

## 2015/2016 DRAFT Version 4

# ANNUAL WORK PLAN

<b>Objective Number 1:</b> Support the regional priority and emerging industry sectors through alignment and engagement of Sector Navigators, Deputy Sector Navigators, Technical Assistance Providers, community colleges, and faculty. (LI 3)			
<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person</b>
<u>Activity 1.1:</u> Coordinate with the Sector Navigators and leverage their resources.	Coordinated with the Deputy Sector Navigators to encourage adoption the Sector Navigators vision to align with the statewide strategies.	On-going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 1.2:</u> Coordinate and support the Deputy Sector Navigators and leverage their resources.	Addressed and facilitated collaboration between Deputy Sector Navigators and workforce partners	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 1.3:</u> Coordinate with the Technical Assistance Providers and leverage their resources.	Engage Technical Assistance Providers who provided technical assistance to our regional workforce partners.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 1.4:</u> Promote and support regional advisory board systems in the priority and emerging sectors.	Summarized and analyzed regional advisory boards within the consortia. Showcased and promoted best practices.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC

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**Objective Number 2:** Engage the regional colleges in ways that connect faculty, staff, and administrators to K-12, ROP, business and industry, and workforce development partners to participate in initiatives to promote student success. **(MP 10)**

Activities	Performance Outcomes	Timelines	Responsible Person
<u>Activity 2.1:</u> Convene relevant meetings for consortia members and workforce partners.	Specific meetings were convened based on the regional need.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 2.2:</u> Support initiatives and topics of our workforce partners.	Facilitated communication and collaboration on initiatives of our workforce partners.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 2.3:</u> Understand, support, and communicate the final recommendations of the Board of Governor's Task Force on Workforce Job Creation and a Strong Economy.	Disseminated, promoted, and facilitated implementations among our workforce partners on the recommendations of the Task Force.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC

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Objective Number 3: Support the use of data to achieve the goals of the Doing What Matters framework. (MP 15)			
Activities	Performance Outcomes	Timelines	Responsible Person
<u>Activity 3.1:</u> Promote use of data tools to support decision making.	Provided current information and supported trainings on evolving data tools and systems.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 3.2:</u> Provide relevant data to inform our regional workforce partners on current labor market needs.	Coordinated discussion and distributed the findings of labor market data from the Centers of Excellence and Workforce Investment Boards.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 3.3:</u> Provide relevant regional data to statewide leadership.	Participated in discussions with statewide leadership on information gained from data, resulting in alignment of regional and statewide activities.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC

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Objective Number 4: Lead the regional work to integrate and leverage the Doing What Matters framework between multiple funding streams. (LI 6)			
Activities	Performance Outcomes	Timelines	Responsible Person
Activity 4.1: Communicate funding opportunities that align to the Doing What Matters framework.	Funding opportunities that matched the Doing What Matters framework were discussed and shared with our workforce partners.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
Activity 4.2: Lead the effort to foster an environment of collaboration versus competition among regional partners.	Facilitated communication and advocated for alignment on funding opportunities and resources.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
Activity 4.3: Lead the engagement of the awardees to foster best practices.	Workforce partners were connected to align projects, reduce duplication of efforts, and address common issues and concerns.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC

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**Objective Number 5:** Utilize effective communication strategies to advance the goals of the Doing What Matters framework within our region. **(MP 12)**

Activities	Performance Outcomes	Timelines	Responsible Person
<u>Activity 5.1:</u> Expand administrative support staff beyond the current full time administrative secretary and part time senior account clerk.	Employment of administrative staff.	On-Going	Lynn Shaw, RCVC Chelsea Duclos, RCAS Steven Glycer, RCC
<u>Activity 5.2:</u> Maintain and expand communication and access to relevant regional information.	Disseminated timely information to the region through various communication tools.	On-Going	Lynn Shaw, RCVC Chelsea Duclos, RCAS Steven Glycer, RCC
<u>Activity 5.3:</u> Improve and evolve the Program Approval process.	Orchestrated a series of sub-committees and implemented their recommendations that improved the program approval process.	On-Going	Lynn Shaw, RCVC Steven Glycer, RCC
<u>Activity 5.4:</u> Engage counselors in the Doing What Matters framework.	Targeted and engaged both K-12 and community college counselors with the work of the regional consortia.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
<u>Activity 5.5:</u> Engage CTE teachers and faculty in the Doing What Matters framework.	Targeted and engaged both K-12 and community college CTE instructors with the work of the regional consortia.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
<u>Activity 5.6:</u> Engage the Academic Senate in the Doing What Matters framework.	Engaged with the Academic Senate and the work of their CTE initiatives.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC

