

*Hibbing Community College*

**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Career and Technical Education  
FY 2006**

**Required Activity:**

**Goal 1. Integration of Academic and Technical Education**

**1P1 (HCC 43.32% Target 24.00%)    2P1 (HCC 43.32% Target 24.00%)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)**

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

Objective	Strategy	Measure	Projected Budget
<p>1. To improve basic skill levels of technical students.</p> <p>2. To incorporate writing skills into required technical program curriculum.</p>	<p>1.</p> <ul style="list-style-type: none"> <li>All technical students will take a Placement Test prior to admission to assess academic levels. Developmental courses in English and Math will be offered to students based on Placement Test scores.</li> <li>Summer basic skills workshop will be offered to technical students free of charge. Instruction in Math, Study Skills, and Reading Comprehension included.</li> <li>Additional opportunities will be offered to technical students to improve their basic skills.</li> </ul> <p>2. Non-credit writing workshops taught by HCC faculty will be incorporated into technical program curriculum.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1.</p> <ul style="list-style-type: none"> <li>100% of incoming technical students will be placed appropriately in Math and English classes according to Placement Test scores.</li> <li>60% of those who begin the Summer workshop will complete it.</li> <li>Developmental courses will be offered including STSK1000, STSK1100, READ0950, READ0960, and READ1320.</li> </ul> <p>2. Maintain current completion rates of 43.32% for 1P1 and 2P.</p>	<p>\$1,000 salary</p> <p>&amp;</p> <p>\$1,000 nonsalary</p>

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**Check Appropriate  
Core Indicator(s)**

**Core Indicators**

**Required Activity:**

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

**Goal 2. Experience in and Understanding of All Aspects of the Industry**

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00) 4P1 (HCC 16.00% Target 21.00%) 4P2 (HCC 14.12% Target 16.70%)**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
<p>1. To enhance student understanding and exposure to the industry they are being trained for.</p> <p>2. To expose technical students to job search skills and workplace expectations.</p> <p>3. To maintain current work-based learning experiences within technical programs.</p>	<p>1. Support student participation in industry visits, facility tours, trade show attendance, and industry competitions. Use industry experts to enhance curriculum.</p> <p>2. Utilize industry professionals in the Employment Skills course to practice-interview technical students and provide feedback.</p> <p>3. Continue Nursing clinical practicums, and support the development of preceptorship experiences. Continue required internships in Dental Assistant and Medical Lab Technician programs.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Students from 15 of 20 programs (75%) will attend trade shows, participate in industry visits, tours, trade shows or competitions. 5 of 20 programs (25%) will include industry guest speakers in their curriculum. Industry experts will hold workshops on special topics in 2 of 20 programs (10%).</p> <p>2. Students in 10 of 20 (50%) technical programs will participate in practice job interviews with industry professionals as part of the Employment Skills course.</p> <p>3. Clinical practicums will be included in 6 Nursing courses. A new Nursing preceptorship program will begin Fall 2005. 100% of Dental Assist. students will complete 6-wk. internships, and 100% of Medical Lab Technician students will complete 6-mo. internships.</p>	<p>\$7,000 nonsalary</p> <p>&amp;</p> <p>Local Funds</p> <p>&amp;</p> <p>C.L.E.A.N. Nursing grant</p>

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Core Indicator(s)**                      **Core Indicators**

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

**Required Activity:**

**Goal 3. Technology in Vocational-Technical Education**

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
<p>1. To increase and update technology in technical programs.</p> <p>2. To utilize technology to promote and recruit for technical education.</p> <p>3. To provide increased distance learning opportunities and support to technical students.</p>	<p>1. Provide technology to support students with their coursework, enhance their learning experience, and contribute to completion rates.</p> <p>2. Include more technical career program information on HCC website.</p> <p>3. Continue to expand online course options for technical students, and provide tutoring and support through HCC Computer Services.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Maintain completion rates of 43.32% (1P1 &amp; 2P1) and increase nontraditional completion by 1% (4P2).</p> <p>2. Produce 1 interactive video clip of an HCC technical program to add to the HCC website.</p> <p>3.</p> <ul style="list-style-type: none"> <li>• Increase number of online technical and general education courses offered in 2005-06 by 2%.</li> <li>• Increase nontraditional participation &amp; completion (4P1 &amp; 4P2) by 1% overall.</li> </ul>	<p align="center">\$5,500 nonsalary</p> <p align="center">(See Goal 12 for video funding)</p> <p align="center">&amp;</p> <p align="center">Local Funds</p>

