

**CARL D. PERKINS  
VOCATIONAL AND TECHNICAL EDUCATION  
ACT OF 1998  
ANNUAL PERFORMANCE REPORT (APR)  
FY 2005  
July 1, 2004 - June 30, 2005**

**Purpose:**

The Carl D. Perkins Annual Performance Report (APR) requires that each college, district, and/or consortia receiving funds must report significant achievements that have occurred throughout each fiscal year. More specifically, all goals, strategies, FY 2005 outcomes, and Perkins budget expenditures (projected and actual/final) must be reported for each required activity as written in your FY 2005 Local Application. In addition, if Perkins dollars were used to address any permissible activities all goals, strategies, FY 2005 outcomes, and budget expenditures must be reported. Overall, the APR is to be used as an evaluative /continuous improvement tool to assist colleges, districts, and/or consortia in designing effective strategies to meet projected outcomes in all activity areas.

**Due Dates:**

1. This APR is due October 21, 2005.

E-Mail your completed report to: [lloyd.petri@so.mnscu.edu](mailto:lloyd.petri@so.mnscu.edu)

**Any questions regarding this report should be directed to:**

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Name of Eligible LEA/Consortia/College: Rochester Community & Technical College

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**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Vocational-Technical Education  
Five -Year Plan 1999-2004**

**Required**

**Indicator 1: Integration of academic and technical education**

Goal	Strategy	Measure	Projected Budget
1. Assess Learning of General Education.	A RCTC General Education definition is adopted. General Education Assessment models are explored. Formative and summative assessment measures are developed. Appropriate and approved measures of prior learning are utilized. Program assessment matrices are developed to document Academic Assessment results.	<b>FY 2005 Outcome Target:</b> 25 Technical Programs will integrate general education <u>outcomes</u> into their curriculum.	<b>College Budget</b>

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. Assess Learning of General Education.	A RCTC General Education definition is adopted. General Education Assessment models are explored. Formative and summative assessment measures are developed. Appropriate and approved measures of prior learning are utilized. Program assessment matrices are developed to document Academic Assessment results.	<b>FY 2005 Actual Target Outcome:</b> 25 Technical Programs have integrated general education <u>outcomes</u> into their curriculum.	<b>College Budget</b>

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**Required**

**Indicator 2: Experience in and understanding of all aspects of the industry**

Goal	Strategy	Measure	Projected Budget
<p>1. To provide area educators with an opportunity to develop an understanding of all aspects of business and industry and to learn what job skills are needed in the Rochester area and explore workforce readiness issues.</p> <p>2. Work with the RCTC Peace Corps Coordinator to promote Peace Corps opportunities to career/technical students at RCTC</p> <p>3. Develop intern opportunities that promote career information to under-represented populations and increase enrollment of underrepresented populations in programs specific areas.</p>	<p>To plan and coordinate an "Educator in the Workplace Institute" for area Secondary and Post Secondary instructors. To coordinate business and industry tours and panel discussions that will build connections and enhance relationships between Rochester Area Business and Rochester Area Educators.</p> <p>RCTC is one of four other community colleges in the nation to be selected to be a part of the new Peace Corps community college recruiting drive. The Peace Corps will promote opportunities for RCTC Nursing, Horticulture and IT programs</p> <p>For example: Require students to complete service-learning projects by volunteering their time in programs or organizations that primarily serve the refugee communities. Use this opportunity to promote career opportunities and recruit students from underrepresented populations. For example: The Child Development program would pilot a project that included this as a graduation requirement.</p>	<p><b>FY 2005 Outcome Target:</b> A total of 50 instructors from RCTC Technical Program areas will have participated in the "Educator in the Workplace Institute" over a 5year period starting in 2000.</p> <p><b>FY 2005 Outcome Target:</b> Recruit 5 graduates to join the Peace Corps.</p> <p><b>FY 2005 Outcome Target:</b> 8 students will complete service-learning projects in facilities that primarily serve underrepresented populations.</p>	<p>\$1281</p> <p>College Budget</p> <p>College Budget</p>

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
<p>1. To provide area educators with an opportunity to develop an understanding of all aspects of business and industry and to learn what job skills are needed in the Rochester area and explore workforce readiness issues.</p>	<p>To plan and coordinate an "Educator in the Workplace Institute" for area Secondary and Post Secondary instructors. To coordinate business and industry tours and panel discussions that will build connections and enhance relationships between Rochester Area Business and Rochester Area Educators.</p>	<p><b>FY 2005 Actual Target Outcomes:</b> A total of 50 instructors from RCTC Technical Program areas have participated in the "Educator in the Workplace Institute" over a 5year period starting in 2000.</p>	<p><b>See Attached Budget Summary</b></p>
<p>2. Work with the RCTC Peace Corps Coordinator to promote Peace Corps opportunities to career/technical students at RCTC</p>	<p>RCTC is one of four other community colleges in the nation to be selected to be a part of the new Peace Corps community college recruiting drive. The Peace Corps will promote opportunities for RCTC Nursing, Horticulture and IT programs</p>	<p><b>FY 2005 Actual Target Outcomes:</b> Recruited 1 graduates to join the Peace Corps.</p>	<p>College Budget</p>
<p>3. Develop intern opportunities that promote career information to under-represented populations and increase enrollment of underrepresented populations in programs specific areas.</p>	<p>For example: Require students to complete service-learning projects by volunteering their time in programs or organizations that primarily serve the refugee communities. Use this opportunity to promote career opportunities and recruit students from underrepresented populations. For example: The Child Development program would pilot a project that included this as a graduation requirement.</p>	<p><b>FY 2005 Actual Target Outcomes:</b> 12 students have completed service-learning projects in facilities that primarily serve underrepresented populations.</p>	<p>College Budget</p>

