



## **Santa Barbara AEBG Consortium Quarterly Reporting of Program Deliverables**

The Santa Barbara AEBG Consortium is committed to providing excellence in adult education programming in order to accelerate transitions to transfer or career success. To this end, it is the Consortium's overarching goal to 1) to provide excellent programming for adults in a variety of program areas based on proven community needs; 2) to develop student support services specifically focused on the needs of adult learners and to assist in transfer acceleration and career success; 3) to support innovative professional development for staff and faculty; 4) to set meaningful outcomes captured by various measurements and tools and shared with our stakeholders.

In order to meet these goals, the Santa Barbara Consortium communicates benchmarks to allow transparency and Program Leads and Partners provide the Consortium with the data needed to report to the State on the status and implementation of Adult Education programming in our region.

The Consortium has requested members to report the progress of their respective programs in writing and in a public meeting. The data submitted for review and presentation should align with the Consortium approved Request for Proposal and Activity Chart.

### SAMPLE REPORTING TEMPLATE

#### Instructions:

- (I.) Complete the Progress and Deliverables Report below.
- (II.) Once this report is submitted, it will be reviewed by the Santa Barbara AEBG Consortium. Members may be asked for clarification on their report prior to their respective public meeting presentation.
- (III.) Members are expected to make their best efforts to expend funding no later than December 2018. The timeline of activities should reflect expenditures by the deadline.

Program Name

County of Santa Barbara Passport to Public Service in Paradise (THE PASSPORT PROGRAM)

Primary Contact Name

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Applicable Program Area (select all that apply):

Basic Skills: Adult High School/GED

English as a Second Language/Literacy: Noncredit ESL

Adults in the Workforce: Intergenerational Prep Project to Support K-12 Success

Adults with Disabilities Research Study

CTE: Career Skills Institute

Pre-Apprenticeship Construction Technology Training

CTE: Short Term Vocational Bridge Program

Student Support Services

**I. Summary of Activities** based on the objectives submitted from the Request for Proposal and Activity Chart. These should reflect the goals of AEBG including but not limited to integrative programming for noncredit pathway bridge courses and certificates, internship/placement programs, integrative learning strategies, progress of program working groups and task forces.

1. **Building Alliances:** We met with forty (40) leaders in County departments, the private sector, government agencies, higher education, and nonprofit organizations to re-introduce the Employees' University, share AEBG grant programming information and discuss opportunities for collaboration.
2. **Staff Training:** The EU delivered training to 212 unique individuals. We had a total attendance number of 239 which resulted in 1,288 total combined classroom hours. Below is a detailed breakdown of training topics:
  - a. Civil Treatment for Leaders (79), Excel (53), Foundations of Leadership series in partnership with Antioch University (18), New Employee Orientation (45), Stay Interview (11), and Other (33).

- b. Leadership Training: The EU team partnered with senior leadership in executing the 2018 NEXT Leadership Conference titled “Essential Transformation.” With 144 county leaders in attendance, our CEO, Mona Miyasato presented the county’s Renew 22 initiative, a panel of five (5) respected leaders discussed “the dynamics of change in the workplace,” and bestselling author Gregg McKeown enlightened the audience on “the principles of Essentialism”.
3. **Marketing:** We continue to attend countywide job fairs to promote and recruit program participants. On March 7 we participated in the Santa Barbara City College Job Fair and introduced the AEBG Program workshop as well as the COSB as an employer to the public; identify potential employees who are the best match for public service. We received 28 job interest cards.
  4. **Passport Program Workshop:** During the first quarter of 2018, we held our kick off workshop and provided employment related information to 31 attendees. The Passport Program has allowed us to rebuild relationships with the community during our workshops and at local job and career fairs. We have reached out to over 5,000 community members in total. It was a great success and we received a large amount of positive feedback. Below are some of our highlights.
    - Workshop Outcomes**
      - 31 participants from the community attended (1st district-3; 2nd district-8; 3rd district-7; 4th district-7; 5th district-0; Other-6).
      - Our target populations for the workshop were the unemployed and students.
        - 39% of attendees were unemployed
        - 32% of attendees are employed
        - 29% of attendees were currently enrolled in a college/university

**We are also remaining aligned with our original AEBG objectives as listed below:**

**OBJECTIVE 1: Ensure accurate recordkeeping in alignment with Santa Barbara County and consortium requirements.**

- *Successful spend down of 67% of AEBG grant funds*
- *Expected spend down of 89% of AEBG Grant funds by Quarter 2-2018*