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Core Indicator(s)**

**Core Indicators**

**Required Activity:**

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

**Goal 4. Professional Development**

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00) 4P1 (HCC 16.00% Target 21.00%) 4P2 (HCC 14.12% Target 16.70%)**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
1. To increase faculty and staff knowledge, skills, experience and credentials in the industry they are teaching.	1. Technical faculty and staff will engage in professional development activities including upgrading their credentials, skills training, new licenses, continuing education, and updating their knowledge and experience in the industry. Technical counselors/advisors will increase their knowledge of the technical fields of their student advisees.	<b>FY 2006 Outcome Target:</b> 1. 21 of 42 (50%) technical faculty, staff, and support staff will participate in professional development activities. 3 of the 21 (14%) technical faculty will be supported by Perkins funds.	\$2,000 nonsalary

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	<b>X</b>	<b>1. Academic and Skill Attainment</b>
<b>Required Activity:</b>	<b>X</b>	<b>2. Completion</b>
	<b>X</b>	<b>3. Placement and Retention</b>
<b>Goal 5. Evaluation of Vocational-Technical Education Programs</b>	<b>X</b>	<b>4. Nontraditional</b>

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>1. To ensure technical program curriculum is aligned with current industry standards and is relevant to the workplace.</p> <p>2. To ensure technical programs and faculty are in compliance with HCC's internal standards.</p> <p>3. To engage in ongoing assessment of programs and courses.</p>	<p>1. Technical programs will be reviewed by external Program Advisory Committees that are comprised in part by industry experts. Outside consultants will be utilized for Nursing program to assess and revise curriculum.</p> <p>2. Technical programs and faculty will be reviewed internally by HCC Administration as part of Program Review process. The process includes qualitative, quantitative, &amp; program effectiveness review and feedback.</p> <p>3. HCC Assessment Committee will work to improve assessment of programs and courses.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 20 of 20 technical programs (100%) will meet annually with their Program Advisory Committees for review. Nursing program pass rate for state exam will increase by 1% following curriculum revisions.</p> <p>2. 20 of 20 technical programs (100%) will meet annually with HCC Administration for qualitative &amp; quantitative review. 6 of 20 technical programs (30%) will be reviewed annually for program effectiveness. 100% of new/adjunct faculty will be evaluated annually and 14 of 42 (30%) permanent faculty will be evaluated annually.</p> <p>3. Online course assessment procedure will be developed and implemented by the Assessment Committee.</p>	<p>\$2,000 nonsalary</p> <p>&amp;</p> <p>Local Funds</p>

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	X	<b>1. Academic and Skill Attainment</b>
<b>Required Activity:</b>	X	<b>2. Completion</b>
	X	<b>3. Placement and Retention</b>
<b>Goal 6. Continuous Program Improvement for Vocational-Technical Education Programs</b>	X	<b>4. Nontraditional</b>
<b>1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)</b>		

<p>1. To improve technical program curriculum.</p> <p>2. To increase recruitment and enrollment of technical students.</p> <p>3. To maintain completion rates of technical students.</p> <p>4. To provide students with the most current skills training relevant to the workplace.</p>	<p>1. Faculty will review and update curriculum on an ongoing basis based on the recommendations of their Program Advisory Committees and HCC Administration.</p> <p>2. Recruitment efforts by recruiter and faculty will expand especially in programs with decreasing enrollment. Nontraditional and special population students will be targeted.</p> <p>3. Technical faculty, Lab Assistants and Resource Room faculty will provide support to students with their coursework and will assist in lab &amp; shop activities.</p> <p>4. Students will learn and practice hands-on skills in their programs using the most current equipment and technology in the industry.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 20 of 20 technical programs (100%) will meet annually with their Program Advisory Committees for review. 20 of 20 technical programs (100%) will meet annually with HCC Administration for quantitative and qualitative program review. 6 of 20 technical programs (30%) will meet with HCC Administration for program effectiveness review.</p> <p>2. Enrollment will increase by 2% in Engineering, by 3% (overall) in the five Computer Careers programs. Nontraditional participation will increase by 1% (4P1).</p> <p>3. 100% of students with academic need who request help will be assisted by technical faculty, Lab Assistants, and Resource Room faculty. Resource Room will be staffed on a full-time basis to support students. Completion rates of 43.32% will be maintained (1P1 and 2P1).</p> <p>4. Equipment and technology will be updated in 4 of 20 (20%) technical programs.</p>	<p>\$1,000 nonsalary</p> <p>\$1,000 nonsalary &amp; Local Funds</p> <p>(See Goals 9 and 10 – Resource Room Faculty and Lab Asst. salaries)</p> <p>(See Goals 3 and 19 – Equip. &amp; Technology funding)</p>
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<b>Required Activity:</b>	X	<b>2. Completion</b>
	X	<b>3. Placement and Retention</b>
<b>Goal 7. Effectiveness of Services and Activities</b>	X	<b>4. Nontraditional</b>

