

CARL D. PERKINS  
VOCATIONAL AND TECHNICAL  
EDUCATION ACT OF 1998

An Act that Supports  
Career and Technical Education

*Century College*

**Annual Performance Review**  
***FY 2005***

July 1, 2004- June 30, 2005

**Minnesota State Colleges and Universities  
&**

**LOCAL APPLICATION COVER SHEET for FY2005**

**Name of Eligible LEA/Consortia/College:** Century College  
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**Fiscal Agent:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**District Type: #** \_\_\_\_\_ **District : #** \_\_\_\_\_

**APPLICATION TYPE**  
(Check One)

\_\_\_ Single LEA

\_\_\_ Consortium\*

X College

<b>*NAME OF PROJECT CONSORTIUM MEMBER DISTRICTS</b>				
<b>District/Agency Name</b>	<b>Type/ Number</b>	<b>Eligibility Amount</b>	<b>Targeted Fund</b>	<b>Total</b>

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**Required Activity:**

**Goal 1. Integration of academic and technical education**

<b>X Appropriate Core Indicator(s)</b>	<b>Core Indicators</b>
<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
<p>Integrate general education content into career/technical program majors</p> <p>Graduates of career and technical programs possess the technical and academic skills required for career growth within livable wage occupations</p> <p>Students are successful in completing program academic requirements</p>	<p>Support program Review process to measure effectiveness of programs including integration of general education content</p> <p>Continue integration of program Report recommendations into occupational training programs</p> <p>Assess students and place in appropriate courses (developmental/or college level)</p> <p>Inform students of appropriate support services through the Academic Support Center</p>	<p><b>Outcome Target:</b> <b>25% of career/technical education program majors will Report general education courses</b></p> <p><b>Completion rate of 24% for concentrators in occupational training programs</b></p> <p><b>College Work Plan:</b> <b>(1.3 and 3.5)</b> <b>Twiest, Ellingwood</b></p>	<p>\$11,451</p>
<p><b>Goal Attainment</b> Negotiated Goal not reached. 2PI Completion Rate 20.30</p>	<p><b>Comments</b> College work plan goals 1.3 and 3.5 accomplished. Activities Completed</p>	<p><b>Measure</b> Century completion rate at 20.30%, negotiated level of performance for 2P1 is 24.50%.</p>	<p><b>FY 2005</b> <i>11,000</i></p>

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**X Appropriate Core Indicator(s)**

**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 2. Experience in and understanding of all aspects of the industry**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
<p>Provide a broad based perspective of business/industry for students in career/technical majors</p> <p>Provide adequate learning support to maintain and expand work-based learning experiences for targeted programs</p>	<p>Report, analyze, and broaden services to provide students with exposure to all aspects of industry through the following activities: interviews, field experiences, tours, panels, job shadows and internships</p> <p>Working collaboratively, develop processes and resources for faculty to use in selecting internship sites and supervising students at the sites</p> <p>Prepare students to interview for internship opportunities</p> <p>Develop targeted business contacts;</p> <p>Serve as a liaison to students by providing information about specific businesses and qualities they may have to offer to students</p>	<p><b>Outcome Target:</b> <b>500 students participate, 125 students transition from participant to concentrator in career and technical major</b></p> <p><b>20 students participate, 12 students successfully complete internship</b></p> <p><b>Maintain internship numbers</b></p> <p><b>6 speakers meet with students during Student Success Day and other times</b></p>	50,000

<p>Develop partnerships with business &amp; industry (East Metro Health Careers Institute)</p>	<p>Open doors for speakers interested in talking to student groups about career possibilities</p> <p>Provide Allied Health classes in the City of St. Paul for HealthEast, Gillette Children's Specialty Health Care, United, and Ramsey Employees</p>	<p><b>Improve retention rate to 47% for students on LPN to RN track</b></p> <p><b>120 students per semester attend classes through the Health Careers Institute with a 75% completion rate for participants</b></p> <p><b>College Work Plan: (1.2 and 1.3) Knapton, Japs, Tschida, Ellingwood</b></p>	
<p><b>Goal Attainment</b></p> <p>* College Work Plan goals met</p> <p>* Negotiated level of performance for 1P2 not attained.</p>	<p><b>Comments</b></p> <p>* HCI Goal Attained</p> <p>College Work Plan Goals 1.2 and 1.3 accomplished</p>	<p><b>Measure</b></p> <p>* 668 students attended HCI classes</p> <p>100 ESL students attended classes.</p> <p>Negotiated level of performance at 24.90%, Century at 20.30%</p>	<p><b>FY 2005</b></p> <p><b>50,000</b></p>