**OBJECTIVE 2: Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara.**

During the Passport Program Workshop, we integrated into our curriculum presentation the learning resources offered at the Employees’ University along with courses offered at the SBCC School of Extended Learning. We also identified other AEBG partners that offer career search/enhancement services such as KRA One-Stop Career Centers and the Santa Barbara Public Library. Participants also received a folder with local community resources to aid in obtaining employment. 13% of March 27, 2018 attendees were referred to SBCC SEL to sign up for career focused course while 3% of attendees have completed and attended course(s) at the Employees’ University.

Course Name	Date	Location	Time
Civil Treatment for Leaders	Jan 25 (Th)	SANTA BARBARA (EU)	9 am – 4 pm
Advanced SBC Accounting (All Staff)	Jan 29 (M)	SANTA MARIA	9 am – 4 pm
Public Service: Understanding the Roles & Responsibilities of Public Employee (All Staff)	Jan 31 (W)	WEBINAR	9 am – 12 pm
New Employee Orientation (New Employee Invite Only)	Feb 7 (W)	SANTA BARBARA (EU)	8:30 am – 3:30 pm
Hiring the Right People (Supervisors & Managers)	Feb 8 (Th)	SANTA MARIA	10 am – 3 pm
Civil Treatment for Leaders	Feb 8 (Th)	SANTA BARBARA (EU)	9 am – 4 pm
Civil Treatment for Leaders	Feb 13 (Tue)	SANTA BARBARA (EU)	9 am – 4 pm
Foundations of Leadership (All Staff) 2 DAY CLASS	Feb 28 (W) & March 21 (W)	SANTA BARBARA (EU)	10 am – 3 pm
Employee Performance Review Training - AOP Review Included (Supervisors & Managers)	Feb 21 (W)	SANTA BARBARA (EU)	9 am – 12 pm
Court Practices & Terminology (All Staff)	Feb 27 (Tue)	SANTA BARBARA (EU)	9 am – 4 pm

EU Courses	Date	Location	Time
New Employee Orientation (New Employee Invite Only)	March 7 (W)	SANTA BARBARA (EU)	8:30 am – 3:30 pm
Public Sector Employment Law Update (Executive Managers, Human Resources/Employee Relations Managers)	March 7 (W)	WEBINAR	9 am – 12 pm
Shifting Behaviors (Managers & Supervisors)	March 7 (W)	SANTA MARIA	10 am – 12 pm
Intro to SBC Accounting (All Staff)	March 8 (TH)	SANTA BARBARA (EU)	9 am – 4 pm
Goals: Ready, Set, Go, Achieve, Set Again (All Staff)	March 13 (TUE)	SANTA MARIA	9 am – 12 pm
Business Writing Fundamentals (All Staff)	March 14 (W)	SANTA BARBARA (EU)	9 am – 4 pm
Goals: Setting and Managing for Today's Workplace (Supervisors & Managers)	March 15 (TH)	SANTA BARBARA (EU)	9 am – 12 pm
Foundations of Leadership (All Staff) Day 2 of 2	March 21 (W)	SANTA BARBARA (EU)	10 am – 3 pm
Mindfulness, the Key to High Performance (All Staff)	March 22 (TH)	SANTA BARBARA (EU)	10 am – 12 pm
Train the Trainer (All Staff)	March 27 (TUE)	SANTA BARBARA (EU)	10 am – 4 pm

## SKILLSOFT LEARNING PATH

1. Microsoft Excel 2016 Intermediate: Customizing Views, Styles, and Templates
2. Encouraging Team Communication and Collaboration
3. Working with Graphic, Audio, and Video Content in PowerPoint 2016
4. Time Management: Ready, Set... FOCUS!
5. Invisible Influence: The Hidden Forces That Shape Behavior

### **OBJECTIVE 3: Define a curriculum based on community needs for adult learner success in employment at COSB.**

The Passport to Public Service in Paradise Workshop focuses on educating the community on the County of Santa Barbara job application and employment process, best practices, and hosting one-on-one conversations with recruiters. Out of the 31 participants that attended the first workshop on March 27<sup>th</sup>, 2 have been invited to complete a civil service exam and one was invited to an interview with the County of Santa Barbara.