1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>1. To assess and continuously improve the satisfaction level of technical students.</p> <p>2. To improve services to prospective technical students.</p>	<p>1. Students will indicate their satisfaction with HCC services by taking the annual Student Satisfaction Survey. Areas surveyed include admissions, enrollment, campus visits, educational goals, class choices, placement, customer service, housing, counseling, campus facilities, and orientation.</p> <p>2.</p> <ul style="list-style-type: none"> <li>• Implement a mentoring program for prospective technical students to spend a day with a current student in a technical program of their choice.</li> <li>• Provide career support at the high school level for prospective technical students.</li> </ul>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 30-50% of all HCC students chosen randomly will take the Student Satisfaction Survey. Satisfaction rates of 75% will be maintained. Survey results and recommendations will be implemented by Student Services as appropriate.</p> <p>2.</p> <ul style="list-style-type: none"> <li>• 3-5 prospective students participating in the mentoring program will enroll in a technical program at HCC.</li> <li>• (See Goal 12 for collaborative career support activities planned at local high school.)</li> </ul>	<p>\$500 nonsalary</p> <p>&amp;</p> <p>Local Funds</p>

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	X	1. Academic and Skill Attainment
<b>Required Activity:</b>	X	2. Completion
	X	3. Placement and Retention
<b>Goal 8. Broad-based Community Involvement</b>	X	4. Nontraditional

1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)

Objective	Strategy	Measure	<u>Projected Budget</u>
<p align="center"><b>Parents</b></p>	<p>1. Technical program information will be presented to parents during campus tours, orientation sessions, and via marketing, brochures, and website.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Share technical program information with 100% of parents. Include parents in 100% of tours, orientations, and marketing.</p>	<p>Local Funds</p>
<p align="center"><b>Students</b></p>	<p>1. Technical students will participate in a mentoring program and spend a day with a prospective technical student.</p> <p>2. Technical students will be members of Program Advisory Committees, Perkins Committee, and other college committees. Students will provide input to college planning and decision-making.</p> <p>3. Technical students will participate in Service Learning projects in the community.</p> <p>4. Technical students will interact with business through tours, industry visits, practice interviews, guest speakers, and skill competitions.</p> <p>5. Dental students will participate in community “Smile Day” and clean the teeth of local children for free.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 5 technical students will participate in the mentoring program.</p> <p>2. Technical students will be represented on 50% of Program Advisory Committees. They will be invited to be members of other college decision-making committees.</p> <p>3. Service Learning projects will be required in Law Enforcement and Nursing.</p> <p>4. 10 of 20 (50%) of technical programs will participate in industry visits, competitions, practice interviews, high school visits, mentoring, and guest speakers.</p> <p>5. 100% of Dental students will participate in “Smile Day” for community children.</p>	<p>Local Funds</p> <p>(See Goal 7 for mentoring funding)</p>