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**Required**

**Indicator 3: Technology in vocational-technical education**

Goal	Strategy	Measure	Projected Budget
1. Provide access to students to develop basic skills and increase retention in training programs through computerized learning. To increase access to assisted technology options for students with disabilities.	Use Student Support Center computers for tutoring and training assistance to students. Assist students individually and in groups to assure competencies are developed. To provide assistive technology options in the Student Support Centers for students with disabilities to help improve retention and graduation of students with disabilities and minority students who are enrolled in Technical Programs.	<b>FY 2005 Outcome Target:</b> Students have access to 12 computers through the student support centers on the UCR and Heintz Center campuses. 4 computers are equipped with assistive technology options. Students with disabilities graduating from Technical Programs will be 6% (31) of all students graduating from Technical Programs.	<b>College Budget</b>

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. Provide access to students to develop basic skills and increase retention in training programs through computerized learning. To increase access to assisted technology options for students with disabilities.	Use Student Support Center computers for tutoring and training assistance to students. Assist students individually and in groups to assure competencies are developed. To provide assistive technology options in the Student Support Centers for students with disabilities to help improve retention and graduation of students with disabilities and minority students who are enrolled in Technical Programs.	<b>FY 2005 Actual Target Outcomes:</b> Students have access to 14 computers through the student support centers on the UCR and Heintz Center campuses. 4 computers are equipped with assistive technology options. Students with disabilities graduating from Technical Programs will be 5.5% of all students graduating from Technical Programs. Collected from BRIO Data.	<b>College Budget</b>



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**Required**

**Indicator 4: Professional Development**

Goal	Strategy	Measure	Projected Budget
1. To provide funding for professional development for Carl Perkins staff and promote program improvement through staff development activities.	Carl Perkins funded staff will have access to funds for training seminars, conferences, travel and professional dues. Emphasis will be placed on staff development opportunities that provide a global view of changes in the way that services are provided to students and implement ideas to improve retention and placement of students into technical program areas.	<b>FY 2005 Outcome Target:</b> 4 " Best Practice" ideas will be implemented by the Special Needs staff that focuses on retention of students and improvement of services to minority students, nontraditional students, students with disabilities and students with special needs.	<b>\$6,000</b>

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. To provide funding for professional development for Carl Perkins staff and promote program improvement through staff development activities.	Carl Perkins funded staff will have access to funds for training seminars, conferences, travel and professional dues. Emphasis will be placed on staff development opportunities that provide a global view of changes in the way that services are provided to students and implement ideas to improve retention and placement of students into technical program areas	<b>FY 2005 Actual Target Outcomes:</b> 4 " Best Practice" ideas were implemented by the Special Needs staff that focuses on retention of students and improvement of services to minority students, nontraditional students, students with disabilities and students with special needs	<b>See Attached Budget Summary</b>



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**Required**

**Indicator 5: Evaluation of vocational-technical education programs**

Goal	Strategy	Measure	Projected Budget
1. Continue the work of RCTC's Assessment of Student Learning Plan of 2002-2003 to create a learning organization grounded on a comprehensive assessment process fostering a culture that values innovation and continuous improvement. Position RCTC as the college of choice by providing high quality, world-class liberal arts, technical and lifelong learning opportunities. Maximize student success and satisfaction. Utilize leading-edge technologies that improve teaching and learning, service delivery and work systems. Cultivate strategic partnerships that focus on emerging global markets and foster community building.	1. RCTC will maintain an assessment committee whose role will be to continue improvements to the assessment of student learning. RCTC will provide on-going support to faculty and staff, by allocating the needed resources. RCTC will maintain a database to be used for institutional assessment issues. RCTC will continue to involve students in the assessment process. RCTC will continue to assess learning at the program/department level. RCTC will continue to partner with the MnSCU database project. RCTC will continue it's partnership with Winona State's assessment practices and will continue to explore partnerships with the University of Minnesota and business representatives in the community.	<b>FY 2005 Outcome Target:</b> <ul style="list-style-type: none"> <li>▪ Develop comprehensive student advising model (2004-2005)</li> <li>▪ Provide small grants to Technical programs to help them establish an assessment plan for their program.</li> </ul>	College Budget