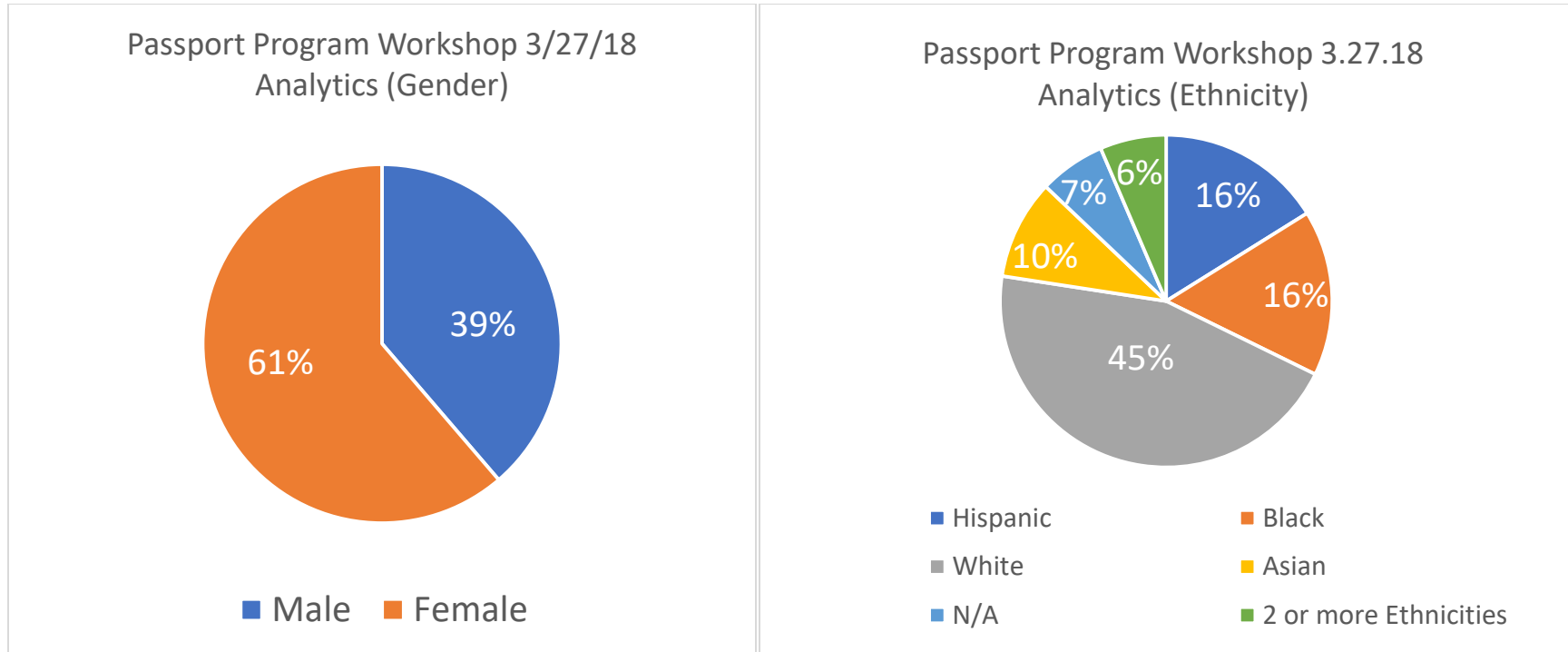
### **OBJECTIVE 4: Set meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders.**

We met the following key objectives targeted for the Passport Program workshop:

- ✓ 100% of attendees filled out a County of Santa Barbara Job Interest Card (out of our target goal of 50%)
- ✓ 100% of attendees filled out a County of Santa Barbara employment application (out of our target goal of 50%)
- ✓ 100% of attendees received EU Course schedule
- ✓ 100% of attendees received SBCC CSI brochure
- ✓ 100% of attendees completed a post-Passport Program Workshop survey (out of our target goal of 70%)

**OBJECTIVE 5: Attract a diverse pool of applicants through creative and engaging marketing and communication.**

Below are charts detailing the diversity within ethnicity and gender demographics of the 31 participants from the community that attended the workshop on March 27, 2018.