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<b>Objective Number 6:</b> Communicate and coordinate with other regions, the state, and national partners on Career Technical Education and workforce & economic development issues. <b>(LI 6)</b>			
<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person</b>
<u>Activity 6.1:</u> Expand our contact list to facilitate communication with other regions, the state and national partners.	Database of external workforce partners was expanded and improved.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC Chelsea Duclos, RCAS
<u>Activity 6.2:</u> Exchange information with partners outside our region.	Identified and shared relevant resources, systems, and information pertinent to the region.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC Chelsea Duclos, RCAS
<u>Activity 6.3:</u> Identify best practices from other regions, the state, and national partners.	Implemented appropriate best practices.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC

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**Objective Number 7:** Inform and increase the awareness of the Doing What Matters Framework with senior level external and internal partners. **(LP 6)**

Activities	Performance Outcomes	Timelines	Responsible Person
<u>Activity 7.1:</u> Engage senior level external workforce partners on the work of the regional consortia.	Implemented Strategic Planning Committee directives and other opportunities that informed and engaged senior level external workforce partners.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 7.2:</u> Engage senior level college leadership (internal) on the work of the regional consortia.	Implemented Strategic Planning Committee directives and other opportunities that informed and engaged senior level internal partners.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 7.3:</u> Expand the Strategic Planning Committee membership.	Additional members were identified and added to the Strategic Planning Committee.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 7.4:</u> Engage and coordinate with WEDPAC/ EDPAC regional leadership.	Aligned strategies of the statewide WEDPAC/ EDPAC with the regional consortia.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC

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<b>Objective Number 8:</b> Facilitate a coordinated effort to remove structural barriers of regional workforce and economic development system. <b>(LI 3)</b>			
<b>Activities</b>	<b>Performance Outcomes</b>	<b>Timelines</b>	<b>Responsible Person</b>
<u>Activity 8.1:</u> Dialog with regional partners to develop possible solutions to address the structural barriers in our region.	Engaged regional partners and documented possible solutions to identified structural barriers.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
<u>Activity 8.2:</u> Engage and support the discussion of policies and structural barriers that impact articulation, course identifier numbers, and other related issues.	Engaged and supported discussions on structural barriers and policy issues.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
<u>Activity 8.3:</u> Analyze the current priority and emerging sector selection of the region and determine if any changes are warranted.	Priority and emerging sectors were reviewed, validated, and adjusted based on the analysis.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC
<u>Activity 8.4:</u> Engage and support the discussion of policies and structural barriers that impact short-term CTE programs.	Engaged and supported discussions on structural and policy issues related to CTE and non-credit programs.	On-Going	Steven Glycer, RCC Lynn Shaw, RCVC



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Objective Number 9: Execute all grant obligations. (LI 6)			
Activities	Performance Outcomes	Timelines	Responsible Person
<u>Activity 9.1:</u> If new mandates evolve from the chancellor's office for the consortia, the work plan will be modified.	Work plan was modified to meet the new mandates.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 9.2:</u> Ensure that the goals and objectives established in the work plan are completed.	Completion of all required grant requirements were documented and/or submitted.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC Chelsea Duclos, RCAS
<u>Activity 9.3:</u> Attend and participate in appropriate conferences, meetings, and events of the Doing What Matters framework.	Participated in appropriate conferences, meetings, and events.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC
<u>Activity 9.4:</u> Complete the required documentation to comply with the grant obligations.	All quarterly, year-end narratives, and budgets were completed on time.	On-Going	Steven Glyer, RCC Lynn Shaw, RCVC Chelsea Duclos, RCAS