Rowan County Work Ready Community

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Kentucky Work Ready Communities In Progress

APPLICATION

1	Name of County	Rowan		
2	High School Graduation Rate (most recent state NCLB reporting)	76.8%	List Source/Method: i.e. summer 2011 AFGR method	Summer 2011 AFGR Method
	Would you like to include high schools that are not in the traditionally reported graduation rate shown above?	NO		
	If so, please enter revised graduation rate here. Please **attach** a list of schools included and your calculations.			
3	Educational Attainment Rate (ages 18-64)	25.9%	(Source: US Census, most recent American Community Survey five-year estimates)	

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4	Community Commitment	(check off)	Name of Organization
	Economic Development	X	Morehead – Rowan County EDC, Gateway Area Development District, Morehead – Rowan County Chamber of Commerce
	Elected Official(s)	X	Mayor David Perkins & Judge Executive Jim Nickell
	Education	X	Morehead State University, Rowan Campus (MCTC), Rowan County Board of Education
	Workforce Development	X	Office of Employment Training & Morehead State University Adult Education
	Business and Industry	X	SRG Global, Emerson, St. Claire Regional Medical Center

Attach meeting minutes and meeting attendance sheets showing these signatures. Letters of Commitment from various organizations are helpful as well.

5	Percentage of Households with Broadband Internet Access Available	99.9%	(Source: broadband.gov)
	Rural or Urban County	Urban	
6	Are you including narrative(s) for supplemental criteria for GED or Occupational Credential Attainment?	No	(**Attach** optional narratives and list sources and calculations)

7	Your Contact Information (primary contact for your county	Name	Phone	Email
		Brett Traver	606-784-5874	brett.traver@roadrunner.com

APPLICATION

application)

Mailing Address	100 Lake Park Drive, Morehead, KY 40351

Narrative 1: Increase graduation rates from 76.45% in 2010 – 2011 to 82.32% within the next five years.

Rowan County's current graduation rate 2010 – 2011 is 76.45%. The following narrative outlines the programs and initiatives being utilized to increase our graduation rate to 82.32.

Increasing the graduation rate involves an intertwined combination of strategies and focus on graduation must begin with the freshman year. With that in mind, Rowan County Senior High School (RCSHS) begins the process with 8th grade orientation. At that time students are introduced to career pathways and aided in setting early goals and selecting classes which will carry them along the career pathway of their choice. Freshman who are deemed at-risk in middle school are scheduled into a class, **Viking Success**, which addresses their immediate needs and helps them develop the skill set and mind set for success in high school. Initially, there were @90 students (3 classes) enrolled in **Viking Success** during its first year of implementation. Due to a shortage of funding in education, and therefore faculty reduction, we are only able to offer one class next year (30 students).

All freshmen spend four periods of their five period days in the area of our building called the **Freshman Wing**. Teachers who have a special dedication to teaching 9th graders teach the freshman core classes (English, Math, Social Studies, and Science) in the Freshman Wing.

We are in our third year of **Trimester Scheduling** which allows us flexibility in stretching particularly challenging classes over the entire year, such as Algebra I and II. Exploration English classes can be offered for increased focus upon development of fundamental skills in reading and writing. Students are scheduled for these classes based upon assessment data from our high stakes accountability assessment series. Transition English 4 is offered for students who need to increase their Reading or English scores for Compass and ACT. We are also able to manipulate the schedule in order to re-offer classes later in the year which students have failed, so they have an opportunity to master the content and keep the pace with their grade level peers. Essentially, trimesters allow intervention and remediation on a larger level than the traditional two semester schedule.

We also offer **Credit Recovery** through an online system, Odyssey Ware, which allows students to recover lost credits during the school day. Last year 210 students participated in our recovery program. We also offer summer school, which serves 40 students at a time for three weeks. When students complete their assigned classes, other students can cycle into their spots.

We were among the first schools in the state to implement a school wide policy focused upon Standards Based Instruction and Assessment. This policy allows retesting, guarantees intervention and emphasized mastery of content versus grades.

As a result of SB1 and the increased emphasis upon career readiness and the development of career pathways, we have built a class called Employability Skills into our schedule for next year. It was added in response to data analysis of the National Career Readiness Certificate (NCRC) assessment and curriculum alignment in our CTE department. Analysis of test content revealed that 1/3 of the NCRC is focused upon soft skills and the rest upon employability in general, including topics such as leadership, communication, and team building. Portions of the new class are also a part of the **Next Steps** curriculum developed by the Chamber of Commerce Leadership Academy led by Tracy Williams. We hope to continue our 3 year partnership with **Next Steps** with our Employability Skills class. Navigation and utilization of the NCRC website will be a part of the class curriculum as well.

This year we introduced a class called **Military Level Physical Training**, which places emphasis on self-discipline, physical training, and team building. It is a precursor to JROTC which is a program we hope to add in the future. In anticipation of writing a successful JROTC application and implementing the program in the next few years, we are offering this class and collaborating with MSU ROTC to satisfy the needs of those students who are dedicated to the idea of the military as their career pathway.

RCSHS uses several strategies which are focused entirely or primarily upon those students who are considered extremely at-risk. One of the most powerful is our utilization of **Service Team Meetings** and the role they play in identifying and developing individualized plans for each at-risk student. **Service Team Meetings** take place once a week and are attended by building level administrators, guidance counselors, the school nurse, school safety officer, Family Resource and Youth Service Center Director, attendance clerk and Court Designated Worker. Individual student cases are reviewed in terms of attendance, health, behavior, academics, etc. Students are assigned to individual committee members for follow-up beginning with one-on-one conversations with the students, and including phone calls home, home visits, and teacher contacts. These students are tracked throughout the year from week to week. Individual plans are made, revised and carried out as the students needs or situations change. In this meeting is where decisions are made for direct interventions such as tutoring, notification of the court system, class schedule changes, credit recovery assignments, counseling and possible **Fast Tracking**.

Fast Tracking is an option available for students who are at-risk and 18 or 19 years of age. When these students exhibit behaviors which we have learned to recognize as critical indicators of 'dropping out', we counsel with them about the option to accelerate to graduation. This

usually involves changes in class schedules, increased opportunities in credit recovery lab, intense tutoring, and work experience options. During the 2011 – 2012 school year, 17 students were **Fast Tracked** and 25 students were **Fast Tracked** this year.