**OBJECTIVE 6: Deliver a compelling and effective learning program that leads to employment and career success.**

Participants from our workshop on 3/27/18 completed a post-workshop anonymous survey and reported the following:

- ✓ 97% of attendees strongly agree that they have a better understanding of the County of Santa Barbara employment process.
- ✓ 78% of attendees strongly agree and 15% somewhat agree that the workshop provided all of the information they needed to be able to successfully apply for County employment.
- ✓ 85% of attendees strongly agree and 15% somewhat agree that they are more familiar with the Civil Service System after attending the workshop.
- ✓ 63% of attendees strongly agree and 28% somewhat agree that they are confident in preparing for a Civil Service exam

## **OBJECTIVE 7: Use strategic follow-up and future planning to create a positive and sustainable program.**

We will continue to gather anonymous post-workshop surveys. For process improvement purposes, we gathered the following information from participants to assist in the continued growth of a positive and sustainable program.

The anonymous post survey asked the open ended questions listed below. Listed you will also find a few comments taken directly from the survey:

1. What was the most useful information/activity offered during the workshop?
  - The opportunity to enroll into various tuition free classes and/or learning opportunities which will enhance my skillset.
  - Understanding the application process for County jobs, and the range of jobs available.
  - Explanation of the civil service process, the eligibility list process, educational resources to help improve chances at employment.
2. Was there any information in this program that was NOT relevant to you? If so, what do you feel is something we could add for future workshops?
  - All relevant-I would add some more online system/process walkthroughs on the various sites involved.
3. Please feel free to add any additional comments in the space below.
  - Would like information of ability to speak one on one with recruiter.
  - I wish we had this program 2 years ago. I have applied for several positions before and was placed on the eligibility list, but never got an interview. After this class, I was able to get my answer.
  - The attitude of the presenters was great!! They were excited about showing all the important information/resources to help us find jobs within SB County. Very encouraging and sincerely passionate about what they were doing-impressed!!

### **II. Data Reporting:** Current number of students served

31 participants from the community attended (1st district-3; 2nd district-8; 3rd district-7; 4th district-7; 5th district-0; Other-6) our first workshop held on March 27, 2018. Our target populations for the workshops are the unemployed and students.

- ✓ 39% of attendees were unemployed
- ✓ 32% of attendees are employed
- ✓ 29% of attendees were currently enrolled in a college/university

**III. Budget Narrative.** Members are expected to make their best efforts to expend funding no later than December 2018 (year 2) and December 2019 (year 3). The timeline of activities should reflect expenditures by this deadline.

**Please describe your efforts to expend these funds and list what has been spent to date.**

AEBG Budget as of Quarter 1-2018

Please note that **highlighted items** have been submitted to SBCC for reimbursement. Outstanding items are in process of being submitted, however, have not been reimbursed to date. In result, we could not include those items in the line item budget. However, we did list the items in the notes section for review. Current funding spending is at 19%, however, once items listed in notes section are submitted for payment, the budget spending will be estimated 67% spent.

Budget	\$114,750.00	\$ Spent	Balance	Notes
<b>CATEGORY 1000</b>				<u>Outstanding</u> \$41,008.02 Once submitted to SBCC balance estimate: \$3791
Personnel	44,800	0	44,800	
<b>Subtotal</b>	<b>44,800</b>	<b>0</b>	<b>44,800</b>	
<b>CATEGORY 4000</b>				Bottom Line Results (10 Rule assessment and training) \$12,500 paid Laptop (invoice copy attached) \$866.99 Velsoft curriculum \$3495.00 Conference/ Meeting Expenses paid \$248.78 paid  <u>Outstanding</u> Bottom Line Results-assessment coaching \$2500 Meeting expenses \$1752.01 Brochure printing \$229.33 Folders \$120 Total outstanding for Category 4000: 4,601.34 Once submitted to SBCC balance estimate for Category 4000: \$25,412.89
Assessment Tools	18,375	12,500	5,875	
Program Supplies	9,750	866.99	8883.01	
Program Materials	19,000	248.78	18,751.22	
<b>Subtotal</b>	<b>47,125</b>	<b>13615.77</b>	<b>33509.23</b>	
<b>CATEGORY 5000</b>				
Consultants (contract)	15,000	0	15000	<u>Outstanding</u> Tara Brown-consultant paid \$1500 Data consultant \$7760.00 Marketing Consultant\$5050.00 Intern \$1651.00 Total Outstanding for Category 5000: \$15,961 Once submitted to SBCC balance estimate for Category 4000: \$37568.87
Extra Help	4,325	0	4325	
Advertising and Marketing	3,500	0	3500	
<b>Subtotal</b>	<b>22,825</b>	<b>0</b>	<b>22825</b>	
<b>TOTAL ALLOCATED BUDGET</b>	<b>\$114,750.00</b>	<b>\$13615.77</b>	<b>\$101,134.23</b>	



