Planning and Budget Council Summary Sheet

Part I. General Information
Institutionalize Perkins ETC career counselor
In Career & Workforce Development (CWD)

Unit, Department or Program:
ETC, Career & Workforce Development

Date of request: 11/12/2009
Date required: 7/1/2010
Start date: 7/1/2010

Type of request: Resources requested:

<table>
<thead>
<tr>
<th>Resource Requested</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and safety</td>
<td>54,200</td>
</tr>
<tr>
<td>Program improvement</td>
<td>1</td>
</tr>
<tr>
<td>New program</td>
<td></td>
</tr>
<tr>
<td>Facilities, R&amp;M</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
</tr>
</tbody>
</table>

Total
54,200

Alignment with Strategic Plan:
See annual assessment. Action Outcomes: 1.4, 1.5, 2.5, 2.6, 2.7, 2.8, 3.1, 4.2, 4.4, 4.6, 4.7, 5.1, 5.2, 5.6

Part II. Narrative - Description and Rationale
(Do not exceed space provided)

Why is this request important? (What are the most important reasons for this request)
The Employment Training Center & WCC is preparing students for employment. The CWD unit is the only arm of WCC with a comprehensive and full service career center offering individualized job placement assistance, internships, job development, counseling, and workshops.

1) – 80% of current ETC career center FTE has been funded by Perkins since 2007. Perkins will not continue funding beyond 6/30/2010. There is currently only 0.5 FTE g-funded position focused on the CWD unit.

2) – Current and future demand for services.
* We’ve experienced a 79% growth in clients, from 258 to 463
* Student contacts have increased 95% to over 2,256 topping 2565 hours
* Continued demand forecasted as HI unemployment tops 48,000!
* Need for serving WCC credit interns & students with job placement

3) – Proven demand and value of the Internship program for the disadvantaged.
* Over 60 internships with 85% job placement record in year 1.

Descriptive Summary of the Request (provide a summary of the resource request)
Requesting 1 full-time 11 mos. G-funded career counselor. The position would continue with the current design including: job search assistance, résumé writing, mock interviews, job application help, career & personal counseling, career assessments, Internship development, employer bank development, job referrals, and workshops.

Rationale for Request (How will the request benefit the unit, department, program or institution; alignment with Strategic Plan and other supporting documents, e.g., program review, annual assessments, department report, etc.)

1) Maintaining the current level of CWD services has direct bearing to each of the 5 UH strategic outcomes, namely: 1.4, 1.5, 2.5, 2.6, 2.7, 2.8, 3.1, 4.2, 4.4, 4.6, 4.7, 5.1, 5.2, 5.6 (please refer to annual assessment report). In short, the unit serves Native Hawaiians, is integral to retention and persistence through career planning, prepares the workforce, enhances employment, creates internships, creates employer partnerships, and has previously secured external funding.

2) Denial of request will result in the loss of current faculty/staff.
* Internships will need to be eliminated completely
* Job placement efforts will be reduced
* Employer development efforts will be eliminated
* Client : counselor ratio will increase from 185 to 308 (if 1 of 2 Perkins continues)
* Client : counselor ratio will increase from 185 to 926 (if 0 Perkins continues)
* Job placement rates will be reduced

Total