The **Fast Track** initiative resulted in an evaluation of our requirements for graduation and led us to submit a new diploma option to the school board for approval. We now offer two diplomas: The Standard Diploma requires 25 credits; and The State Regulation Diploma which offers 22 credits. The Regulation diploma eliminates the requirements of electives and focuses entirely upon state requirements and the completion of a career pathway. Even three credits can make the difference between dropping out and graduating.

Information about these and other initiatives, such as a **Truancy Diversion Program**, at RCSHS are available in Appendix D

Next Step in Career Readiness

We feel that the most significant 'next step' for us in increasing our graduation rate is the development and expansion of Work-Based Learning (WBL). WBL programs help students develop and refine job skills they need for their particular career pathway. Work opportunities encourage our students to stay in school. Our specific goals for next year are to:

- Identify worksites and personnel contacts in our community associated with our Career Pathways.
- Contact and educate career partners about the various types of work-based learning.
- Work with our community partners to determine which work-based learning opportunities can be developed with each partner.
- Plan a student's 4 year pathway schedule so that students who have completed at least three credits and have assessed well on NCRC and KOSSA or earned an Industry or other certification will apply for a Work-Based Learning Opportunity in their particular pathways for their Senior year.

By utilizing all of our community partnerships with the Morehead – Rowan County Economic Development Council and Chamber of Commerce we hope make the appropriate contacts with business and industry. By doing this we will work to create an atmosphere where students want to stay in school because they realize what is offered at RCSHS provide not only the academic knowledge but the real-world experience needed for a successful career.

Narrative 2: National Career Readiness Certificate (NCRC) Attainment: Present a plan to raise the National Career Readiness Certificate rate to nine percent of working age (18-64) adults within three years and 15 percent within five years. Plan should include promotional strategies, training availability and encouraging employer recognition of the certificate.

Overview

The NCRC is a positive investment in Kentucky's and Rowan County's workforce. The current recorded number of NCRC holders as of January 2013 in Rowan County is 370 people or just over 2% of the total civilian work of 15,911. Increasing the number of NCRC holders in Rowan County is critical in providing the workforce that meets the needs of current and future employers in our area. With this in mind, the Rowan County Work Ready Community Steering Committee is committed to raising the percentage of NCRC in Rowan County to nine percent of the civilian labor force by 2017 and 15 percent by 2019. This would mean increasing the number of working age adults to 1,432 by 2017 and 2,387 by 2019.

To make this happen the Steering Committee will leverage all state and local agencies to provide resources and to market the NCRC as a resource for the community and our employers throughout the region. Spearheading this initiative is a NCRC sub-committee consisting of representatives from the Chamber of Commerce, Office of Employment and Training, KCTCS, Morehead State University Office of Adult Education, Rowan County Board of Education, Morehead – Rowan County Economic Development Council and human resource directors from local employers.

Creating Demand

The most important effort needed to increase the number of NCRC holders in Rowan County is to increase the demand for these people from companies in the County and throughout the region. Currently only one company, Emerson Industrial Automation, in Rowan County considers the NCRC in their hiring decision process. Other companies in the region using the NCRC include: Mitsubishi in Mason County; Clopay in Bracken County; and KDMK, Cooper Standard and A.O. Smith in Montgomery County.

The Morehead – Rowan County Chamber of Commerce and Economic Development Council stand ready to work with our partners at KCTCS, Office of Employment and Training, Gateway Area Development District, TENCO Workforce Investment Board and others to create demand from our employers for NCRC holders.

This effort will be spearheaded by the Morehead – Rowan County Chamber of Commerce and Economic Development Council Directors. Through monthly Chamber Luncheons and regular plant and human resource manager meetings we will work to educate area industries about the

NCRC and its significance. A presentation about the NCRC was given at the May Chamber of Commerce Luncheon for area of businesses and reported upon in the *Morehead News*. (Appendix E)

Available Resources

All state and local agencies involved with our current and future civilian labor force must be involved in this initiative. This includes funding, facilities and supplies. Rowan County has the infrastructure to support this mission including the Office of Employment and Training, Maysville Community and Technical College – Rowan Campus, Morehead State University's Office of Adult Education and the Rowan County Board of Education.

Employer Pilot Projects – The Morehead - Rowan County EDC in partnership with the Office of Employment and Training is proposing two NCRC pilot projects with two of the county's larger employers. St. Claire Regional Medical Center has already identified two positions that they want to give preference to those who have taken the NCRC. Jennifer Campbell at St. Claire has identified two current employees to take the NCRC before the end of May to act as benchmarks for future hires.

The Morehead – Rowan County EDC has applied for an ARC Flex-E-Grant (See Appendix H) to provide up to $1,250 to fund the testing of 20 current employees to set benchmarks and up to 30 new hires at SRG Global. The company is the largest manufacturing employers in Rowan County. This incentive will enable the company to start using the NCRC at no cost to them so they can see first-hand the advantages it can provide in making hiring decisions.

KCTCS Support – The MCTC – Rowan Campus reaches out to businesses throughout our region taking advantage of KY-WINS where possible to help fund the NCRC testing for employers. Through their initiatives, MCTC has administered the NCRC to about 300 employees over the past four years throughout the region.

OET Support – The Morehead Office of Employment and Training administers about 20 NCRC tests monthly supporting job seekers at companies throughout our region including Emerson Industrial Automation in Rowan County and others. Another driver of NCRC testing through OET is the additional scholarships available to the disabled, veterans and long-term unemployed. Between this and more businesses in our region recognizing the NCRC in their hiring process the NCRC Subcommittee will work to provide additional resources to support testing more applicants. It is planned to increase the capacity to an average of 30 employees per month.

MSU Adult Education Support – The MSU Adult Education staff graduates 80 GED students annually. The Adult Education staff encourages these students to work towards another credential to better the job opportunities. The NCRC credential fits the needs of these students.

Currently Adult Education has seen 18 students received this credential for far this fiscal year and they plan to reach 36 by the end of June. As more demand for the NCRC is created the number of NCRC credentials awarded is planned to increase to 38 next year.

Rowan County Board of Education Support – An important partnership was formed between the Morehead – Rowan County Economic Development Council, TENCO WIB, Rowan County Board of Education and area businesses during Fiscal Year 2012 - 13. The NCRC is an important measurement for High Schools in demonstrating their graduates' work readiness. Because of limited funding Rowan County High School would not be able to afford testing this year. The Morehead – Rowan County Economic Development Director created a partnership between the EDC, TENCO WIB, SRG Global and Heiner's Distribution to raise $4,500 for Rowan County High School to administer the NCRC to all seniors. These funds also allowed for the school to offer some remediation training and retesting. Of the first 156 students tested 120 (76.9%) scored at a silver level or above. This level of success compares well with other school systems that have used the NCRC as an evaluation tool. Most importantly, however, the Rowan County High School is committed to using the test year after year regardless of funding. Rowan County High School teachers and staff continue to study how to make the most out of the test.

