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| **TASK-A** | To coordinate the development of an employer needs assessment focused on training and educational services |
| 1. **Specific Activities to Address Task** | Create a survey which focuses on perceived employer needs as it relates to training and the quality of their existing workforce. |
| Person Responsible | Assistant Director, CE & WD |
| Timeline | July 2011 |
| Status | The survey was completed in June 29, 2011 with the final report published in July 2011. The report was uploaded to the MyGCC public website soon after. The College received a 40% response rate to the survey. |
| Performance Measure | The percentage of positive responses should be above 70% |
| Percent Completed | 100% |
| Next Steps | Once the survey has been developed, it will be given to all HR departments with whom we interact; through CE, WD or Apprenticeship |
| Comments | As of December 31, 2011, the survey has been disseminated to some employers and groups and information posted on MyGCC website. It is used as a resource to provide information on what employers are seeking and recommendations for GCC future courses. This has been disseminated to the College and made available to the public via the website. |
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| 1. **Specific Activities to Address Task** | Department Advisory Council meetings, conducted Spring and Fall semesters |
| Person Responsible | Department Chairs |
| Timeline | Continuous & Ongoing |
| Status | Started |
| Performance Measure | Changing workforce needs will dictate curriculum adaption as directed by council |
| Percent Completed | An Advisory Committee meeting matrix is compiled by AIER on an annual basis. As of 12/31/11, 52%, or 24 out of 46 of the departments had conducted a meeting for Fall 2011 semester. In November 2011, a program review of the secondary programs had begun. As of 12/31/11, the program review was 50% completed. |
| Next Steps | Annual Program Review |
| Comments | The secondary program review is expected to be completed by March 9, 2012. |

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| **TASK-B** | To develop a program to partner with private workforce training providers |
| 1. **Specific Activities to Address Task** | Develop Standard Operating Procedure on establishing private industry and training relationships with individuals outside of GCC. |
| Person Responsible | Assistant Director, CE & WD |
| Timeline | July 1, 2012 |
| Status | Started |
| Performance Measure | Finalized SOP Document |
| Percent Completed | As of 12/31/11, the CE department has established its framework for the CE Master Plan. Included in the CE Master Plan will be the SOP for establishing relationships with outside partners. The plan is at 15% complete. |
| Next Steps | Distribute to relative parties and make it available on MyGCC website. |
| Comments |  |
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| 1. **Specific Activities to Address Task** | GCC representative will join relevant business service organizations on membership basis. |
| Person Responsible | Assistant Director, CE & WD |
| Timeline | Ongoing |
| Status | Started |
| Performance Measure | Weekly reporting at management Team Meetings on planning opportunities obtained from attendance meetings |
| Percent Completed | Ongoing, as the Asst. Director for CE and WD continues to represent the College at Chamber meetings, as well as Guam Workforce Investment Board, Guam Contractors Assoc. Small Business Committee, SHRM, and AHRD Board. |
| Next Steps | Development of relevant training and partnership opportunities. |
| Comments |  |