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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 | June 2013 |
| Status | A 3rd survey will begin in December 2012. The survey will be distributed to GCC advisory committees, apprenticeship sponsors, Chamber of Commerce, Guam Contractor Association. Survey questions will reviewed and updated. |
| Performance Measure | The percentage of responses should be above 70% and total sample size will be increased by 25%. |
| Percent Completed | 10% for 3rd survey, 100% complete for 2nd survey |
| Next Steps | Once the survey has been developed, it will be given to all departments with whom we interact and available on the website for third party review. |
| Comments | 1st Survey: 2008 GCC-GCA Survey, published 1/09, received 11% response.  2nd Survey: Completed in June 29, 2011 with the final report published in July 2011. The College received a 40% response rate to the survey. Survey posted on GCC website.  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.  An additional survey is planned for March, with the Guam Chamber of Commerce. This survey is set to address the soft skills component of training needs. We have an additional hard skills survey for the Guam Contractors Association scheduled for April. |
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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 | An Advisory Committee meeting matrix is compiled by AIER on an annual basis and is on file with AIER office for AY 2008-2009, 2009-2010.  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 and expected completion in March 2012. New expected completion is Sept. 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 | Completed |
| Performance Measure | Finalized SOP Document |
| Percent Completed | As of 9/30/12, the CE department has established its framework for the CE Master Plan. Included in the CE Master Plan is the SOP for establishing relationships with outside partners. The plan is at 100% complete. |
| Next Steps | Implement and continue to implement MOU/MOA’s in future contracts with private partners. |
| Comments | CE Master Plan is available for review upon request. The goal of private partnerships has been achieved through partnerships with the Guam Chamber of Commerce and the Guam Contractors Association on the CAPS Program. We have aligned ourselves with private businesses who sponsor village sites for WorkKeys and KeyTrain access. |
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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 | Annually |
| Status | Weekly reporting at management Team Meetings on planning opportunities obtained from attendance meetings. A listing of affiliated organizations is compiled on an annual basis. |
| Performance Measure | A questionnaire will be established to validate the GCC employee participation/request for membership |
| 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 | Research to be conducted on how to evaluate the questionnaires against the College needs. Additionally, the Asst Dir is working with local leadership on the Guam Workforce Investment Board to expand training opportunities for island residents |