

Yes 3. We assure that we will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and account for, Federal funds paid to the agency under this plan.

Yes 4. We assure that we will make reports to CCCS, as is reasonably necessary, to enable this agency to perform its duties. This includes:

    a. All communications/completion of processes as necessary to assure funds are only applied toward CCCS approved career and technical education programs;

    b. All communications/completion of processes as necessary to assure compliance with the standards of program approvals including employment of a credentialed teacher;

    c. Annual Perkins local plan with all required sections completed submitted by deadline;

    d. Grant Recipient Agreement letter and related documents, including a copy of our latest Single Audit Report, as applicable.

    e. Signed vouchers and required supporting source documents when requesting reimbursements per deadlines and limits;

    f. Out-of-state travel request details prior to departure of travelers;

    g. Budget revision requests if above directed threshold amounts;

    h. Pre-approval for all equipment purchases (Units costing $5,000 or more, per one unit.)

    i. All career and technical education enrollment and follow-up data reporting (VE-135 enrollment and VE-135 follow-up) and that the data is valid and reliable.

    j. Year-end Perkins local plan analysis report by deadline.

    k. Year-end Perkins final voucher by deadline.

Yes 5. We assure that we provide reasonable opportunities for the participation of teachers, parents, and other interested agencies, organization and individuals in the planning for and operation of this plan.

Yes 6. We assure that we have adopted effective procedures for acquiring and disseminating to teachers and administrators participating in these programs significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects.

Yes 7. We assure that none of the funds expended under this plan will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.

Yes 8. We assure that we will keep records that fully disclose the amount and disposition of these funds, and such other records as will facilitate an effective financial or programmatic audit and that these records will be accessible for seven years.

Yes 9. We assure that the Secretary of the United States Department of Education, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access, for the purpose of audit examination, to these records.

Yes 10. We understand that Perkins Federal funds are a grant, not an entitlement, representing an agreement with the State, aligned to our approved local plan, and that grant oversight and management is necessary.

Yes 11. We understand that Perkins Federal funds cannot be used for expenses related to competitive events.

Yes 12. We understand that Perkins Federal funds must supplement, not supplant non-federal funds.

Yes 13. We assure that we will provide a career and technical education program or career and technical education programs that are of such size, scope and quality to bring about improvement in the quality of career and technical education.

Funded Projects - Year End Analysis

Name of FY2018-2019 Funded Project	Project Objective	Goal Selected	Timeline Selected	Current Actual	Comment
1. PS1-Technical Skill Attainment	PS1 - Technical Skill Attainment	74.0	FY1819	70.63	The PS1 state level was met last year. The college would like to continue to improve on the performance metrics. The college is working on curriculum mapping for all departments of the college to ensure that the technical skills attainment is taking place. Additionally, there are multiple assessment projects that support this objective as well. The Advisory Committees for each department meet at least twice per year and not only decide the equipment needed to stay in line with industry needs, but also provide input on curriculum projects, program mission statements, program learning goals,

					and program learning outcomes. The Higher Learning Commission reaffirmed full accreditation to Aims for the next ten years on the Open Pathway option. Lastly, the Board of Trustees for Aims has redone the mission, vision, and strategic plan for the college, with CTE and K-12 connections bridging to college being at the forefront of the initiatives.
2. PS1-Technical Skill Attainment	PS3 - Student Retention	44.3	FY1819	36.04	The PS3 state level was not met last year. The college recognizes a deficiency in student retention and has multiple programs already in place to impact the success of traditionally underrepresented students: two TRiO programs, Emerging Scholars, Catalyst, FYE (First Year Experience), iFocus, the National Society of Leadership and Success, and GradLeaders. The two TRiO Student Support Services are federal grants focused on retention and graduation and serve 280 first generation and low-income students, where the majority of the students served are enrolled in CTE programs. Catalyst is a two-semester long leadership and career readiness program that started as only serving 300 underrepresented students since Spring 2014. Over the course of two semesters, the following programmatic themes are covered: leadership, connectedness, equity, and social inclusiveness. These content areas provide participants the opportunity to improve on skills attractive to future employers: teamwork, communication, leadership, organization, decision making, and other personal/professional skills. FYE is a program designed for first-year students and it creates a cohort based system for the Advancing Academic Achievement course, where students learn about how to be a successful student. The iFocus "tracks" were created to meet the needs of students in all areas of academic, career and transfer, multiculturalism, health and wellness, and technology. The goal of the Smart Cents Financial Wellness Program at Aims Community College is to help students learn to manage money effectively and make wise financial decisions. The Smart Cents series is committed to creating a culture of financial empowerment on campus and lifelong learning that enhances the student experience. The National Society of Leadership and Success helps students discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. Lastly, the college has adopted GradLeaders, a software that allows advisors, as well as students, instant access to the student transcript. As the students complete courses, the grades automatically fill in and it shows the student how much closer they are to graduating. The college is continually improving and building upon best practices and will reflect further on additional approaches in the upcoming year to increase retention. The college also recognizes that there was a data error in reporting PS3 as the definitions for retention were not identified properly in the algorithm that pulls the data. This error has been addressed and will be closely monitored to ensure there are no issues with our next data submission.
3. PS5-Non-Traditional Participation	PS5 - Non-Traditional Participation	15.75	FY1819	14.19	The PS5 state level was met last year. The college would like to continue to improve on the performance metrics. The college has continued to offer Career Academy Days, but is also having additional events. For example, the Fire Science department has an event specifically for women in that field, but many departments are using marketing wide strategies by having both genders used in the brochures and advertising strategies. Lastly, the Board of Trustees for Aims has redone the mission, vision, and strategic plan for the college, with CTE and K-12 connections bridging to college being at the forefront of the initiatives.

This local plan is currently frozen. Clicking on the Next button will bring you to the Assurance, Authorization and Signature page.

Next