Goals

With the support of employers throughout the region, the partners will work to test 45 employees a month on average starting in 2014. To track the progress of creating a work ready labor force, the NCRC sub-committee has developed the following timeline to serve as bench marks and yearly goals in a three and five-year plan to increase the number of NCRC holder to nine percent and 15% respectively:

- Dec. 2013: 601
- Dec. 2014: 1,141
- Dec. 2015: 1,681
- Dec. 2016: 2,221
- Dec. 2017: 2,761

The Rowan County Work Ready Steering Committee has developed this plan to change the mindset of employees and employers to recognize the need for a credential demonstrating the basic skills and trainability of the individual. To meet the added demand for testing, The EDC Director has been working with OET staff to provide testing at employer sites and providing testing opportunities during alternate office hours to provide group testing for up to 20 people. As demand continues to grow, we have identified possible alternate testing sites at the high school, MSU and conference center.

Narrative 4: Present a plan to raise the current Educational Attainment rate of individuals residing in Rowan County, Kentucky from 25.9% (Appendix F) of working-aged (18 – 64) adults to 32% within three years and to 39% within five years.

Based on calculations from the 2007 - 2011 American Community Survey estimate from the U.S. Census Bureau, Rowan County has a 29.8% rate of adults over 25 who hold at least an associate degree.

Associate Degree	= 5.6%
Bachelor Degree	= 11.8%
Master Degree	= 12.4%
Total	= 29.8%

Rowan County, Kentucky is fortunate to have two institutions of higher education within its boundaries; a Kentucky Community and Technical College System (KCTCS) community college campus, the Rowan Campus of Maysville Community and Technical College (RC-MCTC) and a four-year public institution, Morehead State University (MSU). Both of these nationally recognized institutions of higher education share the primary goal of providing a superior level of education to equip highly trained students who are ready for employment.

Postsecondary Educational Institutions

The **Rowan Campus** (RC-MCTC) offers a variety of services and programs to help students successfully achieve their academic and career goals and successfully graduate with an associate degree, or transfer to a four year institution such as MSU. Students will often return to the Rowan Campus after completing a certificate or diploma in a technical, business, or industrial academic program to complete an associate degree. Many of the students that complete a certificate or diploma are able to work in a high wage high demand career within our service region, and then continue their education at the Rowan Campus or transfer to a four year institution. The economic development and workforce development organizations in Rowan County place high emphasis on certificate and diploma programs as a proven method of not only increasing educational attainment, but as an effective way to increase per-capita income while meeting the immediate needs of employers throughout the region. See Appendix F for more information about the recent growth of diploma and certificate training for the people of Rowan County. The Rowan Campus is involved with specialized, flexible industry training through the KCTCS Workforce Solutions program located at our downtown extension. This program specializes in rapidly meeting the specialized training needs of the businesses and industries within our service region.

At **Morehead State University** the primary goal is the retention of students to the point of graduation with a bachelor degree. In many cases, these students will return to pursue a postgraduate degree. While offering a wide variety of degree and licensure programs MSU also utilizes ...student oriented approaches to assist students on their educational path. Student Life at MSU is very engaging in its support of students while they are enrolled in school. MSU boasts

more than 100 clubs and organizations as well as many other activities for students want to become involved.

Student retention and attainment of academic degrees

The retention of students and successful completion of degrees at both institutions involves an extensive array of student engagement practices currently utilized by the two institutions to assist students in staying in school and on their educational path and to a successful completion of Associate or Bachelor Degrees. It should be noted that certificates and diplomas do lead to students to work on their next educational degree level. It should also be noted that certificates and diplomas do provide many students with job opportunities that are equal to or greater than the student who achieves a two or four-year degree.

RC-MCTC and MSU always encourage students to strive to the highest point of academic success and degree attainment in their respective fields of study and/or interest. Both institutions work extensively with the communities they serve to encourage life-long learning, the training of individuals in specialized areas of business, industrial, healthcare and education, and in the areas of student service-learning in their respective programs. MSU also recruits extensively the students from the Rowan Campus of MCTC as well as other KCTCS colleges and campuses. There are several online transfer programs from Rowan Campus of MCTC and 2+2 agreements in place between the two systems.

Barriers of Education and Degree Attainment

There are a variety of circumstances that arise and may prevent a student from achieving a college or university degree. Even in communities where you have two post-secondary institutions, there are still students and parents who do not see themselves as "college material" or "college ready". Students never matriculate to either a community and technical college or a university. The lack of adequate preparation, the need for remedial courses during the first year of college, and first generational status cause many students to drop out their first year or complete and forgo the next academic year. In some cases, financial inability may be the hindrance to educational attainment. New rules established by the U.S. Department of Education's Office of Federal Student Aid, such as life-time funding limitations and the lack of assistance for those students. Funding opportunities for college can create hardships on students and their families.

The goal of improving the levels of degree attainment for the residents of Rowan County is shared by both institutions, the community partners and employers they currently work with, and future employers within the community. The institutions will commit to the endeavor of increasing the degree attainment percentage by developing plans to increase to the stated goal of 32% degree attainment in three years and 39% attainment within five years of associate, bachelor and master degree.

Plans for increasing degree attainment of adults (18-64 years of age) within Rowan County and meet the degree attainment plans of 32% in three years and 39% attainment within five years.