In addition, by the end of Quarter 2-2018, we estimate 89% of total funding will be expended. Estimations are made in the following areas:

- \$14,000 AEBG Administrator Salary
- \$4,080 for consultants and intern
- Intern: \$2,340; 20 hours a week x 9 weeks = 180 hours total (ending internship May 31, 2018)
- Marketing Consultant: \$1,000; 40 hours total (completion of microsite)
- Data Consultant: \$740; 18.5 hours total
- \$2,800 Marketing/Advertising
- \$1,000 Program materials
- \$2,500 10 Rule Coaching

**IV. Marketing Efforts:** Please list and describe marketing and outreach efforts to advertise your program.

**The application to attend the Passport Program Workshop is on the County of Santa Barbara Human Resources Job Information Page.**

Using our applicant tracking system to schedule participants to attend the workshop allows participants to experience the application process. **We have over 4,200 hits on our applicant tracking system and a total of 127 applications submitted to attend workshops.**

**Outreach Marketing:** We have informed our highlighted AEBG partners and other local organizations on the launch of the program, via outreach marketing **emails** and **internal networks**. We have distributed a one page informational flyer containing an overview of the program at the Employees' University and numerous public locations. Internal communications, social media and integrated marketing tactics will continue to be used to help Employees' University engage participants throughout the duration of the Passport Program workshops. Alternative sources and distribution channels for information will be developed throughout the duration of the program (i.e. Microsite, robust digital /live documents, iOS & Android app.) We anticipate the microsite being complete by the end of quarter 2-2018.

**Career and Job Fairs:** On March 2, 2108, we attended the SBCC job fair. We gathered 27 interest cards from participants, a large majority of whom are interested in an internship program. We will be attending another job fair in Lompoc in April that is expected to have 300-500 community members in attendance.

<p><b>Education Institutions:</b>  <i>Santa Barbara City College,          Career Skills Institute          UCSB Economic Forecast          Project          Community Action Commission          Foodback Santa Barbara          County          Channel Islands YMCA</i></p>	<p><b>Non For-profit Organizations:</b>  <i>Return to Freedom, Inc          UCP Work, Inc          Coastal Housing Partnership</i></p>	<p><b>Local News Outlets:</b>  <i>Independant          Daily Nexus          Santa Marisun          SB Sentinel          Voice Magazine          Santa Barbara Family &amp; Life          Magazine          Santa Barbara Neighbors          805 Living          Noozhawk</i></p>	<p><b>Local Temp Hiring Agencies:</b>  <i>Volt Workforce Solutions          Select Personnel Services          AppleOne Employment          Services          Robert Half          People Ready</i></p>
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**Social Media:** Event marketing through internal and external networks will help increase attendance. For this, we have and will continue to rely on social hubs such as **Linkedin, Craigslist, and Facebook**, local publication/event calendars and county job boards. Attendants are questioned on how they were informed about the program on their application to attend the workshop.

**Local News / Editorial:** Testimonials are a proven, impactful, and cost-effective way of marketing a product or experience. Through local news and editorial outlets, we intend to share real-life stories from government employees. Testimonials will be gathered both in written and visual form to be shared in marketed and distributed materials. Local news and newsletters between organizations will play a role in informing residents on the program and opportunities.

**V. AEBG Practices with Promise: due May 15, 2018.** Please visit the AEBG Practices with Promise webpage for successful submissions at <http://aebgpracticeswithpromise.com/>.

The Practices with Promise Showcase is one of the tools provided for the AEBG Adult Education Regional Consortium Program to support stakeholders in developing and sharing best practices. Partners must submit a written or video success story or emerging practice that highlights your program. Success stories, testimonials and innovations which will be shared on the AEBG website. Stories should include how your program positively changed adult education to better serve the educational needs of adult via regional collaboration in the following ways: integration and student transitions, accelerating students to reach educational or career goals, collaborative and coordinated professional development, leveraging of resources.

Please submit short 1 paragraph answers to the following 3 questions: (1) The Challenge: Briefly describe the challenge the student(s) faced. (2) The Solution: What was done to help them overcome the challenge(s). (3) The Data: What is the proof of the outcome.