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. Continue the work of RCTC's Assessment of Student Learning Plan of 2002-2003 to create a learning organization grounded on a comprehensive assessment process fostering a culture that values innovation and continuous improvement. Position RCTC as the college of choice by providing high quality, world-class liberal arts, technical and lifelong learning opportunities. Maximize student success and satisfaction. Utilize leading-edge technologies that improve teaching and learning, service delivery and work systems. Cultivate strategic partnerships that focus on emerging global markets and foster community building.	1. RCTC will maintain an assessment committee whose role will be to continue improvements to the assessment of student learning. RCTC will provide on-going support to faculty and staff, by allocating the needed resources. RCTC will maintain a database to be used for institutional assessment issues. RCTC will continue to involve students in the assessment process. RCTC will continue to assess learning at the program/department level. RCTC will continue to partner with the MnSCU database project. RCTC will continue it's partnership with Winona State's assessment practices and will continue to explore partnerships with the University of Minnesota and business representatives in the community.	<b>FY 2005 Actual Target Outcomes:</b> <ul style="list-style-type: none"> <li>▪ Developed comprehensive student advising model (2004-2005)</li> <li>▪ Provided small grants to Technical programs to help them establish an assessment plan for their program.</li> </ul>	College Budget



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**Required**

**Indicator 6: Continuous program improvement for vocational-technical education programs**

Goal	Strategy	Measure	Projected Budget
1. Implement continuous program improvement for vocational-technical education through a comprehensive program review process.	Program reviews will be compiled each year. Collect and track qualitative and quantitative program accountability indications, review measures and develop program improvement plans based on the review criteria and indicators of success.	<b>FY 2005 Outcome Target:</b> 100%(38) of Technical Programs will receive an annual review and plan for improvement.	<b>College Budget</b>
2. Align Carl Perkins Grant outcome targets with College Goals.	A Continuous Improvement Plan for the Carl Perkins Local Grant Application will be developed and aligned with College Goals. Use the Continuous Improvement Form developed for college-wide department use.	<b>F2005 Outcome Target:</b> Complete FY05 Continuous Improvement plan based on analysis of FY04 plan.	

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. Implement continuous program improvement for vocational-technical education through a comprehensive program review process.	Program reviews will be compiled each year. Collect and track qualitative and quantitative program accountability indications, review measures and develop program improvement plans based on the review criteria and indicators of success.	<b>FY 2005 Actual Target Outcome:</b> The program review assessment form was collected from 100% (38) of Technical Programs. This information will help set benchmarks for the annual review and continues improvement efforts.	<b>College Budget</b>
2. Align Carl Perkins Grant outcome targets with College Goals.	A Continuous Improvement Plan for the Carl Perkins Local Grant Application will be developed and aligned with College Goals. Use the Continuous Improvement Form developed for college-wide department use.	<b>FY 2005 Actual Target Outcome:</b> The FY05 Continuous Improvement plan was completed and benchmarks are in place for FY06.	

*Note: RCTC has also established a Student Learning Assessment Team with this statement of purpose: To assist faculty and students in determining student acquisition of knowledge, skills, and values through multiple measure of course outcome identification with the goals of involving students in the learning process and providing feedback for improving student success. The committee roles include: identifying effective methods of assessment of students learning, identifying whether faculty and student expectations of learning are being met, maximizing student success and satisfaction with the learning process through timely feedback, and maximizing faculty utilization of continuous assessment measures to enhance student/faculty communication and improve faculty teaching strategies. The team has identified RCTC as being at Level 1 (planning stage) in the development of a comprehensive college wide assessment program. See attached information.*



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**Required  
Indicator 7: Effectiveness of services and activities**

Goal	Strategy	Measure	Projected Budget
1. Increase the number of students enrolled in Technical Programs	1. Employ a .5 Recruitment Specialist to work with all students and businesses and to increase the enrollment of all students into Technical Program areas.	<b>FY 2005 Outcome Target:</b> Increase students enrolled in Technical Programs by 5%. Targeted headcount for FY05 is 4582 of that 75% will be in a career and technical program. Career and technical target headcount is 3437.	\$21,403
2. Maintain consistent data and generate reports that will detail information relative to services and students enrolled in programs funded through the Carl Perkins Grant.	2. To provide staff time for the collection, input and analysis of data and generate reports with regard to special populations enrolled in Technical Programs. Assist with providing information and advising about technical education opportunities.	<b>FY 2005 Outcome Target:</b> MNSCU generated reports will provide accurate information relative to documentation of services provided by the Carl Perkins Grant.	\$9,500
3. Implement continuous improvement strategies to increase services to special population students. To monitor staff, equipment, and budget items outlined in the local Carl Perkins Grant Application.	3. Employ a full time Carl Perkins Grant Coordinator to monitor and evaluate the services provided by the Carl Perkins Vocational-Technical Education Act of 1998. To secure funding and maintain budget and supervise grant-funded staff to achieve the goals of the local Carl Perkins grant application. To improve services and provide resources to meet the needs of minority, disabled, non-traditional and special populations.	<b>FY 2005 Outcome Target:</b> The Carl Perkins local grant application and year-end reports will accurately reflect the services provided to special populations enrolled in technical programs.	\$51,355
4. Increase the number of students completing Technical Programs at RCTC.	4. Employ two Career & Technical Education Advisor at .25 each to work with all students enrolled in Technical Programs at RCTC to provide support and transition services to retain students to program completion.	<b>FY2005 Outcome Target:</b> Increase students completing Technical Programs by 5% to 574.	\$21,403
5. Develop and administer a Campus Climate Survey beginning in Spring of FY2004	5. In March of FY2003, administer the climate survey that uses the 20 Common Core questions developed by MNSCU. Develop a Campus Climate Improvement plan based on the survey results. Re-administer the survey in March of FY2004 and adjust the Improvement plan according to the survey results. Based off of 250 students completing the survey.	<b>FY 2005 Outcome Target:</b> Improve the results of the campus climate survey by showing a 5% increase of student satisfaction with the overall campus climate for underrepresented populations between FY2003 and FY2004	College Budget
6. Maintain a Diversity Rapid Response Team that focuses on the concerns of underrepresented populations.	6. Develop a list of solutions to improve the climate at RCTC. Team responses should focus on short term and long-term solutions to student concerns.	<b>FY 2005 Outcome Target:</b> Assemble the Rapid Response Team twice a year to discuss survey results and proposed solutions.	College Budget