College Readiness, seamless transition between institutions, academic and career readiness:

- Morehead State University (MSU) and the Rowan Campus of Maysville Community and Technical College (RC-MCTC) will continue to collaborate to insure seamless transition from a two year college to a four-year university.
- RC-MCTC is starting to implement the Accelerating Opportunity initiative as a new approach to teaching by mixing career training with additional support for math, writing and reading inside and outside the classroom. (See Appendix F)
- Increase efforts to assist the local high school to increase the number of students who are college ready.
- Strengthen current programs that support student academic degree attainment, such as utilization of Upward Bound, SOAR, Workforce Investment Act, Workforce Solutions and working with the Adult Basic Education graduates to further their education.
- Invest in more scholarships to Rowan County students at both institutions.
- Increase dual credit students at the Rowan County Senior High School.
- Utilize college and university employees to participate in public school activities, such as career days and the Next STEP program through the Morehead-Rowan County Chamber of Commerce.
- Equip career and transfer centers at both institutions to assist with resume development, mock interviews and general preparation for employment.
- Increase the utilization of the college transfer centers to assist students who are transferring to and from a KCTCS college or four-year institution, such as MSU.
- Locate service-learning experiences for students within Rowan County

Current practices utilized by the Rowan Campus of MCTC and MSU:

- Academic Advising: This is crucial to ensuring students success. Increase the number of advisor workshops and training at both institutions by 10 percent. Master advising program for non-traditional students who need extra assistance upon their return to college.
- Both institutions offer foundational programs for students to enhance their skills in the areas of English, Math, Reading and Science.
- Face-to-face tutoring services programs on campuses offered free of charge to assist students who are academically struggling in a particular area or who need to learn new study habits to become successful.

- First year programs and courses designed to equip new students for the college academic experience.
- Minority, Disability and Veteran services are available at both institutions.
- Assessment center programs provide ACT, COMPASS, GED, Work Keys, computer literacy, business and industry testing opportunities and guidance as well as other academic examinations for CLEP or STEP.
- Supplemental instruction is available, which provides a tutor to attend class and hold study sessions for students.
- Student Support Services is a federally funded program that provides outreach and support for eligible students.
- At the Rowan Campus of MCTC, there is a college-wide focus on critical reading skills through the institution's Quality Enhancement Plan.

Community Engagement by the Rowan Campus of MCTC and MSU.

- Increase community awareness of programs and events on campuses.
- Strengthen partnerships with the industrial, business, educational and health professions to create more employment for highly trained individuals.
- Increase collaboration between entities to ensure the seamless transition of students from high school to either institution.
- Institutions will provide expertise to community individuals and entities that invest in the county and create jobs based on this qualified workforce.
- Intensify efforts to study the needs of the community and direct students to the appropriate employment opportunities within the county.

The postsecondary institutions within Rowan County will collaborate on strategies that have been put into place to increase the successful degree attainment of our citizens. As new state-wide agreements of collaboration and seamless transitioning continue, the efforts of MSU and RC-MCTC will provide measureable progress toward reaching the attainment percentages as aforementioned. We will continue to strengthen our relationships with community organizations like the Morehead – Rowan County Economic Development Council and the Chamber of Commerce to assist them in bringing high wage and high demand jobs to our area. Through these partnerships business and industry will recognize the quality of trained workers within Rowan County and assist in creating even more opportunities for the success and continued positive growth of Rowan County, Kentucky.

Narrative 5 Soft Skills Measurement: Rowan County has existing programs geared toward improving the work ethic and soft skills at both the secondary and postsecondary levels. The results of a recent survey (Appendix A) show that 73% of respondents count soft skills as particular issue for new hires. Looking further the survey shows that employers list poor communication skills, dependability and punctuality as their top three issues. With this in mind, we will highlight the programs currently addressing these and other issues along with some preliminary plans to expand these programs.

Next STEP Program
Successful Training for Emerging Professionals
Developed and taught by the Morehead-Rowan County Chamber of Commerce Leadership Academy

The Morehead-Rowan County Chamber of Commerce Leadership Academy of 2012 implemented a community project by partnering with the Rowan County Board of Education, the One-stop Career Center, Morehead Optimist Club and the Economic Development Council we developed the Next STEP Program. The Next STEP (Successful Training for Emerging Professionals) is designed to empower students with the tools and guidance necessary to succeed in the workforce or higher education setting. This program is taught in the high school and the class size range from 12-20. This program covers introduction to the job search, resumes, interviewing, workplace etiquette, workplace ethics, financial realities, educational and military opportunities among other subjects pertinent to entering the workforce or a higher education setting. There is also a mentoring process as the leadership academy feels it is necessary to connect with these students on an individual basis, both during this program and after. These students will have a much better grasp of the professionalism that their future employers and interviewers will expect. They will have resumes in-hand along with the skills and knowledge in areas that can actually help them obtain and retain employment.

The Rowan County High School and Chamber of Commerce will work together to insure the future curriculum matches the requirements for work readiness under Unbridled Learning. To expand the program the Morehead – Rowan County Industrial Development Authority applied for an ARC Flex-E-Grant. These grant funds will allow the program to expand to reach 40 high school students and adapt the curriculum to be taught at MSU's Adult Education Center to reach up to 20 more people. Taking this type of soft skills training to working adults was one notable remark in our employer survey. (Appendix A)

The Barbara Fannin Personal Development Class
Developed and taught by the Morehead-Rowan County Chamber of Commerce Leadership Academy

This program was designed as a full elective class at Rowan County Senior High School. It is a

personal development class that works with students who are considered leadership students by the school.

This program is three-fold. The first trimester is designed to teach our lesson plans in such areas as self assessment, goal setting, responsibility, accountability, social relationships, relationships with authority, correspondence, communication, personal presentation, table manners, civic awareness, civic engagement, time management, voting and volunteering. Our high school students then develop their own curriculum in these areas to teach to the middle school students. We felt that this would have a significant impact on the middle school students coming from the high school students. The third component is volunteering and community projects.

All of these students have learned soft skills throughout this course and learn skills necessary in interviewing, interpersonal relationships, workplace scenarios and resume writing skills along with certificates and letters of completion for their portfolios to explain to future employers the skills in which they have been taught. See Appendix G for examples.

Rowan County Senior High School and Rowan County Middle School Speech Program
These programs have been state winners for the last 17 years and have received National wins as well. Meeting the criteria for participating on these teams, i.e., writing skills, public speaking and dressing for success definitely play a role in their future success.

Morehead State University Career Center
Morehead State University Career Center offers the following career workshops for MSU students and will teach to community organizations upon request:

Resume Writing: Market Yourself
Interviewing Tips
CV, Personal Statement & Applying to Graduate School
Cover Letters that Work
Professional Etiquette
Dress for Success
Career Decision Making
How to do an Internship
Career Fair Clues
Networking to find a Job/Internship
Job/Internship Search Basics
Salary Negotiations
Time Management
1st Year on the Job: What to Expect

They also go one step further, by maintaining a community suit bank. This is available to the entire community to aid in dressing for an interview. These are gently worn suits for men and women to obtain free to aid in the interview process. They also host two career fairs each year bringing many employers and prospective employees together.

