



## **Rancho Santiago Community College District District Services Administrative Unit Review**

Economic and Workforce Department

**2013-2015**

### **I. Department Mission Statement: (Please provide a mission statement for your unit.)**

Serve as liaison between the colleges and private industry; collaborate with the colleges, employers, advisory committees and other community partners to identify workforce education, training and instructional needs in the region; provide direct services such as seminars, workshops, training, one-on-one small business consulting, curriculum development, faculty training and professional development opportunities.

### **II. Functions and services: (Please provide the basic functions and services for your unit.)**

Manage, administer and ensure compliance of state and federal economic and workforce development grants.

Faculty training and professional development opportunities.

One-on-one consulting for small businesses.

Seminars and workshops for small businesses.

Customized training programs for industry.

Plan and develop events that bring industry to our colleges and district.

Work with industry to identify local workforce needs.

Establish corporate advisory committees that assist in identifying workforce training and instructional needs.

Work with and serve on Workforce Investment Boards and Chambers of Commerce to identify workforce training needs and opportunities.

Work with banks and other corporations to generate private sector grants.

### **III. Customers and recipients of services: (Who are the customers/recipients of your services?)**

Faculty

Students

RSCCD, SAC, SCC employees

Small Businesses

Industry

Local workforce

Entrepreneurs

**IV. Staffing: (Please summarize the status of your staffing since the last planning cycle and concerns.)**

The state Chancellor's Office restructured all of the economic and workforce development programs in 2013. RSCCD applied for and received 6 of 6 grants that allowed the department to use current employees as match, attract private sector monies as additional match, and move some managers' salaries from general fund to grant funds. The new grants have also allowed the department to hire three business services coordinators without impacting the general fund.

**V. Budgets: (Please summarize the status of your department budget and concerns)**

Since all of the economic and workforce development grants are either state or federally funded any increase or decrease in funding or continuation of the programs are dependant on decisions made by the funding agencies at the state and federal levels.

**VI. Department Assessment:** *(Please provide internal assessment of your department (by all unit staff) and external assessment (from data provided by the District Services Satisfaction Survey, as well as other sources that your department would like to use). What recommendations would you like to bring to the District's attention?*

**Internal Assessment:**

The restructuring of all the economic and workforce development programs at the Chancellor's Office continues to be a learning experience for our staff. Although our managers and staff are very experienced in the area of economic and workforce development, the restructuring has them working under new rules and with new industry, community and educational partners. Being the first year of the restructuring our managers and staff are dealing with rapidly changing rules and regulations while focusing on staying in compliance. Although this is frustrating at times it is also incredibly positive and exciting as all of the department's programs are now working closer with faculty and deans at both colleges. In regards to staffing, similar to all other departments, the programs are short staffed and thus are not able support all of the programs and projects they would like to support at the colleges.

**External Assessment:**

The survey resulted in average to above average ratings in most categories. However, its clear that the department needs to increase and strengthen its communication with the colleges in regards to its current activities with faculty, deans and college based programs.