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
<p>1. Increase the number of students enrolled in Technical Programs</p> <p>2. Maintain consistent data and generate reports that will detail information relative to services and students enrolled in programs funded through the Carl Perkins Grant.</p> <p>3. Implement continuous improvement strategies to increase services to special population students. To monitor staff, equipment, and budget items outlined in the local Carl Perkins Grant Application.</p> <p>4. Increase the number of students completing Technical Programs at RCTC.</p> <p>5. Develop and administer a Campus Climate Survey beginning in Spring of FY2004</p> <p>6. Maintain a Diversity Rapid Response Team that focuses on the concerns of underrepresented populations.</p>	<p>1. Employ a .5 Recruitment Specialist to work with all students and businesses and to increase the enrollment of all students into Technical Program areas.</p> <p>2. To provide staff time for the collection, input and analysis of data and generate reports with regard to special populations enrolled in Technical Programs. Assist with providing information and advising about technical education opportunities.</p> <p>3. Employ a full time Carl Perkins Grant Coordinator to monitor and evaluate the services provided by the Carl Perkins Vocational-Technical Education Act of 1998. To secure funding and maintain budget and supervise grant-funded staff to achieve the goals of the local Carl Perkins grant application. To improve services and provide resources to meet the needs of minority, disabled, non-traditional and special populations.</p> <p>4. Employ two Career &amp; Technical Education Advisor at .25 each to work with all students enrolled in Technical Programs at RCTC to provide support and transition services to retain students to program completion.</p> <p>5. In March of FY2003, administer the climate survey that uses the 20 Common Core questions developed by MNSCU. Develop a Campus Climate Improvement plan based on the survey results. Re-administer the survey in March of FY2004 and adjust the Improvement plan according to the survey results. Based off of 250 students completing the survey.</p> <p>6. Develop a list of solutions to improve the climate at RCTC. Team responses should focus on short term and long-term solutions to student concerns.</p>	<p><b>FY 2005 Actual Target Outcome:</b> Increased students enrolled in Technical Programs by 4%. This target was not met. For future planning BRIO will be reevaluated to see if the target outcome obtainable.</p> <p><b>FY 2005 Actual Target Outcome:</b> MNSCU generated reports provided accurate information relative to documentation of services provided by the Carl Perkins Grant.</p> <p><b>FY 2005 Actual Target Outcome:</b> The Carl Perkins local grant application and year-end reports accurately reflect the services provided to special populations enrolled in technical programs.</p> <p><b>FY2005 Actual Target Outcome:</b> Increased students completing Technical Programs by 6.5%</p> <p><b>FY 2005 Actual Target Outcome:</b> Improved the results of the campus climate survey by showing a 5% increase of student satisfaction with the overall campus climate for underrepresented populations between FY2003 and FY2004</p> <p><b>FY 2005 Actual Target Outcome:</b> Assemble the Rapid Response Team twice a year to discuss survey results and proposed solutions.</p>	<p><b>See Attached Budget Summary</b></p> <p>College Budget</p> <p>College Budget</p>



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**Required**

**Indicator 8: Broad based community involvement: Host a Somali Family Career Orientation Workshop at RCTC.**

<b>Goal</b>	<b>Strategy</b>	<b>Measure</b>	<b>Projected Budget</b>
<b>Parents</b>	Involve parents in the planning of the workshop	<b>FY 2005 Outcome Target:</b> 16 parents will participant in the workshop.	<b>\$250</b>
<b>Students</b>	Involve students in the planning of the workshop	<b>FY 2005 Outcome Target:</b> 44 students will participant in the workshop.	<b>\$250</b>
<b>Teachers</b>	Involve local High School Counselors and Post Secondary Instructors in the planning of the workshop	<b>FY 2005 Outcome Target:</b> 3 High School Counselors and 8 Post Secondary Instructors will participant in the workshop.	<b>\$250</b>
<b>Business &amp; Industry</b>	Involve Business & Industry in the planning of the workshop.	<b>FY 2005 Outcome Target:</b> 4 different health care fields, information technology fields, trades & industry fields and business fields will participant in the workshop.	<b>\$125</b>
<b>Labor</b>	Involve Labor in the planning of the workshop.	<b>FY 2005 Outcome Target:</b> Rochester Construction Partnership will participant in the workshop.	<b>\$125</b>
<b>Special Populations</b>	Involve Special Needs Populations in the planning of the workshop.	<b>FY 2005 Outcome Target:</b> 8 individuals with Special Needs will participant in the workshop.	<b>\$1,000</b>

