



## EDMONDS COMMUNITY COLLEGE WORKER RETRAINING PLAN 2003-2004

### Links to Regional Economic Development

**A. Describe the link between the college Worker Retraining Program and the college’s economic development strategies. Include information on coordination with other colleges.**

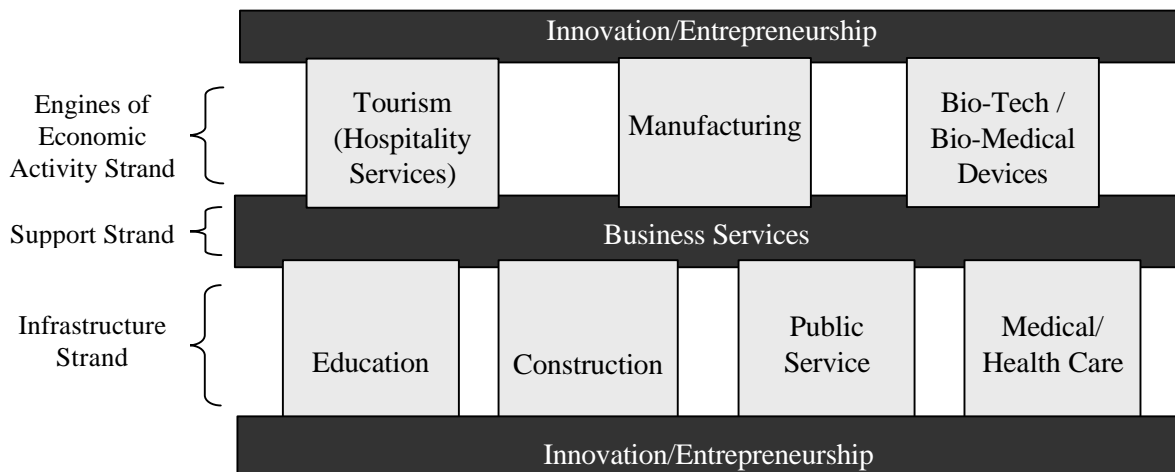
The Edmonds Community College Worker Retraining plan is closely tied to the on-going work and development of the Snohomish County Economic Development Council, the objectives highlighted in the Snohomish County Workforce Development Council Plan of Work and the industry clusters identified in “*Snohomish County 2010: A Blueprint for Workforce Development, Education and Economic Development.*” *Snohomish County 2010* has been a collaborative visioning and planning effort among multiple agencies and institutions focused on the future workforce development and education opportunities needed in Snohomish County related to the economic development of the county. Agencies and institutions included in the collaborative effort include: Snohomish County Government, the Snohomish County Economic Development Council, the Snohomish County Workforce Development Council, Edmonds Community College, Everett Community College, Cascadia Community College, Central Washington University, University of Washington/ Bothell, and Western Washington University.

Edmonds and Everett Community Colleges have been closely collaborating for several years in the identification and development of new programs that would best meet the needs of the employers of our area. We work collaboratively with the Snohomish County Workforce Development Council in providing services to dislocated worker and adult populations. A recent example of this collaboration is the development of the Snohomish County Integrated Health Care Occupations Training Proposal to expand capacity and develop new programs in health care at the two colleges. Edmonds and Everett Community Colleges have also combined their Workforce Training Advisory Boards. The joint advisory board assists both colleges to coordinate their outreach efforts to business and to develop a comprehensive array of programs and services for dislocated workers living in Snohomish County.

**B. Describe your college’s program mix goals in relation to the local and regional economy for all programs supported by Worker Retraining funds. Please specifically address how Worker Retraining funds have been used to increase health care training capacity.**

To identify the industry clusters for Snohomish County, the Snohomish County Economic Development Council and the Snohomish County Workforce Development Council provided information regarding their current focus of work. These clusters are included in the Snohomish County 2010: Blueprint document as they are depicted in the graph below.

**Snohomish County Industry Clusters**



The Edmonds Community College will focus on the following industry clusters as their program mix for the 2003-2004 Worker Retraining Plan.