Maysville Community and Technical College, Rowan Campus
Rowan Campus offers many classes that encompass soft skills training such as effective

communications, coaching (leadership), conflict management, effective communication, along with many computer classes aimed at improving skills in resume preparation and job readiness.

Rowan County Cooperative Extension Office

There are a number of skills, programs and resources the Rowan County Cooperative Extension Office can offer people to help them prepare for interviews, job applications and soft skills training. They have a number of publications that offer information on job readiness information. The Family and Consumer Sciences program area offers programs based on interviewing skills and preparing for an interview. They have programs that target both adult and youth audiences for these subjects. They are able to do mock interviews to give job applicants the opportunity to have a real life experience. Classes are taught according to the particular need of the client.

O.E.T. Morehead Office

Offers training in the following areas:

- Kentucky Employment Network workshop: addressing resumes, interviewing, networking, how to find a job, etc
- REA-EUC workshop: geared toward the long term unemployed, addressing the same things.
- Basic Computer skills workshop: teaching basic computer skills
- Classes periodically offered in reviewing applications, resumes, interviewing, networking, how to find a job, etc to the KTAP JRA students and JOB CORP students.

Today's Youth Program (MSU)

Today's Youth program is a WIA (under Workforce Investment Act) funded program serving youth 17-21 years of age in the TENCO region. Focused mainly on 6 counties: Bath, Boyd, Fleming, Greenup, Montgomery and Rowan services include:

- Scholarship for those eligible youth attending a 2 year program of study in college/university
- Work experience training opportunities
- Assistance for those seeking to attain their GED

This program offers tutoring assistance in reading and math. Their workshops are geared toward career preparation. For those placed in work experience training, they offer career planning and preparation for those placed in work experience trainings. While in the work experience setting, employers work with these employees to prepare them for their next job by teaching soft skills to these workers.

Rowan County Public Library

The Rowan County Public Library offers computer and workforce development classes each week: Broadband Technology Opportunities, Beginner Computer Class, Computer Topic Class and Intermediate/Advanced Computer Class. Classes last approximately 1.5 hours and are held

in the Library's Conference Room. Class sizes are small and offer individualized attention. These classes are considered work skills classes.

All of the Library's computer classes, including BTOP job skills classes, are open to the public. BTOP classes focus on using technology not only to get a job but also to broaden job skills needed in current positions. Classes cover Microsoft Word, Excel, PowerPoint, and Publisher; using email and online storage; using Career Transitions (a subscription database provided to Library users); using eBay; learning about foreign language software, resume writing, and, interviewing, including simulations. Classes are structured around the needs of the students.

Kentucky Cabinet for Health and Family Services
Department for Community Based Services—Rowan County

At 16 years of age and older, DCBS offers youth in OOHC (out-of-home care) life skills classes using Chafee Independent Living Life Skills curriculum. There are five sessions of these life skills classes—each lasting approximately an hour and a half. Youth receive $50 for each session completed so they are able to earn a total of $250 for these classes. The five sessions include: education; employment; money management; housing; and community resources, health and healthy relationships (these three are counted as one session).

Also, beginning at age 12 youth work with their foster parents on soft skills such as developing skills for the telephone, newspaper, transportation, menu planning, shopping and yard maintenance. Also self-care, social development, leisure time skills, money management, work and study, housing, community resources and job preparation are taught during this period of foster care.

Narrative 6: Reduce the percentage of working age adults (18 – 64) without a high school diploma or high school equivalency diploma by 3% in three years and 5% in five years.

To meet this goal, the committee will focus on three areas: MSU Adult Education increasing GED recipients; Rowan County Senior High School increasing graduation rates; making the most of the Accelerating Opportunities program; and Maintaining and creating new partnerships for referrals from other agencies and businesses.

Rowan County Senior High School

Narrative 1 provides the plan to increase the graduation to 82.32%. With this increase, we will lower the number of people entering the workforce without a high school diploma. However, there will always be people leaving the school system without a diploma. The new graduation age could create the opportunity to either have more people graduating or being better prepared to take the GED.

The Rowan County Senior High School already monitors their at-risk students starting in their freshman year. With this knowledge, we considered bringing MSU Adult Education into the school system to prepare the students for the GED before they turn 18. However, current rules do not allow this innovative solution.

To that end, for the students that will not graduate with a high school diploma Rowan County Senior High School leadership will consider adapting the Adult Education Curriculum to prepare these students to take the GED when they turn 18. Being able to do this depends on funding, teacher availability and other factors. The high school is committed to arrange a meeting with a school counselor, the student and an adult education representative when it becomes apparent a student will not graduate.

Accelerating Opportunity

Accelerating Opportunity offers fast tracked education and training for students who are not college ready or need a GED. In this program, basic skills are taught in the technical program with two instructors working together in the classroom. Students receive more personalized attention and support by having two instructors in the classroom. Students also take support classes with an adult education instructor to get the math, reading and/or math skills needed to be successful in their technical courses. These classes will also assist with becoming college ready. Participants receive additional help in and outside the classroom to help them succeed in school and earn one or more certificates that will lead to a career and apply towards an Associate's Degree.

Maysville Community and Technical College (MCTC) is one of the first nine KCTCS colleges to implement Accelerating Opportunity. With Accelerating Opportunity programs in Allied Health, Industrial Maintenance and Welding Technology, MCTC already has high demand programs for Rowan County developed. As the program expands to the MCTC – Rowan Campus additional opportunities will be opened for our citizens.

As Accelerating Opportunities becomes available at the MCTC – Rowan Campus the Work Ready Community Committee will work to let all of our community partners know about the program and the opportunities it presents to those graduating high school, those working towards a GED or those already in the workforce but want to increase their skill level and earning potential.

MSU Adult Education Enrollment-Recruitment Strategies

To meet enrollment goals, mass recruiting is concentrated early in the fiscal year, beginning with an open-house and followed by a myriad of recruitment efforts employed from August through October. After the intensive recruitment effort at the beginning of the year, the following recruitment strategies are implemented throughout the year. Students are referred from Gateway Community Services, Christian Social Services, Family Resource Centers, Youth Service Centers, the Health Department, TENCO WIA programs, Youth Build, Today's Youth, Pathways, TENCO One-Stop Career Center, Head Start, Drug Court and the Office of Community Based Services.