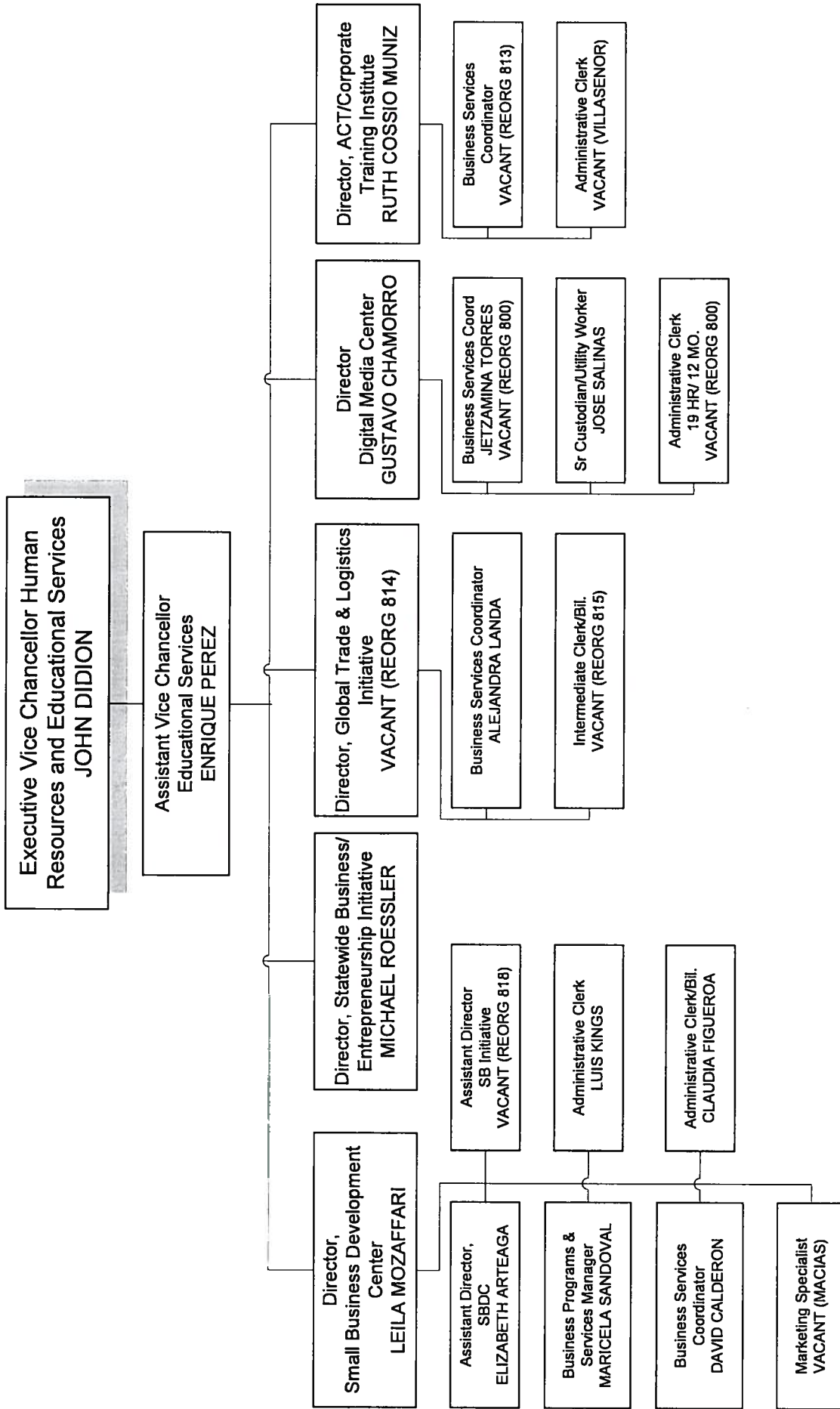
**Recommendations:**

Look at ways of keeping the colleges better informed on current activities between faculty, deans, college based programs and the department's economic and workforce development programs. Increase the dissemination of information of how faculty can work with and benefit from working with the department's economic and workforce development programs. Collaborate and plan with the colleges on future economic and workforce development programs.

**VII. Work Plan: (As a result of the assessment process, what initiatives does your department want to address in 2013-2015? Please identify which RSCCD goal(s) and strategic plan objective(s) it addresses. What resources do you need to achieve these goals, and how will you know you have achieved it?)**

<b>Service Initiative</b> Goals your department would like to address (include RSCCD goal(s) # and strategic plan objective(s) # being addressed)	<b>Unit Outcome</b> (The client) will (intended outcome) as a result of (function or action)	<b>Criteria for Success</b> How will you know you've achieved your goal?	<b>Resource Needs</b> What resources (personnel, technology, fiscal) do you need to achieve your goal?	<b>Results</b> After two years, how well did you achieve your goal(s)?
1. Continue to assess the educational, training and workforce development needs of the community and local workforce (Goal 2; Obj. 1 & 2) 2. Continue to collaborate with the colleges and be a liaison with industry (Goal 2; Obj. 1 & 2) 3. Continue to pursue public and private sector partnerships that bring additional resources to RSCCD (Goal 2; Obj 1 & 2) 4. Adjust instructional programs, offerings, and support services as determined by needs of the colleges and the communities we serve (Goal 1; Obj. 1)	1. Be a primary source of skilled employees to local industry. 2. Be a primary source of education and training to the local workforce. 3. Be a primary source of education and training for local businesses. 4. Develop additional sources of revenue for RSCCD 5. Professional development and other opportunities for faculty 6. Develop new opportunities for students	1. Increased industry participation in the department's programs 2. Increased faculty and dean participation in the department's programs 3. Increased student participation in the department's programs 4. Improved survey results 5. New public and private sector partnerships 6. Additional sources of revenue	District staff and increased collaboration with both colleges	

**Rancho Santiago Community College District  
ECONOMIC DEVELOPMENT**



Short Term Employees:  
 1 Business Expert Professional C/ITD  
 2 Business Expert Professional IWE  
 3 Business Expert Professional II SBDC