### ***Business Services Cluster***

Under the Standard Industry Code, the business services industry is separated into three categories: personnel supply services, computer and data processing services, and other business services. In Snohomish County, jobs in the business services industry totaled 7,700 in 2000, and are expected to increase to 10,600 by 2010.

Specifically, Edmonds Community College will focus on the following programs within this cluster:

#### Computer/Information Technologies

Program advisory committees have determined that there is a high demand for Edmonds' Computer Service Technician, CIS/ Microcomputer Support Specialist, CIS/Database Technologies and Visual Communications programs. Advisory committee interest in and enthusiasm for these programs, and employer demand for qualified employees have provided the catalyst for the development of these programs with a median hourly wage of \$16.50-\$17.65.

#### Business Management and Related Services

This cluster includes jobs as office managers, marketing managers, accounting managers and small business operators. Estimated hourly median wages range from \$14.49-\$20.19.

### ***Construction Cluster***

#### Construction Trades/Construction Management

Construction jobs in Snohomish County have increased by 330% from 1970 to 1999, compared to the state average increase of 185%. Nationwide construction expanded by only 62%. (LMEA, Snohomish County Profile, 1999). In 2000, construction trades workers and helpers in construction trades in the Snohomish and King Counties earned an average of \$17.30 and \$13.70 (respectively) an hour. Construction Managers as first line supervisors earned an average of \$29.20 an hour (OES Wage Survey, 2000).

There are several large construction projects that are in varying stages of planning and development within Snohomish County. These include the Everett Special Events Center, the Lynnwood Convention Center, the Edmonds Performing Arts Center, the National Flight Interpretive Center (NFIC) at Paine Field and the Alderwood Mall expansion in Lynnwood. Other large construction projects that will have an impact on this industry within Snohomish County are the casino complex being built by the Tulalip Tribe and the Sound Transit project. Edmonds Community College was awarded a Sound Transit grant for 2003-2004 to help in the continuing development of the Construction Industry Trades program.

### ***Health Care and Medical Cluster***

Edmonds Community College implemented several allied health programs in 2002-2003 as a part of the Integrated Health Care Training Model for Snohomish County. Resources assisting with program development came from the Snohomish County Workforce Development Council and the SBCTC to develop the patient care technician, (Certified Nursing Assistant and Advanced Nursing Assistant, EKG Technician, and Phlebotomy Technician as curriculum components), Pharmacy Technician, and Health Information Technology. Edmonds is also a member of the consortium of colleges working together to provide the needed educational opportunities for Radiology Technicians. Salaries range from a minimum of approximately \$12.00 / hr. for entry-level positions up to \$15.50 for an experienced Patient Care Technician. The min./max salary range for a Pharmacy Technician is \$12.73 to \$18.51.

**PLANNED WORKER RETRAINING PROGRAM MIX  
2003-2004 WORKER RETRAINING PROGRAM – LOCAL PLAN  
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

	<b>Total WRT \$ targeted for program</b>	<b>Anticipated # of WRT Students for 2003-04</b>	<b>Predicted Hourly Median Wage**</b>	<b>Remarks</b>
<b>Professional/technical programs</b>				
1. Allied Health	\$25,000	45	\$12-\$18	Patient Care Technicians, Pharmacy Technicians, Health Information Tech ( A2, A4, E )
2. Construction	\$89,162	65	\$16-\$20	Construction Industry Trades, Construction Management, Building Inspectors (A2, A8)
3. Business Services / Computer Cluster	\$93,280	60	\$14-\$17	Computer Support Specialists,, Visual Communication Specialist, Database Technologies (A2, A7, E)
4. VESL / Allied Health	\$18,000	25	\$12-\$18	English as a Second Language integrated with Allied Health programs above (A2, A4, C)
5. Other programs	\$20,000	60	\$12-\$14	Culinary, Business Management, Business Information Systems (A2, A7,E)
<b>Program support services</b>				
1. Educational planning	\$145,620	n/a	n/a	
2. Job Dev / Work Based Internship experience	\$168,264			
3. Financial Aid	\$36,716			
4. Registration	\$36,380			
5. Tuition	\$313,300			
<b>Program administration</b>				
1. Marketing	\$20,000	n/a	n/a	
2. Business Office	\$15,000			
3. Workforce Development/Special Projects	\$20,000			Environmental scanning for new training programs, professional development for faculty and staff and supplies, data analysis
<b>Other</b>				
1. Curriculum Development	\$30,000			New classes will be developed via on-line or a hybrid model to assist WR students in completing their program in the Allied health programs, new courses of study are also being reviewed in the Business Services area for HR and Mortgage Assistants
2. Equipment	\$50,000			Update Classroom computer equipment for the Business Services/ Computer Cluster, equipment for the Allied health and Construction programs.
3. Reserve	\$30,529			These dollars will be held in reserve until the beginning of winter quarter to determine whether additional dollars may be needed as tuition dollars for Worker retraining students.