<p><b>Goal 8 continued.....</b></p> <p><b>Faculty/Staff</b></p>	<p>1. Technical faculty will participate on their Program Advisory Committees. Perkins Coordinator will participate in the Business &amp; Education Partnership, and collaborate with secondary education, business/industry, and the MN Workforce Center.</p> <p>2. HCC technical faculty will participate in community and business partnerships and projects.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 20 of 20 (100%) of technical faculty will be members of their Program Advisory Committees. Perkins Coordinator will maintain Business &amp; Education Partnership.</p> <p>2. 12 of 42 technical faculty (30%) will participate in HCC Community Service Day.</p>	<p>Local Funds</p>
<p><b>Business &amp; Industry</b></p>	<p>1. Business/industry will be represented on Program Advisory Committees, will be members of the HCC Foundation, and will be included in college strategic planning. HCC will participate in the Business/ Education Partnership.</p> <p>2. Business/industry will be guest speakers in technical courses and participate in practice job interviews. Technical students will visit business/industry and will learn from industry experts.</p> <p>3. HCC will meet the educational needs of local business/industry by providing continuing education opportunities and custom training.</p> <p>4. HCC will work with MN Workforce Center to meet the educational, employment, and economic needs of the local area.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. 100% of Program Advisory Committees will include business/industry members. The HCC Foundation and college strategic planning sessions will include at least 2 representatives from local business/industry. Perkins Coord. will attend the 3 Business &amp; Education Partnership meetings each year.</p> <p>2. 10 of 20 (50%) technical programs will connect with business/industry through guest speakers, industry visits, and practice job interviews.</p> <p>3. HCC will provide continuing education programs for business professionals. HCC will provide custom training programs in health, safety, and other topics as requested for local companies.</p> <p>4. MN Workforce Center will provide input to college program planning, will meet regularly with HCC staff, will participate in the HCC Job Fair, and will use HCC facilities for collaborative meetings and events.</p>	<p>Local Funds</p>

<p><b>Goal 8 continued.....</b></p> <p><b>Labor</b></p>	<p>1. Labor input will be considered in technical program planning. Union workforces will be trained by HCC. HCC will be represented on local labor boards.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Labor will be represented on 6 of 20 (30%) Program Advisory Committees. 1 HCC employee will be a member of the AMFA Board. Customized training programs will be developed for local union workforces.</p>	<p>Local Funds</p>
<p><b>Special Populations</b></p>	<p>1. HCC will recruit special population students for technical programs and provide assistance and accommodation to them when requested. Special population student concerns will be considered in all college planning and programming.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Participation and completion rates will be maintained at 43.32% (1P1, 1P2 &amp; 2P1). Nontraditional completion will increase by 1% (4P2).</p>	<p>Local Funds</p>

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	X	<b>1. Academic and Skill Attainment</b>
<b>Required Activity:</b>	X	<b>2. Completion</b>
	X	<b>3. Placement and Retention</b>
<b>Goal 9. Special Population Learner Accommodations &amp; Support Services</b>	X	<b>4. Nontraditional</b>

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)**

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>1. To provide support to special population students.</p> <p>2. To provide reasonable accommodation to students with documented disabilities.</p>	<p>1.</p> <ul style="list-style-type: none"> <li>• Employ a full-time faculty in the Resource Room to provide special population students with academic assistance, supplemental instruction, and support and fellowship to improve academic success and completion. Provide note takers, testing accommodations, faculty &amp; peer tutoring, taped text, and referrals to other support agencies.</li> <li>• Employ Lab Assistants in technical programs and the Learning Center to assist special population students with their coursework.</li> </ul> <p>2. HCC Disability Coordinator will arrange for reasonable accommodations for students with documented disabilities who request service and will develop individual education plans and assist disabled students with transition from high school to college as requested.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Maintain completion rates of 43.32% for 1P1 &amp; 2P. Increase nontraditional completion rates by 1% (4P2).</p> <p>2. Reasonable accommodations will be provided to 100% of students with documented disabilities who request them. Disability Coordinator will participate in 100% of high school transition meetings for students with disabilities and develop individual education plans as requested.</p>	<p>\$71,000 salary</p> <p>(See Goal 10 for Lab Asst. salaries)</p> <p>&amp;</p> <p>Local Funds</p>

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**Check Appropriate  
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**Core Indicators**

	<b>X</b>	<b>1. Academic and Skill Attainment</b>
<b>Required Activity:</b>	<b>X</b>	<b>2. Completion</b>
	<b>X</b>	<b>3. Placement and Retention</b>
<b>Goal 10. Full Participation of Special Population Learners</b>	<b>X</b>	<b>4. Nontraditional</b>