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

<b>Goal</b>	<b>Strategy</b>	<b>Measure</b>	<b>Actual/Final Budget</b>
<b>Parents</b>	Involve parents in the planning of the workshop	<b>FY 2005 Actual Target Outcome:</b> 16 parents participated in the workshop.	<b>See Attached Budget Summary</b>
<b>Students</b>	Involve students in the planning of the workshop	<b>FY 2005 Actual Target Outcome:</b> 44 students participated in the workshop.	
<b>Teachers</b>	Involve local High School Counselors and Post Secondary Instructors in the planning of the workshop	<b>FY 2005 Actual Target Outcome:</b> 3 High School Counselors and 8 Post Secondary Instructors participated in the workshop.	
<b>Business &amp; Industry</b>	Involve Business & Industry in the planning of the workshop.	<b>FY 2005 Actual Target Outcome:</b> 4 different health care fields, information technology fields, trades & industry fields and business fields participated in the workshop.	
<b>Labor</b>	Involve Labor in the planning of the workshop.	<b>FY 2005 Actual Target Outcome:</b> Rochester Construction Partnership participated in the workshop.	
<b>Special Populations</b>	Involve Special Needs Populations in the planning of the workshop.	<b>FY 2005 Actual Target Outcome:</b> 8 individuals with Special Needs participated in the workshop.	



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**Indicator 9: Special population learner accommodation(s) and support services**

Goal	Strategy	Measure	Projected Budget
1. Increase graduation of Minority students from Technical Programs to reflect current regional demographic integration rates and trends.	1. Employ a Minority Services Specialist to meet with minority students, and provide an integrated recruitment, referral and support system.	<b>FY 2005 Outcome Target</b> 10% (57) of all students who graduate from Technical Programs will be a minority student.	\$44,313
2. Increase graduation of students with disabilities in Technical Programs to reflect current regional demographic integration rates and trends.	2. Employ a Disability Services Specialist to meet with students with disabilities to coordinate accommodations and provide an integrated recruitment, referral and support system.	<b>FY 2005 Outcome Target:</b> 6% (33) of all students who graduate from Technical Programs will be students with disabilities.	\$21,015
3. Increase graduation of students with special needs enrolled in technical programs to reflect current college- wide integration rates.	3. Employ a .9 Special Needs Advisor and a .5 Special Needs Advisor to meet with students with special needs and provide an integrated recruitment, referral and support system.	<b>FY 2005 Outcome Target:</b> Graduation of students with Special Needs will be 8%(44) of all students who graduate from Technical Programs.	\$73,798
4. Integrated service system will provide free tutoring services for students enrolled in technical programs.	4. Employ a .25 Tutor and Testing Coordinator and peer and professional tutors to provide free tutoring and testing services to students enrolled in Technical Programs	<b>FY2005 Outcome Target:</b> FY02 students who are completers in Technical Programs will increase by 3% to 552 students.	\$60,008

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<b>Goal</b>	<b>Strategy</b>	<b>Measure</b>	<b>Actual/Final Budget</b>
<p>1. Increase graduation of Minority students from Technical Programs to reflect current regional demographic integration rates and trends.</p> <p>2. Increase graduation of students with disabilities in Technical Programs to reflect current regional demographic integration rates and trends.</p> <p>3. Increase graduation of students with special needs enrolled in technical programs to reflect current college- wide integration rates.</p> <p>4. Integrated service system will provide free tutoring services for students enrolled in technical programs.</p>	<p>1. Employ a Minority Services Specialist to meet with minority students, and provide an integrated recruitment, referral and support system.</p> <p>2. Employ a Disability Services Specialist to meet with students with disabilities to coordinate accommodations and provide an integrated recruitment, referral and support system.</p> <p>3. Employ a .9 Special Needs Advisor and a .5 Special Needs Advisor to meet with students with special needs and provide an integrated recruitment, referral and support system.</p> <p>4. Employ a .25 Tutor and Testing Coordinator and peer and professional tutors to provide free tutoring and testing services to students enrolled in Technical Programs</p>	<p><b>FY 2005 Actual Target Outcome:</b> 9% of all students who graduated from Technical Programs are a minority student This target was not met. For future planning BRIO will be reevaluated to see if the target outcome obtainable.</p> <p><b>FY 2005 Actual Target Outcome:</b> 5% of all students who graduated from Technical Programs are students with disabilities. This target was not met. For future planning BRIO will be reevaluated to see if the target outcome obtainable.</p> <p><b>FY 2005 Actual Target Outcome:</b> Graduation of students with Special Needs is 28% of all students who graduate from Technical Programs. This number exceeded target expiation and a revaluation is in order for next year.</p> <p><b>FY2005 Actual Target Outcome:</b> FY04 students who are completers in Technical Programs increased by 6.5%</p>	<p align="center"><b>See Attached Budget Summary</b></p>