The MSU Adult Learning Center (MSU/ALC) maintains evening and Saturday hours. Students are recruited by word of mouth, Facebook, brochures, newspapers and the local TV and radio stations. MSU/ALC maintains a webpage to keep students up to date on all activities, classes and news. Brochures are located throughout the community and displayed in stores and office display containers. The newspaper, TV and radio stations provide free public service announcements. Booths or information tables are set-up and presentations are given at back to school nights and, McDonald Campaign, Back-to-School Ready Fest and local civic organizations such as the Rowan County Interagency Committee (RCIC) and the Chamber of Commerce.

Information about MSU/ALC is distributed by the Adult Basic Education and Literacy (ABEL) Council, which meets bi-monthly. Phone calls are made, e-mails and text messages sent, and post cards mailed to re-engage students who have not attended recently. Multiple mailings are posted during the fiscal year to prior participants that stopped-out before achieving their GED goal. Staff review Adult Education Reporting Informational Network (AERIN) generated performance reports monthly and initiate additional recruitment efforts as the need and/or opportunity arises.

MSU/ALC is operational 41 hours a week, for 48 weeks a year. Services are offered four days and two evenings each week and on Saturday if needed. Classes are offered in seven week sessions and students often attend multiple classes per session. Classes total 31 hours, with 10 hours of study group available each week. Participants are encouraged to 'bundle' another study method with class. Other study methods include study group, distance learning and homework. Extensive coverage of content, using the full spectrum of knowledge/skill sets, is achieved by offering multiple classes in each subject area. Students advance accordingly, as their ability to tackle more challenging or abstract concepts progresses. The Common Core Standards, combined with Bloom's Taxonomy, guides instructors in the development of syllabi and lesson plans that are ample in both content and depth of knowledge. Serving adults in

Rowan County since 1967, MSU/ALC has built up a network of community support and resources that enhance program services. Community partnerships enable MSU/ALC to offer students real world experiences to reinforce learning.

Staff is knowledgeable of and makes referrals to community organizations that provide assistance with other learning barriers (i.e. financial needs, childcare). Students are recruited from the six low-income housing projects located on the Morehead Area Transit (MAT) route and/or within walking distance of the MSU/ALC.

Referral Relationships

Locating and identifying the population most in need is accomplished by service organizations that provide referrals and additional support including: CBS, The Morehead Inspiration Center, DOVES, Gateway Homeless Shelter, Guardian, Today's Youth and drug court. MSU/ALC has a strong community network, yielding extensive support and forming rewarding partnerships with local agencies/organizations. MSU/ALC is advised and supported by the ABEL Advisory Council with representatives from Maysville Community and Technical College, OET, Rowan County Schools and both the Rowan County and MSU libraries. MSU/ALC is a member of the Rowan County Interagency Committee (RCIC), a council of local social service agencies. MSU/ALC is a TENCO/One-Stop partner, receiving and making referrals with other participating organizations, collaborating in program events and magnifying services by avoiding duplication. The center partners with White Lumber to offer ESL classes to serve the Hispanic population.

MSU/ALC will continue to offer managed classes. Currently nine day and two evening classes are offered, in five 7- week sessions. Participants pre-register for classes but may join, if openings exist, anytime during the first two weeks. Study methods include classes, study groups, online study and homework. Current online study options include WIN through Kentucky Virtual Adult Education (KVAE) and ITTS. Adequate reading and computer skills are prerequisite to participation in online studies. Homework is limited to no more than 30% of the participant's total study time. Classes and study groups are offered during both day and evening hours. Participants are strongly encouraged to 'bundle' classes with one or more of the other study methods to reinforce learning and meet their educational goals in a timelier manner.

Study groups (holding classes) are an alternative for those waiting for classes or any whose schedules prevent them from attending classes and as a supplement for participants who are attending classes in only one subject area.

Adult Education Performance and Goal

Table A outlines the past five years of performance for the MSU/ALC. The MSU/ALC has met or exceeded expectations for all five years. Through their efforts 283 Rowan County residents have received their GED.

To reach the goals for Work Ready Community our organizations will work together with MSU/ALC to increase the number of people receiving their GED over five years to 325 people.

Table A: Program Performance

Year/Goal	Enrollment	Level Gains	GED County Goal	Status
2008-2009	92% (242)	59%	95% (46)	Excellent
2009-2010	106% (278)	51%	101% (53)	Proficient
2010-2011	90% (237)	56%	132% (73)	Excellent
2011-2012	74% (194)	52%	97% (48)	Proficient
2012 - 2013	66% (185)	50%	114% (63)	Proficient

Multiple partnerships will have to come together to make this goal. The Rowan County Work Ready Community Committee is dedicated to create the partnerships to meet this all Work Ready Goals.

Appendix A

Employer Survey Results

This survey, conducted by the Morehead – Rowan County Chamber of Commerce and Economic Development Council, provides the basis for our Work Ready Community Committee to establish programs to create a pipeline of workers with the skills our employers need. These results have been shared with our employers, educators at the primary and secondary level and other workforce development agencies in our region.

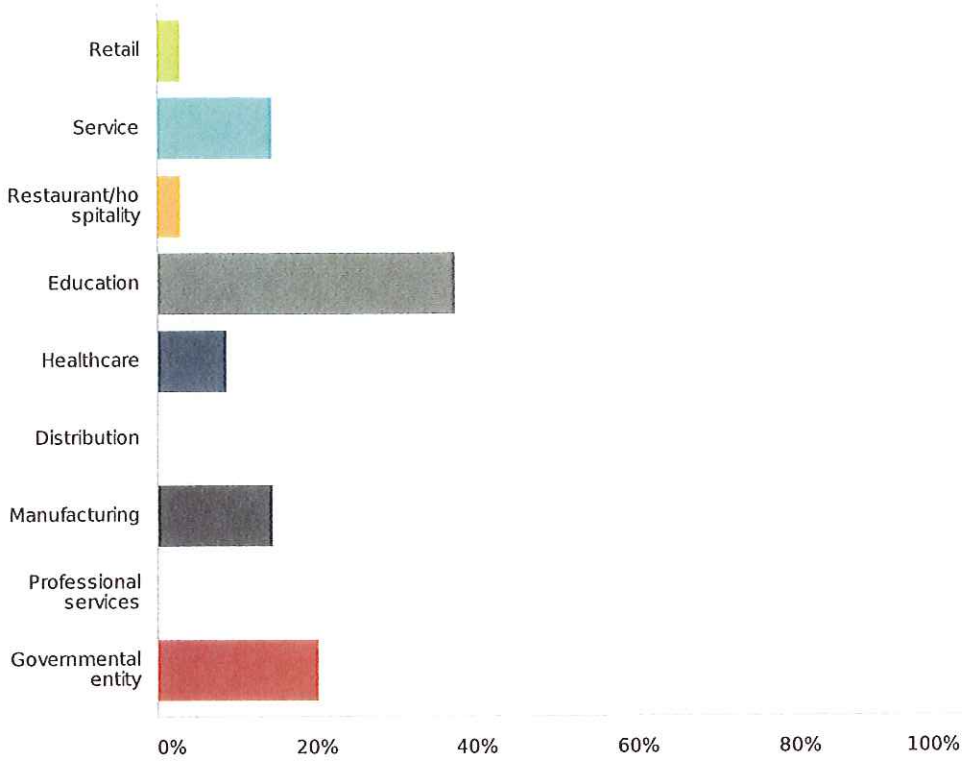
As the survey shows much of the concern with our region's employees centers around soft-skills/work ethic. Dependability and communication skills are two of the highest rated problems the responding employers noted with their recent hires. These also correspond with issues they would like to see addressed through programs in the community. With this in mind, the Morehead – Rowan County Industrial Development Authority applied to ARC for a Flex-E-Grant. (Appendix H) If approved, some of these funds will be used to modify and expand the Next STEP (Appendix G) program in Rowan County Senior High School and to take the program into the Morehead State University Adult Education Center.

