CALIFORNIA COMMUNITY COLLEGES
AND
PALOMAR
COMMUNITY COLLEGE DISTRICT

#92-0019
and
#92-0020
This proposal is a grant/loan combination request. Palomar College's Custom Contract Education Center project addresses the Fund for Instructional Improvement's Eligible Programs and Services by providing 'educational services for new clientele including older, working adults.' This project will continue College efforts to provide these education services for new clientele by allowing the growth and enhancement of the contract education effort.

The project will fulfill the Board of Governors 1991-92 Basic Agenda Focus in Economic Development and Contract Education by 1) developing our capacity for delivery of contract education, 2) enhancing our effort for providing programs of education at the worksite, and 3) supporting Ed>Net in its effort to provide a statewide network for delivery of local and statewide contracts.

Establishing a full-time Contract Education effort will allow Palomar College to provide an outreach to employers in the PCCD; to survey their needs for employee training; to develop programs and services which directly meet their needs for employee training, retraining, and recruitment; to establish partnerships and favorable working relationships with employers in our district for faculty training and for bringing newer technology to our on-campus student population through donations of equipment and expertise.

This the grant portion of a grant/loan combination this grant is associated with loan number 92-0020.
Palomar College’s “Custom Contract Education Center” Project

Palomar College’s Custom Contract Education Center project addresses the Fund for Instructional Improvement’s Eligible Programs and Services by providing "educational services for new clientele including older, working adults." This project will continue College efforts to provide these education services for new clientele by allowing the growth and enhancement of the contract education effort. The project will fulfill the Board of Governors 1991-92 Basic Agenda Focus in Economic Development and Contract Education by 1) developing our capacity for delivery of contract education, 2) enhancing our effort for providing programs of education at the worksite, and 3) supporting ED>Net in its effort to provide statewide network for delivery of local and statewide contracts. Establishing a full-time Contract Education effort will allow Palomar College to provide an outreach to employers in the PCCD; to survey their needs for employee training to develop programs and services which directly meet their needs for employee training, retraining, and recruitment; to establish partnerships and favorable working relationships with employers in our district for faculty training and for bringing newer technology to our on-campus student population through donations of equipment and expertise.

Educational Program or Service Addressed:
The proposed project addresses priority 1.d. educational services for new clientele including older, working adults --- and the following items of the Basic Agenda Focus: funding area 2(b) 6, “Contract Education Program,” 2(b) 5, "Worksire Educational Programs", and 2Cb) 2, “Vocational Curriculum Update.”

Problem Addressed:
To effectively meet the needs of employers, a central contact location must be offered by Palomar College for the inquiry and development of contract education. In order to enhance the development and delivery or contract education from within the College, this central office must act as a project coordinator for the effort. Staff release time, clerical support, and start-up equipment and overhead are needed to continue the program and allow it to grow enough to fulfill the mission of providing educational services for new clientele in a significant way.

Population Served:
The Palomar Community College District encompasses 2500 square miles and includes over 5000 small- and medium-sized businesses. A large percentage of employees, particularly entry level, are non-native English speakers and unskilled laborers. Many employers are requiring employees at all levels to take more responsibility in decision-making; in addition,
some employers are completely revamping their line of business to reflect economic realities. Employers and their employees have a need for quality college level training which is not economically possible using the traditional FTEs funding format because the College is operating at CAP in its traditional campus offerings.

Objectives:
The objectives of the project are to set up and operate a Contract Education Center which can provide significant amounts of contract service, which will support internal curriculum and quality recruitments, and which will serve District employers by providing a one stop source for information, educational services, and problem-solving in employee training needs. The Center will achieve specific goals in hiring staff, setting up the Center, and in developing and selling fee-based workshops and contract classes.

Activities:
The Center project will begin with one instructor with 100% released time. As the organizational goals are met, hiring and selection of a staff aide and a program developer at the beginning of the fourth month of the project (another instructor on 100% released time) will follow. Meanwhile, establishing the office and lines of communication with employers will be an ongoing goal. By the end of the 12th month, the 30 fee-based workshops will have been completed and 40 workshops will be planned and marketed for the Fall Semester 1993. In addition, ten contracts for delivery of educational services will have been accomplished. In the fourth quarter, dissemination activities will begin.

Dissemination:
Initially, project results will be disseminated on campus via informational workshops. We will also work within the San Diego/Imperial Valley region to help other institutions establish their contract education efforts. A model startup Business Plan will be prepared and disseminated throughout the state.

Budget:
Total program cost will be $231,810: the college will contribute $137,570; the $94,240 balance is being requested as a combination grant and loan: $16,500 as a loan, and $77,740 as a grant.
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[NO “NARRATIVE” ACCOMPANIES THIS DOCUMENT.]