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**Required**

**Indicator 10: Full participation of special population learners**

Goal	Strategy	Measure	Projected Budget
1. Full participation of minority students in Technical programs will be at the regional integration rate of 8% of the general population.	1. Minority Services Specialist will meet with ESL staff in surrounding High Schools and community organizations to inform them of Technical Career opportunities and transition services available to students entering RCTC. Student Support Center Staff will look for ways to retain minority students in technical program areas and provide activities that will promote job placement.	<b>FY 2005 Outcome Target:</b> Enrollment of Minority students will be 10% (464) of all students enrolled in Technical Programs.	\$5,000
2. Full Participation of students with Disabilities will be at the regional integration rate of 5% of the general population.	2. Disabilities Services Specialist will meet with staff in surrounding High Schools and community organizations to inform them of the Technical Career opportunities and transition services available to students entering RCTC. Student Support Center Staff will look for ways to retain students with disabilities and provide activities that will promote job placement.	<b>FY 2005 Outcome Target:</b> Enrollment of students with disabilities will be 6% (268) of all students enrolled in technical programs.	\$3,000
3. Full participation of students with special needs will be reflected in an enrollment of 7% of the general population.	3. Special Needs staff will meet with staff in surrounding High Schools and community based organizations to inform them of the Technical Career opportunities and transition services that are available to students entering RCTC and provide activities that will promote job placement.	<b>FY 2005 Outcome Target:</b> Enrollment of Students with Special Needs will be 8% (364) of all students enrolled in Technical Programs.	\$6,000
4. Sponsor students from underrepresented populations at functions that promote culture awareness and diversity	4. Supply free tickets to students from underrepresented populations to attend the Annual NAACP Banquet, Martin Luther King Day Breakfast and Honor Your Heritage Day.	<b>FY 2005 Outcome Target:</b> 15 students from underrepresented populations will attend multicultural functions.	College Budget
5. Develop networking opportunities for underrepresented populations within the classroom setting.	5. Develop faculty workshops that encourage the use of networking strategies to infuse the contributions and perspectives of underrepresented students and create a positive environment for all students.	<b>FY 2005 Outcome Target:</b> 4 instructors will incorporate networking strategies into their classroom environments	College Budget
6. Promote Post Secondary Enrollment Option (PSEO) opportunities to High School students from underrepresented populations	6. The RCTC college recruiter, the minority services staff and the PSEOP program coordinator will provide information and forms and encourage High School students from underrepresented populations to enroll in the PSEO program at RCTC.	<b>FY2005 Outcome Target:</b> Enroll 400 PSEO students of which 10% (40) are from underrepresented populations.	College Budget

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
<p>1. Full participation of minority students in Technical programs will be at the regional integration rate of 8% of the general population.</p> <p>2. Full Participation of students with Disabilities will be at the regional integration rate of 5% of the general population.</p> <p>3. Full participation of students with special needs will be reflected in an enrollment of 7% of the general population.</p> <p>4. Sponsor students from underrepresented populations at functions that promote culture awareness and diversity</p> <p>5. Develop networking opportunities for underrepresented populations within the classroom setting.</p> <p>6. Promote Post Secondary Enrollment Option (PSEO) opportunities to High School students from underrepresented populations</p>	<p>1. Minority Services Specialist will meet with ESL staff in surrounding High Schools and community organizations to inform them of Technical Career opportunities and transition services available to students entering RCTC. Student Support Center Staff will look for ways to retain minority students in technical program areas and provide activities that will promote job placement.</p> <p>2. Disabilities Services Specialist will meet with staff in surrounding High Schools and community organizations to inform them of the Technical Career opportunities and transition services available to students entering RCTC. Student Support Center Staff will look for ways to retain students with disabilities and provide activities that will promote job placement.</p> <p>3. Special Needs staff will meet with staff in surrounding High Schools and community based organizations to inform them of the Technical Career opportunities and transition services that are available to students entering RCTC and provide activities that will promote job placement.</p> <p>4. Supply free tickets to students from underrepresented populations to attend the Annual NAACP Banquet, Martin Luther King Day Breakfast and Honor Your Heritage Day.</p> <p>5. Develop faculty workshops that encourage the use of networking strategies to infuse the contributions and perspectives of underrepresented students and create a positive environment for all students.</p> <p>6. The RCTC college recruiter, the minority services staff and the PSEOP program coordinator will provide information and forms and encourage High School students from underrepresented populations to enroll in the PSEO program at RCTC.</p>	<p><b>FY 2005 Outcome Target:</b> Enrollment of Minority students is 12% of all students enrolled in Technical Programs.</p> <p><b>FY 2005 Outcome Target:</b> Enrollment of students with disabilities is 5.5% of all students enrolled in technical programs. This target was not met. For future planning BRIO will be reevaluated to see if the target outcome obtainable.</p> <p><b>FY 2005 Outcome Target:</b> Enrollment of Students with Special Needs is 30% of all students enrolled in Technical Programs. This number exceeded target expiation and a reevaluation is in order for next year.</p> <p><b>FY 2005 Outcome Target:</b> 15 students from underrepresented populations attended multicultural functions.</p> <p><b>FY 2005 Outcome Target:</b> 4 instructors incorporated networking strategies into their classroom environments</p> <p><b>FY2005 Outcome Target:</b> Enrolled 400+ PSEO students of which 10% are from underrepresented populations.</p>	<p><b>See Attached Budget Summary</b></p> <p>College Budget</p> <p>College Budget</p> <p>College Budget</p>

