

# Workforce Development

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## Workforce & Economic Development Work Plan 2019-2020

### Internal & External Partnership

Goals	Objectives	Activities	Responsible Persons	Timeline	Alignment to Vision for Success	Alignment to SEM Principles	Performance Outcomes
1. Break down communication silos between college departments and programs to ensure WED staff and resources are used for maximum student benefits	1.1 Engage Student Services and WED in regular collaboration	1.1.1 Schedule meetings	WED and Student Services Teams	Monthly or quarterly meetings	Goals 3, 4, and 5	1	
		1.1.2 Incorporate Student Services programs in WED activities	WED and Student Services Teams	Ongoing	Goals 3, 4, and 5	1	
	1.2 Develop and maintain partnership with instructional faculty and WED team	1.2.1 Support instructional faculty with advisory committee meetings.	Melina Rodriguez	Once or twice a year depending on frequency of advisory committee meetings.	Goals 3, 4, and 5	1	

	1.2.2 Maintain relationship between CTE instructional faculty and WED Team, and attend CTE Committee meetings	WED Team	Ongoing	Goals 3, 4, and 5	1
	1.2.3 Establish relationships with key instructional faculty in non-CTE departments	WED Team, Lead-Natalie Hannum and Bill Bankhead	Ongoing	Goals 3, 4, and 5	1
	1.2.4 Facilitate collaboration between MESA and ETEC/PTEC	Bill Bankhead and Melina Rodriguez	As needed	Goals 3, 4, and 5	1
	1.2.5 Host a networking mixer to engage MESA and ETEC/PTEC students	Bill Bankhead and Melina Rodriguez	Fall Semester-Annually	Goals 3, 4, and 5	1
	1.2.6 Host a flex workshop to highlight WED Services for faculty that support the campus	Camille Santana	Bi-annually during FLEX weeks and ongoing as needed	Goals 3, 4, and 5	1
1.3 Develop, improve, and maintain relationships between LMC and CBO	1.3.1 Distribution of marketing materials	Catherine Fonseca and WED Team	Monthly or as needed	Goals 3, 4, and 5	1
	1.3.2 Deliver presentations for CBO's	Catherine Fonseca	Monthly	Goals 3, 4, and 5	1
	1.3.3 Develop and identify CBO services for student referral	Catherine Fonseca		Goals 3, 4, and 5	1

1.4 Develop and maintain a pipeline between employers and LMC students	1.4.1 Support job fairs	Melina Rodriguez and WED Team	Quarterly	Goals 3, 4, and 5	1
	1.4.2 Update ELENA tracking tool with employer contacts and Work-Based Learning opportunities	Melina Rodriguez	Monthly	Goals 3, 4, and 5	1
	1.4.3 Support employment workshops that assist students with interview skills and specific job requirements.	Cynthia Perez-Nichols and WED Team	Once a semester	Goals 3, 4, and 5	1
1.5 Integrate WED with Student Services to promote mutual equity activities	1.5.1 Develop connections between Career Center, Equity Office, and equity-aligned campus programs (UMOJA, EOPS, BRAVO, CalWORKs)	Catherine Fonseca, Camille Santana, and Brittney West	Ongoing	Goals 3, 4, and 5	1
	1.5.2 Facilitate collaboration between Career Center and ESL for career exploration activities	Catherine Fonseca	Ongoing	Goals 3, 4, and 5	1
	1.5.3 Integrate the work of Contra Costa County Adult Education Programs (CAEP) as it aligns to LMC goals utilizing the shared governance structure	Catherine Fonseca, Natalie Hannum, and Bill Bankhead	Ongoing	Goals 3, 4, and 5	1

2. Be a catalyst between community partners and LMC to maximize community resources for the benefit of the students	2.1 Connect outside resources to LMC students	2.1.1 Collaborate with Student Life, Equity Office and other programs to conduct resource fair(s) to connect students to outside services	Catherine Fonseca	Beginning of semester during Mustang Week	Goals 3, 4, and 5	1
		2.1.2 Collaborate with the Equity Office team to conduct a flex workshop to inform faculty and staff of community resources	Catherine Fonseca	Beginning of semester during Mustang Week	Goals 3, 4, and 5	1
	2.2 Strengthen partnership between LMC and adult educators to foster bi-directional referrals	2.2.1 Host Adult Educator's Summit	Catherine Fonseca and WED Team	Spring-annually	Goals 3, 4, and 5	1
		2.3 Build relationships with community partners that promote programming for identified equity groups (as defined by Vision for Success, CAEP, Perkins and Strong Workforce Program)	Natalie Hannum and Bill Bankhead	Ongoing	Goals 3, 4, and 5	1
	2.3.1 Identify key community partners that support and align to LMC's equity goals and workforce needs.					

		2.3.2 Attend and host partner meetings on a regular basis to share LMC's equity and workforce priorities and ascertain their interest and resources for supporting LMC students	Natalie Hannum and Bill Bankhead	Ongoing	Goals 3, 4, and 5	1
3. Increase work-based learning	3.1 Create a culture and infrastructure that supports work-based learning activities	3.1.1 Partner with the Career Center to support and promote workbased learning including career exploration, internships, Cooperative Work Experience Education (CWEE)	Bill Bankhead, Melina Rodriguez and Career Center Staff	Ongoing	Goals 3, 4, and 5	1
	3.2 Develop industry relationships that yield internships and work based learning opportunities	3.2.1 Liaise with industry associations	Bill Bankhead	Ongoing	Goals 3, 4, and 5	1
	3.3 Utilize ELENA effectively to support work-based learning	3.3.1 Develop an ELENA implementation plan	Bill Bankhead and Melina Rodriguez	June 2020	Goals 3, 4, and 5	1

3.4 Support Guided Pathway Pillar 2 (Enter the Path)	3.4.1 Attend Strategic Enrollment Management (SEM) and Guided Pathways (GP) meetings to represent the value of work-based learning as it relates to students entering their educational path	Natalie Hannum	Ongoing	Goals 3, 4, and 5	1
3.5 Support Guided Pathway Pillar 4 (Ensure Learning)	3.5.1 Attend SEM and GP meetings to advocate for the value of work-based learning and how it aligns to Pillar 4's "ensure learning" aligns to KSA's of workforce needs.	Natalie Hannum	Ongoing	Goals 3, 4, and 5	1
	3.5.2 Promote backwards design that has employer needs driving LMC curriculum	Natalie Hannum	Ongoing	Goals 3, 4, and 5	1

Data

Fiscal Management-Grant Scoping

Marketing

Outreach

**New Program Incubation-Program**

**Apprenticeship Support**