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)**

<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b><u>Projected Budget</u></b>
<p>1. To maintain participation and completion of special population students in technical programs.</p>	<p>1. Employ part-time Lab Assistants to provide academic support and individual assistance to special population students in lab &amp; shop settings. Programs provided with Lab Assistants will have special population students enrolled, will have large and/or increasing enrollments, and may have online or off-campus courses and programs. Lab Assistants will be employed in the following programs: (may vary)</p> <ul style="list-style-type: none"> <li>*Auto</li> <li>*Diesel</li> <li>*Culinary Arts</li> <li>*Culinary Assistant</li> <li>*Dental</li> <li>*Multimedia</li> <li>*Computer Careers</li> <li>*Nursing</li> <li>*Learning Center</li> </ul>	<p><b>FY 2006 Outcome Target:</b></p> <p>1. Participation and completion rates in technical programs will be maintained at 43.32% for 1P, 1P2 &amp; 2P1.</p>	<p>\$69,000 salary</p> <p style="text-align: center;">&amp;</p> <p>Local Funds</p>
<p>2. To offer educational opportunity to special population learners.</p>	<p>2. Continue to offer Culinary Assistant program for special population students.</p>	<p>2. Increase enrollment in the Culinary Assistant program by 10%.</p>	

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<b>Required Activity:</b>	<b>X</b>	<b>2. Completion</b>
	<b>X</b>	<b>3. Placement and Retention</b>
<b>Goal 11. Preparation for Nontraditional Training and Employment</b>	<b>X</b>	<b>4. Nontraditional</b>

1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)

Objective	Strategy	Measure	<u>Projected Budget</u>
<p>1. To increase participation and completion of students in nontraditional programs.</p>	<p><u>Participation:</u>            *Increase contact with local high school counselors to encourage promotion of nontraditional technical careers to appropriate high school students.</p> <p>*HCC Recruiter will increase efforts to direct high school students to nontraditional technical programs.</p> <p>*Increase marketing of nontraditional programs via print and radio, HCC website, Cardinal Days, mentoring program, Tech Career Day, and MN Workforce Center flyers.</p> <p><u>Completion:</u>            *Support nontraditional students with special events.</p> <p>*Provide individual assistance to nontraditional students with their coursework.</p>	<p><b>FY 2006 Outcome Target:</b>            1. Increase nontraditional participation and completion rates by 1% (4P1 and 4P2).</p> <p><u>Participation:</u>            *Meet 2 times during the school year with high school counselors to plan joint programs to assist high school students with career planning and direct more students to nontraditional technical careers.</p> <p><u>Completion:</u>            *At least 1 social event will be held for nontraditional students to provide them with opportunities for networking, to express the college's support, and to gather their input.</p> <p>*Lab Assistants will be employed to assist nontraditional students with coursework, and the Resource Room will be staffed full-time with faculty to support nontraditional students.</p>	<p>\$2,000 nonsalary</p> <p>(See Goals 9 &amp; 10 for Resource Rm. and Lab Asst. salaries)</p>

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	<b>X</b>	<b>1. Academic and Skill Attainment</b>
<b>Required Activity:</b>	<b>X</b>	<b>2. Completion</b>
	<b>X</b>	<b>3. Placement and Retention</b>
<b>Goal 12. Collaboration</b>	<b>X</b>	<b>4. Nontraditional</b>

**1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)**

Objective	Strategy	Measure	Projected Budget (Min. 10%)
<p>To engage in collaborations with business/industry, secondary education, and the MN Workforce Center that will benefit technical education.</p>	<ol style="list-style-type: none"> <li>1. Employ a part-time Perkins Coordinator to plan collaborative programs and activities between the college, business/industry, secondary education, and the Minnesota Workforce Center.</li> <li>2. Work with local high school to administer career programs and provide career assistance to students and promote technical education as a post-secondary option.</li> <li>3. Provide support to local high school computer department to enhance program delivery and increase student skill levels on Windows computers.</li> <li>4. Participate in annual Healthcare Careers Day at local high school to present technical career information to high school science students.</li> <li>5. Provide high school students with valuable experiences and exposure to HCC technical programs and careers.</li> </ol>	<p><b>FY 2006 Outcome Target:</b></p> <ol style="list-style-type: none"> <li>1. Perkins Coordinator will devote 50% to collaborative efforts with business/industry, secondary education, and the MN Workforce Center.</li> <li>2. Develop and implement a Student Planner/Career Pathways book for students in grades 9-12 at Hibbing High School. Provide support to the high school in career counseling and promotion of technical careers.</li> <li>3. Provide 5-10 hours of HCC computer lab usage and instruction to Hibbing High School computer students on Windows computers.</li> <li>4. 1 HCC faculty from MLT, Nursing, or Dental will participate in Healthcare Careers Day at Hibbing High School.</li> <li>5. <ul style="list-style-type: none"> <li>• Tech Career Day will be held - 8 area high schools will attend and 15 of 20 (75%) HCC technical programs will participate.</li> <li>• HCC technical programs will be represented at the “Kids Plus” conference in Duluth, which is attended by 300+ local students in grades 4-12.</li> <li>• Cardinal Preview Days will be held – 3 area high schools will send students to shadow technical students for the day.</li> <li>• Produce 1 interactive video clip of an HCC technical program to add to HCC website.</li> </ul> </li> </ol>	<p>\$12,000 salary</p> <p>&amp;</p> <p>\$9,000 nonsalary</p>