The Next STEP program already provides some communication and employer expectation training. But as the program is modified for meet the needs under Unbridled Learning and the adult education audience it is planned to put more emphasis on communications skills, employer and customer expectations.

The Director of the Morehead – Rowan County Economic Development Council holds two plant managers meetings a year. These plant managers will be asked to review programs as they are initiated and asked to provide feedback as to their effectiveness. This and other employer feedback will be requested throughout the process of becoming and sustaining a Work Ready Community.

Q1 Type of business

Answered: 35 Skipped: 6



Answer Choices	Responses	
Retail	**2.86%**	1
Service	**14.29%**	5
Restaurant/hospitality	**2.86%**	1
Education	**37.14%**	13
Healthcare	**8.57%**	3
Distribution	**0%**	0
Manufacturing	**14.29%**	5
Professional services	**0%**	0
Governmental entity	**20%**	7
Total		35

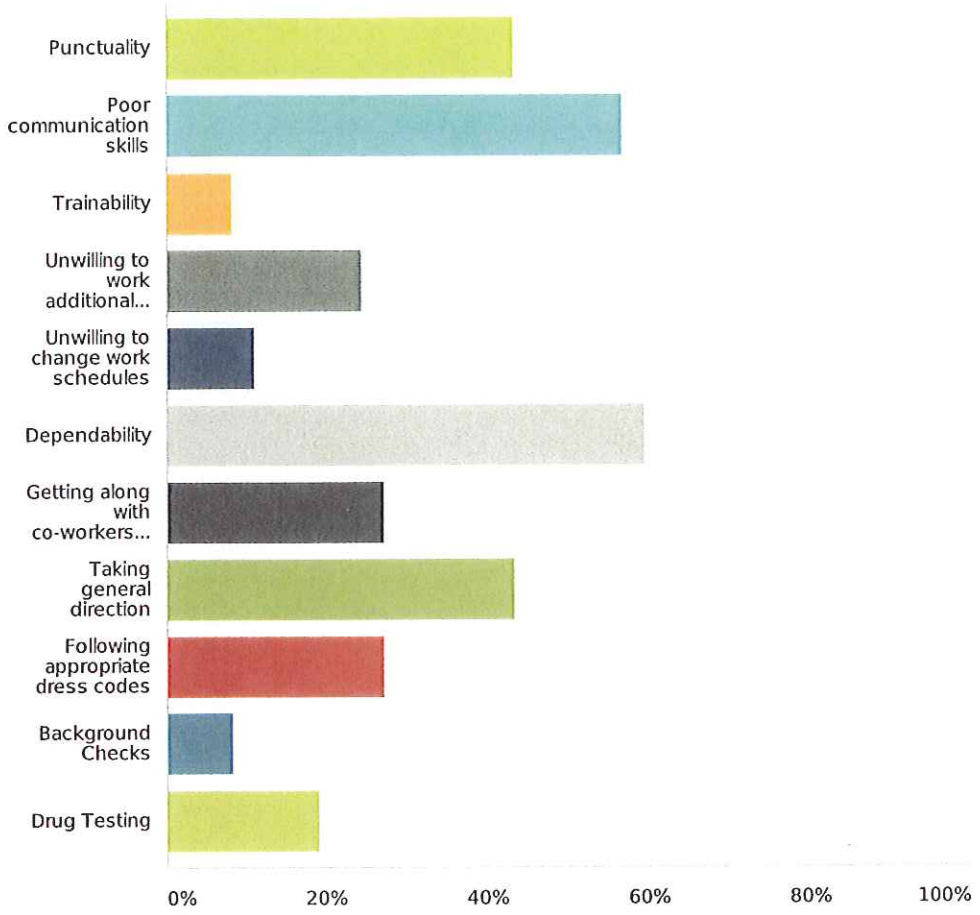
Other (please specify) (7)

#	Other (please specify)	Date
1	Youth Center	4/22/2013 11:35 AM
2	Community Service	4/16/2013 11:36 AM
3	Nonprofit - substance abuse prevention services	4/16/2013 11:05 AM
4	newspaper publishing	4/16/2013 11:03 AM
5	Banking	4/16/2013 10:24 AM
6	University Athletic Department	4/16/2013 9:21 AM

#	Other (please specify)	Date
7	Utility	4/16/2013 7:59 AM

Q2 What are the problems you most encounter with new hires (check up to five):

Answered: 37 Skipped: 4



Answer Choices	Responses	
Punctuality	**43.24%**	16
Poor communication skills	**56.76%**	21
Trainability	**8.11%**	3
Unwilling to work additional hours	**24.32%**	9
Unwilling to change work schedules	**10.81%**	4
Dependability	**59.46%**	22
Getting along with co-workers (working as a team)	**27.03%**	10
Taking general direction	**43.24%**	16
Following appropriate dress codes	**27.03%**	10
Background Checks	**8.11%**	3
Drug Testing	**18.92%**	7