(\*Total should equal amount allocated) \*\* Please site data source

**FOOTNOTES:**

- |  |  |   |
|--|--|---|
| <p>A. Data Source</p> <ol style="list-style-type: none"> <li>1. Workforce Development Advisory Committee</li> <li>2. WOIS</li> <li>3. WILMA</li> </ol> <p>B. Skill Standards Incorporated</p> <p>C. Integrated with Basic Skills</p> <p>D. Modularized/Customized</p> <p>E. On-line Offering</p> | <ol style="list-style-type: none"> <li>4. Job Announcements Professional/Technical Organization</li> <li>5. WorkSource</li> <li>6. Discover</li> </ol> | <ol style="list-style-type: none"> <li>7. SBCTC Data</li> <li>8. Occupational Supply and Demand Study</li> <li>9. Anecdotal</li> <li>10. Other</li> </ol> |
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**BUDGET SUMMARY**  
**2003-2004 WORKER RETRAINING PROGRAM – LOCAL PLAN**  
**STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

**Institution Name:** Edmonds Community College

	<b>Amount</b>	<b>Description</b>
A. Salaries and Benefits		
Program management	\$53,000	<ul style="list-style-type: none"> <li>• Fiscal reporting, data analysis, and administration</li> <li>• Advisors, job developers, financial aid, registration</li> <li>• Transitions courses, internships, and the program mix identified</li> </ul>
Student support	\$319,980	
Faculty	\$269,242	
B. Travel	\$15,000	<ul style="list-style-type: none"> <li>• Travel for Worker Retraining meetings for staff, internship visits, professional development travel for faculty and staff</li> </ul>
C. Goods and Services	\$110,200	<ul style="list-style-type: none"> <li>• Equipment for Business Services, Computer Cluster, Construction/Construction Management, Allied Health. Remainder for supplies, speakers, promotion of Worker Retraining programs.</li> </ul>
D. Personal Services Contracts		
E. Aid (# FTE x \$1,300)	\$313,300	
F. Other Direct Costs (Reserve)	\$30,529	<ul style="list-style-type: none"> <li>• Reserve for additional tuition: will be assessed for possible distribution at the beginning of winter quarter.</li> </ul>
<b>TOTAL</b>	<b>\$1,111,251</b>	

**ADVISORY COMMITTEE MEMBERSHIP LIST  
2003-2004 WORKER RETRAINING PROGRAM  
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

<b>College:</b> Edmonds Community College	<b>Date:</b> August, 2003
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**Members (do not include college employees):**

Name: Cheri French	Title: President
Company: Builders Exchange of WA	

Affiliation (check one):  business  labor organization  agency  other

Name: Peg Mandell	Title: Curriculum Manager
Company: AT&T Wireless	

Affiliation (check one):  business  labor organization  agency  other

Name: David Overcash	Title: Senior Projects Manager
Company: Infogain	

Affiliation (check one):  business  labor organization  agency  other

Name: Greg Bloom	Title: Regional VP
Company: Allied Building Products	

Affiliation (check one):  business  labor organization  agency  other

Name: Pat Shields	Title: President
Company: NPI Inc.	