**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Vocational-Technical Education  
Five -Year Plan 1999-2004**

**Required**

**Indicator 11: Preparation for nontraditional training and employment**

Goal	Strategy	Measure	Projected Budget
1. Increase enrollment of individuals in programs nontraditional for their gender	Employ a .9 Special Needs Advisor to recruit and retain students into programs nontraditional for their gender.	<b>FY 2005 Outcome Target:</b> To increase graduation of students in careers non-traditional for their gender.	\$3,000
2. Increase enrollment of single parents, single pregnant women and displaced homemakers.	Employ a .9 Special Needs Advisor to meet with staff in surrounding High Schools and visit agencies and service organizations serving single parents, single pregnant women and displaced homemakers.	<b>FY 2005 Outcome Target:</b> To increase self-reported enrollment of single parents, displaced homemakers and SPW to 3% of all students enrolled in technical programs.	\$5,000

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
1. Increase enrollment of individuals in programs nontraditional for their gender	Employ a .9 Special Needs Advisor to recruit and retain students into programs nontraditional for their gender.	<b>FY 2005 Actual Target Outcome:</b> Increase enrollment of students into careers non-traditional for their gender. Comparing FY04 data to FY05 data there was no decrease and there was a slight increase.	<b>See Attached Budget Summary</b>
2. Increase enrollment of single parents, single pregnant women and displaced homemakers	Employ a .9 Special Needs Advisor to meet with staff in surrounding High Schools and visit agencies and service organizations serving single parents, single pregnant women and displaced homemakers.	<b>FY 2005 Actual Target Outcome:</b> Increased self-reported enrollment of single parents, displaced homemakers and SPW to 4.5% of all students enrolled in Technical Programs.	

**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Vocational-Technical Education  
Five -Year Plan 1999-2004**

**Required**

**Indicator 12: Linking secondary and post-secondary vocational-technical education**

Goal	Strategy	Measure	Projected Budget
1. Provide transition services between Secondary and RCTC for students enrolling in Technical Programs.	1. Perkins Support services and assistance with enrollment, admissions, financial aid and advising will be involved in all new student advising and registration session.	<b>FY 2005 Target:</b> 75% of all students enrolled at RCTC are enrolled in Technical programs.	\$21,500
2. Provide a Career Exploration opportunity for students from area high schools in the Technical Program areas.	2. RCTC will schedule a Career Exploration Day and arrange break out sessions in career and technical program areas at RCTC.	<b>FY 2005 Target Goal:</b> Annual participation of 4,000 area High. School students at the Career Day	\$18,400
3. Work with area Middle School Counselors to recruit 7 and 8 <sup>th</sup> grade students into the Voyagers program. This is a grant-funded program that promotes academic achievement and career exploration opportunities to underrepresented students.	3. Provide resources, information and instruction in a two-week camp experience at RCTC during the summer. Students are encouraged to set goals for their education and strive toward academic achievement. Instructors provide a safe and nurturing environment for students as well as serving as mentors and role models.	<b>FY 2005 Outcome Target:</b> 75 middle school students from under-represented populations attended the two week camp during the summer of 2004	College Budget
4. Provide transition services for dislocated workers.	4. In collaboration with Workforce Center Case Managers to develop training & education opportunities for dislocated workers.	<b>FY 2005 Outcome Target:</b> 70% of dislocated works receiving services from the Workforce Center received transition services from RCTC.	\$10,500
5. Work with Rochester Public Schools (RPS) to support their Health Care and Auto Mechanic core curriculum.	5. Support RPS curriculum by providing time and space in the labs on the Heintz Center Campus at RCTC.	<b>FY 2005 Outcome Target:</b> 50% of the students that take part in RPS curriculum on the Heintz Center Campus are enrolled at RCTC	College Budget