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**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
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	<b>4. Nontraditional</b>

**Required Activity:**

**Carl D. Perkins Vocational-Technical Education Act of 1998**

**Goal 3. Technology in vocational-technical education**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Develop consistent career services for students on both East and West Campus	Maintain consistent East Campus hours several days per week for scheduled student appointments and be available for faculty contact	<b>250 Students per month use career services, 10 faculty use service annually</b>	34,000
	Expand use of computer-assisted career guidance programs such as, Discover, the Internet System for Education & Employment Knowledge (ISEEK) and Minnesota Career Information System (MCIS)	<b>Career Services website updated &amp; appropriate for students and employers</b>  <b>Increase the number of concentrators to completers in career and tech programs to goal of 24%</b>	
Increase technology for vocational students by expanding on-line support services for students	Field test a variety of on-line tutoring models. Convene task force to Report and evaluate report completed 12/01/05	<b>Build the infrastructure needed to offer online tutoring for 100 students per semester</b>	

		<b>College Work Plan:  (1.3, 4.8)  Japs, Jersak, Pierre, Ellingwood</b>	
<b>Goal Attainment</b> Service Target Goal numbers achieved. Concentrators to completers rate 24% not attained	<b>Comments</b> Smarthinking on-line tutoring project completed with recommendation	<b>Measure</b> Concentrator to Completer Goal not achieved. Target Goal 24.50%, Century at 20.30%	<b>FY 2005</b>  <b>33,000</b>

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**X Appropriate Core Indicator(s)**

**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 4. Professional Development**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Encourage development of excellent customer service through appropriate professional development for student support staff	Student Support Services staff participate in two college-wide staff development days, which provide training on diversity, difference and disability  Complete best practices visits to Lake Superior and Des Moines Area Technical College	<b>Participant evaluation</b>	7000
Improve student success in identified courses by incorporating supplemental instruction into courses	Provide opportunities for students to develop/refine SI leadership skills by providing training and assessment of skills by professional staff	<b>Increase the number of concentrators to completers to meet College benchmark &amp; meet goal of 24%</b>  <b>College Work Plan: (1.3 and 3.6) Pierre, Jersak, Twiest</b>	

<b>Goal Attainment</b>	<b>Comments</b>	<b>Measure</b>	<b>FY 2005</b>
<p>Best Practices Visits completed.</p> <p>6 Study Groups started</p> <p>24.50% goal not achieved-Century at 20.30%</p> <p>Staff evaluations of training activities shared with total staff</p>	<p>Strategies completed.</p>	<p>Negotiated level of performance 24.50%, Century at 20.30%</p>	<p><b>4,000</b></p>

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**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
<b>X</b>	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 5. Evaluation of vocational-technical education programs**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Design /Implement program improvement model based on continuous Quality Improvement Standards, Enrollment Management Plan , Strategic Plan	Participate in college-wide Continuous Quality Improvement committee Strategic Planning and Enrollment Management Committee	<b>Incorporate Perkins goals and data into college benchmarks</b>	35000
Address issues raised in Perkins Cohort I Data Project	Work with IR to identify and align data collection for special populations	<b>Outcome Target: Meet standards established in Work Plan (1.2)</b>	
Develop an integrated college-wide academic support services program	Develop comprehensive training and evaluation plan	<b>Student Satisfaction Surveyed compared '04 to '05 responses</b>	
	Apply for CRLA Certification	<b>Increase the number of concentrators to completers in career/technical programs by 5%</b>	
	Establish tutor & monitor training program for peer tutors	<b>CRLA Certification awarded</b>	
	Train 60 tutors per semester to work with 500 students each semester		