Affiliation (check one):  business  labor organization  agency  other

Name: Don Shove	Title: Administrator
Company: IAM Boeing M/S 6Y-90	

Affiliation (check one):  business  labor organization  agency  other

Name: Jeff Rowley	Title:
Company: Network Computing Architects	

Affiliation (check one):  business  labor organization  agency  other

Name: Ed Triezenberg	Title: Legislative Liason
Company: Snohomish County Carpenter's Union #562	

Affiliation (check one):  business  labor organization  agency  other

Name: Janet Voorhies	Title: Manager, Information Services
Company: Snohomish County PUD	

Affiliation (check one):  business  labor organization  agency  other

**LOCAL PLAN CHECKLIST  
2003-2004 WORKER RETRAINING PROGRAM  
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES**

This checklist is designed to assist applicants in ensuring that their proposal is completed prior to submitting to the State Board. Please ***do not*** return this form with your application.

College local plans must include the following elements. Plans received that do not meet the following elements will be returned to the applicant for corrective action.

**CONTENTS OF COLLEGE LOCAL PLAN**

- Completed plan cover page (form included, page 7)
- Links to economic development plan
- Program mix (matrix included, page 8)
- Plan budget (form included, page 9)
- Advisory Committee List w/contact information (form included, page 10)

**PROPOSAL REQUIREMENTS**

- Received by 3 p.m. on Thursday, August 14, 2003
- Original and ten (10) copies submitted (*copies will be distributed to the Customer Advisory Committee and other review panel members*)
- Electronic version sent via email to Pat Ward at [pward@sbctc.ctc.edu](mailto:pward@sbctc.ctc.edu)
- Original proposal submitted on standard 8½" x 11" unruled, white paper (one sided only)
- Font size no smaller than 11-point type

APPENDIX

2003-2004 WORKER RETRAINING PROGRAM  
LOCAL PLAN GUIDELINES

Local Plan Review Document

College \_\_\_\_\_

Reviewer's name and phone number \_\_\_\_\_

## FY 2003-04 Worker Retraining Local Plan Review Document

*Please rate each part using a "Yes," "No," or "Needs Improvement" rating system. Areas marked "No" will need to be revised prior to plan endorsement while areas marked "Needs Improvement" will signify areas for continuous improvement. Please include comments and recommendations in the area provided. Comments and recommendations for improvement are encouraged!*

### 1. Cover Sheet

Is the plan cover sheet filled out completely and accurately?

Yes	No	Needs Improvement
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Comments/Recommendations:

### 2. Link to Regional Economic Development

A. Does the plan adequately describe the link between the college Worker Retraining Program and their college's economic development strategies?

Yes	No	Needs Improvement
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Comments/Recommendations:

B. Does the plan adequately describe program mix goals and efforts to increase capacity in health care training?

Yes	No	Needs Improvement
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Comments/Recommendations:

### 3. Program Mix

A. Does the program mix adequately illustrate a link to high wage, high demand programs?

Yes	No	Needs Improvement
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**Comments/Recommendations:**

B. Does the allocation of Worker Retraining resources seem appropriate?

Yes	No	Needs Improvement
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**Comments/Recommendations:**

C. Does the training lead to jobs that provide living wages appropriate to the local labor market or local standard of living? If not, is sufficient justification provided?

Yes	No	Needs Improvement
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**Comments/Recommendations:**

D. Does the plan indicate by program how employment demand was determined?

Yes	No	Needs Improvement
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**Comments/Recommendations:**

E. Do “other” and “reserve” categories have sufficient justification?

Yes	No	Needs Improvement
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**Comments/Recommendations:**



**4. Plan Budget**

Does the budget summary form adequately describe how the expenditure of funds will provide for plan accomplishment?

<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>
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**Comments/Recommendations:**

**6. Advisory Committee Membership List**

Does the attached advisory committee list demonstrate an appropriate representation of business, labor and agency groups?

<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>
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**Comments/Recommendations:**

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**Overall Local Plan Document**

**Comments/Recommendations:**