

**SOLANO COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD AGENDA ITEM**

TO: Members of the Governing Board

**SUBJECT: WORKFORCE DEVELOPMENT AND CONTINUING
EDUCATION FOR SOLANO COMMUNITY COLLEGE**

REQUESTED ACTION: INFORMATION

SUMMARY:

An informational presentation will be made on delivering cost-effective, just-in-time training as a corporate training partner for Workforce Development and Continuing Education.

Government Code: N/A *Board Policy:* *Estimated Fiscal Impact: \$ N/A*
CEO 2013-2014 Goals - #5 Grow Enrollments

SUPERINTENDENT'S RECOMMENDATION:

APPROVAL DISAPPROVAL
 NOT REQUIRED TABLE

Jowel C. Laguerre, Ph.D.
Superintendent-President

PRESENTER'S NAME

360 Campus Lane, Suite 201
Fairfield, CA 94534

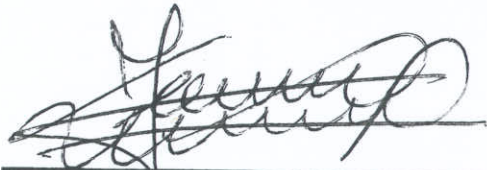
ADDRESS

707-864-7112

TELEPHONE NUMBER

Administration
ORGANIZATION

October 25, 2013
**DATE SUBMITTED TO
SUPERINTENDENT-PRESIDENT**



JOWEL C. LAGUERRE, Ph.D.
Superintendent-President

October 25, 2013
**DATE APPROVED BY
SUPERINTENDENT-PRESIDENT**

Workforce Development and Continuing Education
Solano Community College
Fall 2013

Delivering Cost-Effective, Just-in-Time Training as Corporate Training Partner

Solano Community College's Workforce Development and Continuing Education (SCC-WDCE) offers a wide range of educational services to local businesses and organizations. We offer semester-long, credit courses that lead to a certificate or degree and customized, short, on-site, non-credit training classes (both live and online). In addition, SCC-WDCE has the capability to provide academic testing and advisement along with employee assessment and interest surveys to determine the needs of individual employees. We conduct management and employee focus groups to determine the productivity improvement training and/or worker engagement programs needed.

SCC-WDCE has a broad range of already developed workforce training courses that are easily modularized or customized. In addition, SCC-WDCE has a cadre of qualified college professors and trainers that can design courses to specific company needs. One of our popular features is we deliver training anytime, anywhere! We understand the need to keep employees productive, even when training; so, we'll deliver training at the worksite at your convenience to accommodate your work schedule.

Companies and organizations typically do not have a dedicated, full-time, training staff and define their training issues on a one-time basis reacting to an immediate need. SCC-WDCE offers a more cost-effective approach. SCC can be your corporate training department.

Rather than carrying the administrative overhead of a training department, SCC-WDCE can provide, on a project or service basis, all the educational services discussed previously. With an annual contract, SCC-WDCE can provide a designated staff member to work directly with the company's human resources staff to implement an annual work plan to include, but not limited to, company-wide training assessment, course selection, customization, and scheduling, trainer recruitment, and course evaluation and effectiveness. An effective corporate training program also includes an employee training achievement program that recognizes employees who complete a specific list of courses and training hours annually. SCC-WDCE has the capability to assist the company in designing and implementing such a program.

Features:

- Self-supporting
- Innovative: tailor made
- Credit and non-credit
- Short-term training
- Focused training
- Community-minded

- Blend internal and external training power
- Training at various sites: College, rented, onsite at companies
- Community base courses appealing to various interests

Financing

- Charges cover instruction and materials as well as overhead
- Separate college budget
- Grants and sponsored programs
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Staffing

- Dean of Workforce Development and Continuing Education at the dean salary and requirements level
- Coordinator of different sectors: Healthcare, business and education, community education, industry. These positions are at ALG range 35
- Business manager/Administrative Assistant – CSEA Administrative III

Timeline

- Organic development: The organization will grow as it becomes profitable;
- We started with a part-time release time Dean and a Coordinator for Community Service Education.
- The full organization may take up to five years to be completely staffed.

SOLANO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Dean of Workforce Development and Continuing Education

BASIC FUNCTION: Under the direction of the Superintendent-President plan, organize, coordinate and direct the Office of Contract Education and Economic Development, a self-supporting revenue-generating business function which markets, designs and delivers training and development services through Contract Education services.

REPRESENTATIVE DUTIES:

Provide for overall development of contract education and economic development including program leadership, planning, implementation and accountability for programs in assigned areas of responsibility.

Provide strategic direction, using an entrepreneurial approach, to develop and implement contract education programs and services to corporate, governmental and not-for profit partner organizations. Education and training may be credit or not for credit, short-term or long-term, and designed for a wide range of industries and occupations, and may be for local, regional, state-wide and/or international organizations and students.