<p>Increase Graduate Follow-Up participation rate</p>	<p>Offer orientation to online tutoring to 100 students per semester</p> <p>Career Center director will increase student response by soliciting instructor endorsement and participation that will personalize and encourage graduate response</p>	<p><b>Meet Perkins Standard</b></p> <p><b>College Work Plan: (1.2, 1.4, 1.9, 4.8, 4.9 and 7.1) Pierre, Jersak, Twiest, Heinsch, Japs, Knapton, Tschida, Ellingwood</b></p>	
<p><b>Goal Attainment</b></p> <p>* CRLA Certification achieved</p> <p>* Concentrators to completers below negotiated level of performance</p>	<p><b>Comments</b></p> <p>3 levels of certification achieved</p> <p>Century performance rate at 20.30% negotiated level of performance 24.50%</p> <p>College Work Plan goals—1.2, 1.4, 1.9. 4.8, 4.9, and 7.1 achieved</p>	<p><b>Measure</b></p> <p>CRLA Standards Regular Level I, Advanced Level II, and Advanced Level III achieved</p> <p>Negotiated Level of Performance target goal 24.50% Century at 20.30%</p>	<p><b>FY 2005</b></p> <p><b>33,000</b></p>

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	<b>1. Academic and Skill Attainment</b>
<b>X</b>	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 6. Continuous program improvement for vocational technical education programs**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Create a student services presence on the East Campus where students can obtain information and have questions answered	Develop materials to promote current services, purchase kiosk and signs for new support center, train staff, develop on-line materials for evening and week-end services	<b>Outcome Target: Track students requesting assistance, track number that enroll/complete</b>	27,352
Refine ISRS data collection/reporting system	Work with IR to Report WIA collection processes. Refine system to better reflect career goals of graduates and non-graduates  Work with Volunteer Services to design & implement additional ways of gathering student data, such as focus groups and phone interviews	<b>Improve retention rate in career and technical programs for students of color, first generation students, low-income students, and other underserved populations</b>  <b>Develop Perkins work plan based on college data, College benchmarks, and MnSCU goals</b>	

<p>Base occupational training programs and support services on data from continuous quality improvement training</p>	<p>Incorporate Perkins CQI ideas and standards into Century quality initiative</p>	<p><b>Grant activities completed and evaluated by May 2005;</b></p> <p><b>Activities result in a completion rate of 23% for 1128 concentrators;</b>  <b>FY 2005 “Meet College benchmarks</b>  <b>Meet goal of 24%</b></p> <p><b>College Work Plan:</b>  <b>(1.3 and 1.9)</b>  <b>Knapton, Moore, Tschida, Japs,</b>  <b>Ellingwood</b></p>	
<p><b>Goal Attainment</b>  Call Center each entering student 2 times during the 1<sup>st</sup> semester</p> <p>At risk students received 2 additional call</p> <p>Negotiated level of performance not achieved.</p>	<p><b>Comments</b>  Call center and focus groups completed.</p> <p>Working with IR to implement plan for smoother collection of information on student career goals</p>	<p><b>Measure</b>  College work plan goals 1.3 and 1.9 achieved.</p> <p>Negotiated level of performance 24.50%.  Century at 20.30%</p>	<p><b>FY 2005</b></p> <p>26,000</p>

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**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 7. Effectiveness of services and activities**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Improve retention of current students through increased access to academic support services	Restructure tutoring assignments by developing a system for consistent coordination/collaboration of all tutor programs and academic services	<b>500 students served each semester with a retention rate of 27%</b>	38,000
Improve secondary into postsecondary transition rate (916 seniors with identified plan)	Focus 25% of Career and Technical Recruiter (new position) on assisting enrolled career and technical students	<b>100 students transition from 916 to Century</b>	
	Support student transition by implementing "Closing the Gap Between Applied Academic and Technical Skills and College Requirements and Workplace Needs"	<b>100 students complete Accuplacer assessment at home high school; 300 students complete Accuplacer at 916 center;</b>  <b>Students receive college readiness information and referral to appropriate classes</b>	
		<b>College Work Plan:</b>	

		<b>(1.3)</b> <b>Japs, Ellingwood</b>	
<p><b>Goal Attainment</b> Century under negotiated level of performance.</p> <p>College Work Plan goal 1.3 accomplished</p>	<p><b>Comments</b> 916 and Century continue to work together , see #12</p>	<p><b>Measure</b> Negotiated Level of Performance 24.50%, Century at 20.30%.</p>	<p><b>FY 2005</b>  36,065</p>

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**X Appropriate Core Indicator(s)      Core Indicators**

**Required Activity:**

**Goal 8. Broad based community involvement**

	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
<b>X</b>	<b>4. Nontraditional</b>