<p><b>Goal 12 continued.....</b></p> <p>To engage in collaborations with business/ industry, secondary education, and the MN Workforce Center that will benefit technical education.</p>	<p>6. Continue participation in the NE Region Colleges Articulation Agreement Project to award college credit for completion of high school classes.</p> <p>7. Work with the MN Workforce Center to provide technical program information to displaced workers and potential students, to provide services to local employers and jobseekers, and to meet the educational and economic needs of the region.</p> <p>8. Collaborate with NE district colleges to expand distance learning opportunities, increase enrollment and retention, and meet the Nursing needs of the area’s rural community healthcare systems.</p> <p>9. Service Learning collaborations with local agencies will continue to connect students with community needs.</p> <p>10. Technical programs will maintain relationships with business/industry through Program Advisory Committee meetings, industry visits, trade shows, and guest speakers.</p>	<p><b>FY 2006 Outcome Target:</b></p> <p>6. Articulation Agreements with area high schools will be renewed for 3 technical courses: Technical Math, Welding, and Introduction to Computers.</p> <p>7. MN Workforce Center will provide input to college program planning, will meet regularly with HCC staff, will participate in the HCC Job Fair, and will use HCC facilities for collaborative meetings and events.</p> <p>8. Continue the Career Ladder for Education &amp; Advancement of Nursing (CLEAN) Project for rural Minnesota by collaborating with Itasca and Rainy River colleges.</p> <p>9. Service Learning requirements will be included in Nursing and Law Enforcement program curriculum.</p> <p>10. 10 of 20 (50%) technical programs will collaborate with business/industry through Program Advisory meetings, guest speakers, industry visits, and trade shows.</p>	
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**Carl D. Perkins Vocational-Technical Education Act of 1998  
Local Plan for Career and Technical Education  
FY 2006**

**Permissible Activities:**

Check Appropriate Core Indicator(s)	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>X</b>	<b>4. Nontraditional</b>

1P1, 1P2, 2P1 (HCC 43.32% Target 24.00)    4P1 (HCC 16.00% Target 21.00%)    4P2 (HCC 14.12% Target 16.70%)

**Goals:**

<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 checked="" type="checkbox"/> 19. <u>Upgrading and adapting equipment</u></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 checked="" type="checkbox"/> 24. <u>Placement activities</u></li> <li><input type="checkbox"/> 25. Other activities consistent with the purpose of this law</li> </ul>		
Objective	Strategy	Measure	<u>Projected Budget</u>
<b>Goal 19:</b> Upgrading and adapting equipment.	Technical equipment will be upgraded to improve student learning and provide safe and current training equipment relevant to the workplace.	<b>FY 2006 Outcome Target:</b> Completion rates will be maintained at 43.32% for 1P1 & 2P1.	\$12,000 nonsalary
<b>Goal 24:</b> Placement activities.	Connect graduating students with potential employers and jobs. Hold a Job Fair at HCC for students and area employers.	<b>FY 2006 Outcome Target:</b> A Job Fair will be held in the spring. Graduate placement rates will be maintained at 90% for 3P1.	\$400 nonsalary
<b>Administration</b>	Employ a part-time Perkins Coordinator to administer and coordinate all Perkins-funded programs.	<b>FY 2006 Outcome Target:</b> Perkins Coordinator will devote 50% to program administration.	\$12,000 salary \$272 nonsalary

**MnSCU/CFL**  
**CARL D. PERKINS LOCAL APPLICATION**  
**BUDGET FY2006**  
**SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES**  
**JULY 1, 2005 – JUNE 30, 2006**

**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/CFL, 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 2006**