**ANNUAL PERFORMANCE REPORT (APR) FOR FY2005 LOCAL APPLICATION**

Goal	Strategy	Measure	Actual/Final Budget
6. Provide transition services between Secondary and RCTC for students enrolling in Technical Programs.	6. Perkins Support services and assistance with enrollment, admissions, financial aid and advising will be involved in all new student advising and registration session.	<b>FY 2005 Actual Target Outcome:</b> 81% of all students enrolled at RCTC will be enrolled in Technical programs.	<b>See Attached Budget Summary</b>
7. Provide a Career Exploration opportunity for students from area high schools in the Technical Program areas.	7. RCTC will schedule a Career Exploration Day and arrange break out sessions in career and technical program areas at RCTC.	<b>FY 2005 Actual Target Outcome:</b> Annual participation of 4,000 area High. School students at the Career Day	
8. Work with area Middle School Counselors to recruit 7 and 8 <sup>th</sup> grade students into the Voyagers program. This is a grant-funded program that promotes academic achievement and career exploration opportunities to underrepresented students.	8. Provide resources, information and instruction in a two-week camp experience at RCTC during the summer. Students are encouraged to set goals for their education and strive toward academic achievement. Instructors provide a safe and nurturing environment for students as well as serving as mentors and role models.	<b>FY 2005 Actual Target Outcome:</b> 75 middle school students from under-represented populations will attend the two week camp during the summer of 2003	College Budget
9. Provide transition services for dislocated workers.	9. In collaboration with Workforce Center Case Managers to develop training & education opportunities for dislocated workers.	<b>FY 2005 Actual Target Outcome:</b> 70% of dislocated works receiving services from the Workforce Center will receive transition services from RCTC.	<b>See Attached Budget Summary</b>
10. Work with Rochester Public Schools (RPS) to support their Health Care and Auto Mechanic core curriculum.	10. Support RPS curriculum by providing time and space in the labs on the Heintz Center Campus at RCTC.	<b>FY 2005 Actual Target Outcome:</b> 50% of the students (125) that take part in RPS curriculum on the Heintz Center Campus will enroll at RCTC	College Budget

**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Vocational-Technical Education  
Annual Performance Report for FY2004 Local Application**

**Permissible:** *No funds were allocated for permissible activities.*

<ul style="list-style-type: none"> <li><input type="checkbox"/> 13. Career guidance and academic counseling</li> <li><input type="checkbox"/> 14. Work-based learning</li> <li><input type="checkbox"/> 15. Provide programs for special populations</li> <li><input type="checkbox"/> 16. Education and business partnerships</li> <li><input type="checkbox"/> 17. Assist Vocational and technical student organizations</li> <li><input type="checkbox"/> 18. Mentoring and support services</li> <li><input type="checkbox"/> 19. Upgrading and adapting equipment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 20. Teacher preparation</li> <li><input type="checkbox"/> 21. New program development</li> <li><input type="checkbox"/> 22. Family and Consumer Sciences programs</li> <li><input type="checkbox"/> 23. Vocational-technical education programs for adults and dropouts to complete their education</li> <li><input type="checkbox"/> 24. Placement activities</li> <li><input type="checkbox"/> 25. Other activities consistent with the purpose of this law</li> </ul>
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**Local Priorities:** *Required activities were given high priority with no money allocated for Permissive Activities.*

Goal	Strategy	Measure	<u>Projected Budget</u>
		FY 2004 Outcome Target:	
		FY 2004 Outcome Target:	
		FY 2004 Outcome Target:	
		FY 2004 Target:	

**MnSCU/DCFL  
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/DCFL, 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 ° that portion of total Perkins resources that were used in collaboration efforts with Workforce Centers.**

PERKINS BUDGET SUMMARY FOR FY 2005	
←	Required activities budget: (Indicators 1-11) <span style="float: right;">\$ <u>339,246</u></span>
↑	Indicator #12 budget: <span style="float: right;">\$ <u>45,230</u></span>
	<b><u>TOTAL:</u> <span style="float: right;">\$ <u>384,476</u></span></b>
→	Permissive activities budget: <span style="float: right;">\$ <u>0</u></span>
↓	Administrative budget: <span style="float: right;">\$ <u>0</u></span>
	<b><u>TOTAL FY 2005 Perkins BUDGET:</u> <span style="float: right;">\$ <u>384,476</u></span></b>
	* Carry over funds distributed in FY2004 <span style="float: right;">\$ <u>8,000</u></span>
	<b>Total FY2003 including carry over funds <span style="float: right;">\$ <u>392,476</u></span></b>

**Workforce Center Collaborative Expenditures: \$ 60,500**

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

**REQUIRED ACTIVITIES**

INDICATOR	REQUIRED USES OF FUNDS	Projected Budgeted FY'05	Carry Over Funds FY'04	Total Budget FY'05
1	Integration of academic and technical education	0	0	0
2	Experience in and understanding of all aspects of the industry	\$1281	0	\$1281
3	Technology in vocational-technical education	0	0	0
4	Professional Development	\$6,000	0	\$6,000
5	Evaluation of vocational-technical education programs	0	0	0
6	Continuous program improvement for vocational-technical education programs	0	0	0
7	Effectiveness of services and activities	\$103,661	0	\$103,661
8	Broad-based community involvement i.e. parents, students, teachers, business/industry. Labor, special populations	\$2,000	0	\$2,000
9	Special population learner accommodation(s) and support services	\$199,134	\$7,000	\$206,134
10	Full participation of special population learners	\$14,000	0	\$14,000
11	Preparation for nontraditional training and employment	\$8,000		\$8,000
12	Linking secondary and postsecondary vocational-technical education <u>(NOTE: A minimum of 10% of total funds must be budgeted for this indicator. This indicator must be planned for with broad community input)</u>	\$50,400	\$1000	\$51,400
	<b>Total Budget For Required Activities</b>	<b>\$384,476</b>	<b>\$8,000</b>	<b>\$392,476</b>