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	
<b>Parents</b>	At least 2 parents on planning committee for Young Women's conference see #11	<b>Outcome Target: 2</b>	<u><b>Projected Budget</b></u>
<b>Students</b>	“ ”	<b>Outcome Target: 2</b>	65,000
<b>Teachers</b>		<b>Outcome Target: 2</b>	
<b>Business &amp; Industry</b>	Continue participation of business/industry partners through career recruiting activities and participation on Washington County Workforce Investment Board	<b>Outcome Target: 5 programs with 60% placement</b>	
<b>Labor</b>	Collaborate with Washington County Workforce Center to support Rapid Response Teams for dislocated workers  Participate in Washington County Workforce Investment Board activities	<b>Outcome Target: 50 workers served</b>	

<p><b>Special Populations</b></p>	<p>Increase enrollment of ESL students into HCI courses by providing additional support at St. Paul locations, Hubbs Center, HCI, Metropolitan State</p> <p>Provide career exploration activities to ESOL (English for Speakers of Other Languages) students</p>	<p><b>50 students enrolled</b></p> <p><b>100 students provided services</b></p> <p><b>College Work Plan: (1.1, 1.2) Knapton, Tschida, Heinsch, Jersak, Ellingwood</b></p>	
<p><b>Goal Attainment</b></p> <p>All community involvement outcomes met.</p> <p>College work Plan goals accomplished</p>	<p><b>Comments</b></p> <p>Century staff member chairs Washington County Workforce Center Youth Committee</p>	<p><b>Measure</b></p> <p>HCI and ESOL goals met.</p>	<p><b>FY 2005</b></p> <p>64,530</p>

**Note Collaboration with Workforce Center**

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**X Appropriate Core Indicator(s)**

**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
	<b>2. Completion</b>
	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 9. Special population learner accommodation(s) and support services**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Increase academic success of special population learners by providing integrated supplemental services	<p>Develop systems of services that increase, number of students served; coordinate resources in a more comprehensive fashion</p> <p>Develop comprehensive training program and evaluation process for all academic support tutors and staff</p> <p>Follow CRLA guidelines for peer tutor training</p> <p>Offer orientation to online tutoring</p> <p>Utilize 60 peer tutors to call new students twice in their initial semester to offer support and assistance</p> <p>Sponsor Peer Tutoring Student Club</p>	<p><b>Outcome Target: 1200 students 350 retained and successful</b></p> <p><b>Outcome Target: Position developed and staffed</b></p> <p><b>FY 2005 Completion rate of 22% for 223 special population enrolled in career and technical education</b></p> <p><b>College Work Plan: (1.3, 1.4, 1.11, 4.9) Pierre, Jersak, Heinsch, Moore, Ellingwood</b></p>	40,000

<b>Goal Attainment</b>	<b>Comments</b>	<b>Measure</b>	<b>FY 2005</b>
<p>Comprehensive training and evaluation process in place for peer tutoring.</p> <p>Projected completion rate not achieved negotiated level of performance at 24.50%, Century at 20.30%</p>	<p>College Work Plan goals including peer tutoring standards and call center activities achieved.</p>	<p>College Work Plan items 1.3, 1.4, 1.11, and 4.9 accomplished</p> <p>2P1 measure not achieved negotiated 24.50%, Century at 20.30%</p>	<p>39,000</p>

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**X Appropriate Core  
Indicator(s)**

**Core Indicators**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
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<b>X</b>	<b>3. Placement and Retention</b>
	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 10. Full participation of special population learners**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Increase retention rate of special population students in career and technical majors	Working with Academic departments and Office of Multiculturalism develop a retention plan for students of color, students with disabilities, first generation students, low-income students and other underserved students; develop database to track students	<b>Outcome Target: 2500 students retain 400</b>	35,000
Increase retention rate of special population students in HCI courses	Provide services to special populations at ESOL Institute, Health Careers Institute, Hubbs Center	<b>Outcome Target: 200 students retain 130</b>	
Integrate OCR Recommendations into all departments of the college – Academic Affairs, IT, HR, Admin, and Student Services	Update Century’s Voluntary Compliance Plan around following standards: G. Accessibility H. Admissions Criteria Y. Past Discrimination & submit required reports	<b>Plan submitted and approved</b>  <b>College Work Plan: (1.1, 1.2, 1.3, 7.1) Knapton, Japs, Tschida, Jersak, Heinsch,</b>	

