

Addendum to 2005-06 Business, Computers and Economic Development Self Study

Corporate and Community Education

The Corporate and Community Education office is committed to providing lifelong learning experiences to our community through a variety of personal, professional development, and continuing education classes, which are targeted to the needs and interests of the public and local businesses.

Corporate Education provides customized training to business, industry, government agencies, and other public or private organizations. The process may involve creation of new training courses, revision of existing course outlines for use in a particular training program, special assistance and assessment, and consultative or developmental services to define specific needs. These contracted activities are generally closed to the public.

The goal of Community Education is to enhance the college's community services by providing a wide range of programs that include basic skills development and customer service programs. The intent is to be responsive to industry and the community by focusing on workforce improvement, community education, cultural improvement, personal exploration and enhancement, and business development. Community Education programs are designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled and are open for admission to adults and to minors who can benefit from the programs.

Corporate and Community Education instruction typically consists of Not-For-Profit classes. This refers to classes that are offered without credit and which are not eligible for apportionment funding. Not-For-Credit classes are required to be financially self-supporting. Credit and Non-Credit classes are also offered through Corporate and Community Education.

The Corporate and Community Education program is part of the Business and Computer Studies Division. Its only staff member is a full time secretary. All other staff members are instructors who are hired on an as needed basis. The office currently consists of one small cubicle that shares office space with the high school SORE program.

The program is currently offering 25 courses through Community Education. This past year has seen a resurgence of leadership development and management training classes offered through our short-term corporate training program. Additional community education classes are being developed each semester and industry has requested more training classes in the near future.

The Corporate and Community Education program is expected to be self-supporting, not using any general fund monies from the District. After a very difficult financial struggle

a couple of years ago and reducing the staff to the current single secretary, the program is slowly becoming healthy and more profitable. Each semester the number of classes that are successfully offered grows. The program has reached the point where there is a critical need to expand the administrative staff. The volume of clerical work is growing each semester. As the number of class offerings grow, so does the need to work with instructors, meet students' needs, process all the paperwork to develop new classes, prepare the class schedule, oversee instructor contracts, process payroll, keep program records, and accept and account for class payments. The office needs to expand from its single secretary to another full time clerical staff member and several student workers to provide the proper level of customer service.

For the program to continue to grow, especially in the corporate education area, it is important to hire a director who can reach out to the local business and industry entities. In addition to supervising the community education program, the director needs to develop the relationships and contacts that will result in a strong corporate and contract education program. The director would also be responsible for effectively marketing the community education classes and contract training courses that are developed and scheduled.

As the program grows, so must the office space. The need to immediately hire student workers to properly serve clients/students requires additional space. When the program is able to hire additional clerical staff and the director, again, more space will be required.

There is also a critical need for classrooms that are available to our classes. Currently, all classes offered through the Corporate and Community Education program must wait for any room assignments until after all the needs of the for-credit, traditional classes have been met. That means that the only time this program can schedule classes is Friday evenings and Saturdays when classrooms are available. If the program is to grow and become self-sufficient, it needs to have classrooms it can use during the prime times of the week when students want to take classes—especially weekday evenings.