		<b>PROJECTED</b>	<b>ACTUAL</b>
←	<b>Required activities budget: (Goals 1-11)</b>	\$163,000	
	+		
↑	<b>Goal 12 - Collaboration budget:</b>	\$ 21,000	
↑	(minimum of 10%)	=	
	<b>Required Activities Budget Total:</b>	\$184,000	
	+		
→	<b>Permissible activities budget: (Goal 19 &amp; Goal 24)</b>	\$ 12,400	
	+		
↓	<b>Administration:</b>	\$ 12,272	
	=		
	<b><u>TOTAL FY 2006 Perkins BUDGET:</u></b>	<b>\$208,672</b>	

A. Total Perkins resources used in Workforce Center Collaboration \$2,000

B. Estimate of other expenditures/in-kind contributions from your district/college toward Workforce Center activities: \$ 500

Total Workforce Center Collaboration and expenditures/in-kind contributions (A. + B.)

\$2,500

**MnSCU/CFL**  
**CARL D. PERKINS LOCAL APPLICATION**  
**BUDGET FY2006**  
SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES  
**JULY 1, 2005 – JUNE 30, 2006**

**REQUIRED ACTIVITIES**

ACTIVITY	REQUIRED USES OF FUNDS	BUDGET FY '06	
		PROJECTED	ACTUAL
1	Integration of academic and technical education	\$ 2,000	
2	Experience in and understanding of all aspects of the industry	\$ 7,000	
3	Technology in vocational-technical education	\$ 5,500	
4	Professional Development	\$ 2,000	
5	Evaluation of vocational-technical education programs	\$ 2,000	
6	Continuous program improvement for vocational-technical education programs	\$ 2,000	
7	Effectiveness of services and activities	\$ 500	
8	Broad-based community involvement i.e. parents, students, teachers, business/industry. Labor, special populations	\$ 0	
9	Special population learner accommodation(s) and support services	\$71,000	
10	Full participation of special population learners	\$69,000	
11	Preparation for nontraditional training and employment	\$ 2,000	
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>	\$21,000	

**TOTAL BUDGET FOR REQUIRED ACTIVITIES/GOALS: \$184,000**

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 CFL if they change 10% or more from one activity to another.

**MnSCU/CFL**  
**CARL D. PERKINS LOCAL APPLICATION**  
**BUDGET FY2006**  
SUMMARY OF FUNDS DESIGNATED FOR SPECIFIC USES  
**JULY 1, 2005 – JUNE 30, 2006**

**PERMISSIBLE ACTIVITIES**

ACTIVITY	PERMISSIBLE USES OF FUNDS	BUDGET FY'06	
		PROJECTED	ACTUAL
13	Career guidance and academic counseling (for students participating in vocational-technical programs)		
14	Provide work-related experience i.e. internships, cooperative education, school-based enterprises etc.		
15	Provide programs for special populations		
16	Local education and business partnerships		
17	Assist vocational and technical student organizations		
18	Mentoring and support services		
19	Upgrading and adapting equipment	\$12,000	
20	Teacher preparation		
21	Improving or developing new vocational-technical education courses		
22	family and consumer sciences programs		
23	Vocational education programs for adults and dropouts to complete their education		
24	Placement activities	\$ 400	
25	Other activities consistent with the purpose of this law		

**SUMMARY:**

<b>TOTAL BUDGET FOR REQUIRED ACTIVITIES:</b>	<b>\$184,000</b>
<b>TOTAL BUDGET FOR PERMISSIBLE ACTIVITIES:</b>	<b>\$ 12,400</b>
<b>ADMINISTRATION:</b>	<b>\$ 12,272</b>
<b>TOTAL PERKINS BUDGET FOR FY 2006:</b>	<b>\$208,672</b>

**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 CFL if they change 10% or more from one activity to another.

**HIBBING COMMUNITY COLLEGE**  
**Equal Employment Opportunity Statement**

Hibbing Community College is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination and layoffs affecting all employees and job applicants. Hibbing Community College will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity, affirmative action laws, directives, orders and regulations.

Hibbing Community College is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. Hibbing Community College will implement and maintain an affirmative action program that takes aggressive measure to eliminate internal barriers to equal opportunity and that strives to remedy the historical under-representation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women.

It is the policy of Hibbing Community College to actively pursue equal employment practices during all phases of the employment process. In that spirit, Hibbing Community College will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- continuing to actively and aggressively recruit protected group applicants;
- continuing affirmative action training for employees with an emphasis on those serving on selection committees; and
- supporting affirmative measures to retain protected group employees.