		<b>Twiest, Ellingwood</b>	
<p><b>Goal Attainment</b> Completion Rated at 20.30%. Goal not achieved.</p> <p>All activities in voluntary compliance Plan (VCP) completed.</p>	<p><b>Comments</b> Collaboration among ESOL Institute and Hubbs Center staff continues. A new emphasis on services for ESOL students is part of '06-'07 plan.</p>	<p><b>Measure</b> Negotiated level of performance at 20.50%, Century at 20.30%</p> <p>College Work Plan items 1.1, 1.2, 1.3, and 7.1 accomplished</p>	<p><b>FY 2005</b> <i>35,000</i></p>

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**Core Indicators**

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<b>X</b>	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 11. Preparation for nontraditional training and employment**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
Increase the awareness of nontraditional program majors for young women and their parents	Sponsor Young Women's conference with an emphasis on nontraditional careers	<b>125 young women attend conference, 20 parents attend</b>	20,000
	Sponsor a series of career exploration activities for young women at Arlington High School and LEAP Academy	<b>50 young women served</b>	
Improve retention rate in nontraditional program majors (Perkins targets)	Advertise services of East Campus Support Center & Academic Support Center to all students enrolled in nontraditional majors	<b>Meet established Perkins Standards</b>	
	Collaborate with Career Services to develop strategies for career support		
Improve job placement rate of men completing HCI courses (men in health programs)	Monitor placement rates for each career cluster	<b>15 men placed in participating hospitals</b>	
	Collaborate with Workforce Solution to identify and remove barriers to employment	<b>College Work Plan:</b>	

	Encourage male participation in Health Careers Institute	(1.2, 1.3, and 3.6) Heinsch, Jersak, Knapton, Tschida, Twiest, Pierre	
<b>Goal Attainment</b> Century exceeded participation in non-traditional program and completion in non-traditional programs.  Goal attained	<b>Comments</b> All strategies completed.	<b>Measure</b> Non-traditional participant negotiated level of performance 21.90%, Century at 28.32%  Non-traditional completer negotiated level of performance 16.70%, Century at 24.09%.  College Work Plan items 1.2, 1.3, and 3.6 attained	<b>FY 2005</b>  23,541

**Note Collaboration Workforce Solutions**

## **Collaboration Required Activity 12 – Overview**

Minnesota's Unified State Plan for Vocational Technical Education places high emphasis on collaboration to accomplish this goal. While it is understood that separate funding streams require separate record keeping to maintain fiscal integrity, it is also understood that collaborative efforts expand on the support base and increase the likelihood that programs with similar goals can be successful in their efforts to effect change.

It is a required activity for Local Plan approval that at least 10% of funds (not including targeted funds) be reserved for collaboration. While the state does not wish to define who the appropriate partners are for a collaborative effort, it is likely that local School-To-Work partnerships, neighboring Perkins recipients and Workforce Development Centers would be offering programs and services designed to address local and regional workforce development.

An appropriate proposal under Required Activity 12 would involve joint planning by the collaborating partners and identification of common goals and strategies. A Collaborative budget surrounding activities for Required Activity 12 would also be a reasonable expectation even though each Perkins recipient must identify and account for its own expenditures made toward these common activities.

To be considered for approval, the following must be included within Required Activity 12:

- ◆ the names of the collaborating partner organizations,
- ◆ a description of the process used to develop collaborative goals and strategies,
- ◆ FY 2004 outcome targets, and
- ◆ the budget for the Perkins recipient. While not required a common budget for all collaborators identifying source or funds would be helpful.

**COLLABORATION (definition) A mutually beneficial and well-defined relationship entered into by two or more organizations to achieve common goals. The relationship includes a commitment to a definition of mutual relationships and goals; a jointly developed structure and shared responsibility; mutual authority and accountability for success; and sharing of resources and rewards.**

***(Note: a minimum of 10% of total eligible funds (not including Targeted Funds) must be budgeted for this activity. This activity must be planned for with broad community input via STW or other similar partnership.) Eligible recipients must maintain control of the Perkins funds.***

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3 Appropriate Core

Core Indicators

**Indicator(s)**

<b>X</b>	<b>1. Academic and Skill Attainment</b>
<b>X</b>	<b>2. Completion</b>
<b>X</b>	<b>3. Placement and Retention</b>
<b>X</b>	<b>4. Nontraditional</b>

**Required Activity:**

**Goal 12. Collaboration**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Projected Budget (Minimum 10%)</b>
A. Secondary career and technical education students take steps in their transition from secondary to post-secondary programs.	1. A plan for transition activities to post-secondary career & tech ed. programs or other options is completed for senior CTC students. 2. A follow-up of Century College enrollment and attendance of 2002-2003 students who attended an information session 3. Spring contact with each CTC senior student, determines further needs and college enrollment status. 4. Century College gives an information session on applications, financial aid, and general information to all CTC students intending to attend any college. 5. Workforce Center representative provides a group session on their services and job seeking strategies. 6. Group entrance assessment testing and individual testing is arranged for CTC students	<b>FY 2005 Outcome Target:</b>  <b>All senior career &amp; tech ed. students have a documented "transition plan."</b>  <b>Comparison with the number of CTC students who attend the information sessions FY02 through FY05</b>  <b>Comparison of number of students who send an application to at college from FY04 to FY05</b>	<b>\$41,336</b>  Century portion of collaborative activities-see collaboration information

B. Work based learning and its record keeping components are explored and developed through existing processes and systems	1. Technical assistant coordinates with interested program teachers to provide job shadow experiences, classroom career speakers and class tours.	<b>FT 2005 Outcome Target:</b> <b>-4 CTC programs utilize the job shadow experience</b> <b>- Comparison of FY05 with FY04 and FY03 data on students completing a job shadow experience</b>	See Above
C. Secondary career and technical education students will explore transitional opportunities available from secondary to post-secondary	1. MnSCU entrance assessment is offered at consortia high schools to interested CTE students. 2. MnSCU entrance assessment will be completed by all junior students at the CTC with an accompanying remediation plan and post testing for improvement. (Special grant funding dependent) 2. Generalized results of assessment will be shared with Vocational coordinators /administrators.	<b>FY 2005 Outcome Target:</b> <b>- 350 student complete MnSCU assessment</b>	See Above
D. Special population students develop job-seeking skills.	1. Work Skills Day is coordinated to include application completion, interview trial, and problem solving. 2. Colleges will be available at Work Skills Day and Career Day as a part of the transition activity.	<b>FY 2005 Target</b> <b>- Increase by 2% the number of students who participate in Work Skills Day who secure employment by June 2005</b>	See Above
<b>Goal Attainment</b> Goals attained.	<b>Comments</b> Report based on collaboration activities	<b>Measure</b>	<b>FY 2005</b>  67,232

**Describe how your collected data was used to drive the objectives/strategies/asures for this indicator:**

Collaborating partners include Century College, South Washington Perkins Consortium, North St. Paul/Maplewood/Oakdale Perkins Consortium, Fridley Perkins Consortium and Northeast Metro Perkins Consortium

The group meets annually to discuss goals and strategies for Indicator #12. Northeast Metro Perkins Coordinator takes the lead on refining and modifying grant goal language. The grant director also coordinates and supervises the activities and is the direct link with Century College for program planning.

FY 2004 outcome targets are listed above.

The budget for this indicator is maintained at the Northeast Metro Tech Prep office. Funds are derived from the 10% contributions of the partners in the collaborative effort.

# MnSCU/MDE CARL D. PERKINS LOCAL APPLICATION BUDGET

## SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES JULY 1, 2004 – JUNE 30, 2005

### DIRECTIONS & REMINDERS

- / Cost of all Perkins funded personnel must be split out between the designated activities (indicators 1 to 25) that your local application addresses. Keep in mind that only the first 12 indicators address the required activities that you must conduct.
  
- / Federal Carl D. Perkins cannot be used to supplant funds from other sources.
  
- / The Carl D. Perkins Education Act of 1998 requires that Personnel Activity Reports (PAR) to be filled out on all personnel funded by these federal dollars. PARs do not need to be sent to MnSCU/MDE, but do need to be kept and monitored at the local level.
  
- / Each eligible sub-recipient receiving funds under this Act shall not use more than five (5) percent of the funds for administrative costs associated with the administration of this law.
  
- / Identify in A. that amount of total Perkins resources that were used in collaboration efforts with Workforce Centers. Identify in B. the estimate of other expenditures/in-kind contributions from your district/college toward workforce center activities.

### PERKINS BUDGET SUMMARY FOR FY 2005

		PROJECTED	ACTUAL
←	Required activities budget: Activities 1-11)	\$ <u>362,803</u>	\$ <u>355,136</u>
↑	Activity #12 budget: (minimum of 10% of non-targeted dollars must be budgeted for #12)	\$ <u>41,336</u>	\$ <u>67,232</u>
	<b><u>TOTAL:</u></b>	<b>\$ <u>404,139</u></b>	<b>\$ <u>442,368</u></b>
→	Permissible activities budget: \$ _____	\$ <u>404,139</u>	
↓	Administrative budget: \$ <u>21,600</u>	\$ <u>20,668</u>	
	<b><u>TOTAL FY 2005 Perkins BUDGET:</u></b>	<b>\$ <u>424,807</u></b>	<b>\$ <u>443,968</u></b>

A. Total Perkins resources used in Workforce Center Collaboration \$ \_\_\_\_\_  
 B. Estimate of other expenditures/in-kind contributions from your district/college toward Workforce Center activities: \$ \_\_\_\_\_  
 Total Workforce Center Collaboration and expenditures/in-kind contributions (A. + B.) \$ \_\_\_\_\_

**MnSCU/MDE**  
**CARL D. PERKINS LOCAL APPLICATION**  
**BUDGET**  
 SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES  
**JULY 1, 2004 – JUNE 30, 2005**

**REQUIRED ACTIVITIES**

ACTIVITY	REQUIRED USES OF FUNDS	BUDGET FY '05	
		PROJECTED	ACTUAL
1	Integration of academic and technical education	11,451	11,000
2	Experience in and understanding of all aspects of the industry	50,000	50,000
3	Technology in vocational-technical education	34,000	33,000
4	Professional Development	7,000	4,000
5	Evaluation of vocational-technical education programs	35,000	33,000
6	Continuous program improvement for vocational-technical education programs	27,352	26,000
7	Effectiveness of services and activities	38,000	36,065
8	Broad-based community involvement i.e. parents, students, teachers, business/industry. Labor, special populations	65,000	64,530
9	Special population learner accommodation(s) and support services	40,000	39,000
10	Full participation of special population learners	35,000	35,000
11	Preparation for nontraditional training and employment	20,000	23,541
12	<b>COLLABORATION: (NOTE: A minimum of 10% of eligible funds must be budgeted for this indicator. This indicator must be planned for with broad community input)</b>	41,336	67,232

TOTAL BUDGET FOR REQUIRED ACTIVITIES: \$ 404,139  
 \$ 442,368

**NOTE:**

1. Budget changes must be pre-approved by MnSCU if they change by \$10,000.00 or more between any given required or permissible activity.
2. Budget changes must be pre-approved by MDE if they change 10% or more from one activity to another.

**MnSCU/MDE**  
**CARL D. PERKINS LOCAL APPLICATION**  
**BUDGET**  
SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES  
**JULY 1, 2004 – JUNE 30, 2005**

**PERMISSIBLE ACTIVITIES**

ACTIVITY	PERMISSIBLE USES OF FUNDS	BUDGET FY'05	
		PROJECTED	ACTUAL
13	Career guidance and academic counseling (for students participating in vocational-technical programs)	0	0
14	Provide work-related experience i.e. internships, cooperative education, school-based enterprises etc.	0	0
15	Provide programs for special populations	0	0
16	Local education and business partnerships	0	0
17	Assist vocational and technical student organizations	0	0
18	Mentoring and support services	0	0
19	Upgrading and adapting equipment	0	0
20	Teacher preparation	0	0
21	Improving or developing new vocational-technical education courses	0	0
22	family and consumer sciences programs	0	0
23	Vocational education programs for adults and dropouts to complete their education	0	0
24	Placement activities	0	0
25	Other activities consistent with the purpose of this law	0	0

**TOTAL BUDGET FOR PERMISSIBLE ACTIVITIES:**  
\$     0    

\$     0    

**NOTE:**

1. **Budget changes must be pre-approved by MnSCU if they change by \$10,000.00 or more between any given required or permissible activity.**
2. **Budget changes must be pre-approved by MDE if they change 10% or more from one activity to another.**