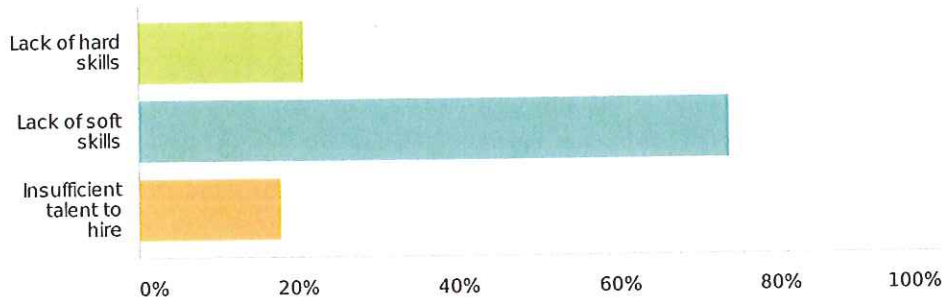
Total Respondents: 37

Other (please specify) (6)

#	Other (please specify)	Date
#	Other (please specify)	Date
1	Haven't hired anyone for eight years	4/16/2013 9:26 PM
2	We use volunteer service only	4/16/2013 11:36 AM
3	NA	4/16/2013 9:21 AM
4	Proper training	4/16/2013 8:57 AM
5	poor work ethic	4/16/2013 8:41 AM
6	Taking initiative	4/16/2013 8:38 AM

Q3 What do you find the most problem with:

Answered: 34 Skipped: 7



Answer Choices	Responses	
Lack of hard skills	**20.59%**	7
Lack of soft skills	**73.53%**	25
Insufficient talent to hire	**17.65%**	6

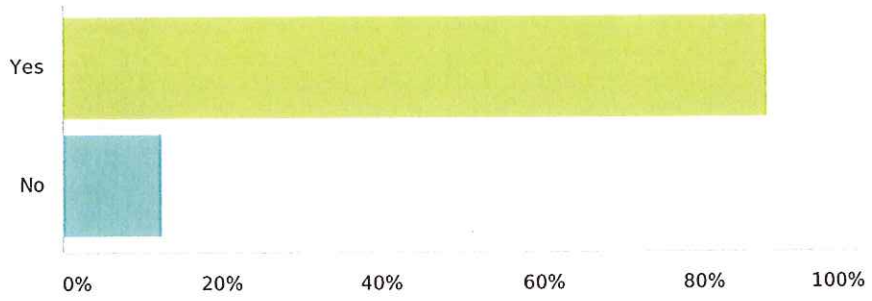
Total Respondents: 34

Other (please specify) (5)

#	Other (please specify)	Date
1	Inability to deal with public	4/22/2013 12:32 PM
2	willingness to volunteer time to the cause	4/22/2013 11:35 AM
3	Dependability	4/21/2013 9:28 PM
4	See 2	4/16/2013 9:26 PM
5	hard to fine volunteers	4/16/2013 11:36 AM

Q4 Do you consider community involvement (volunteerism) an important asset in hiring a new employee?

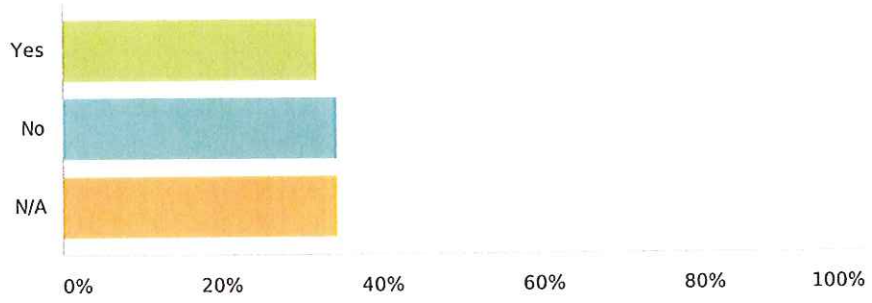
Answered: 41 Skipped: 0



Answer Choices	Responses	
Yes	**87.80%**	36
No	**12.20%**	5
Total		41

Q5 Is there sufficient training available to your employees from community resources after they are hired, i.e. customer satisfaction training?

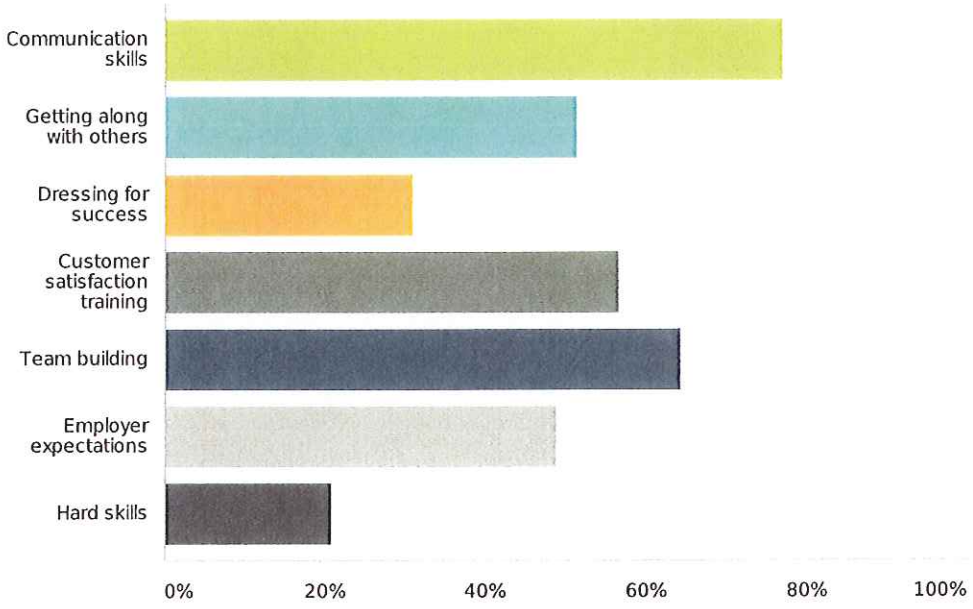
Answered: 41 Skipped: 0



Answer Choices	Responses	
Yes	**31.71%**	13
No	**34.15%**	14
N/A	**34.15%**	14
Total		41

Q6 What are some of the issues that your company/organization would like to see addressed through training from community resources?

Answered: 39 Skipped: 2



Answer Choices	Responses	
Communication skills	**76.92%**	30
Getting along with others	**51.28%**	20
Dressing for success	**30.77%**	12
Customer satisfaction training	**56.41%**	22
Team building	**64.10%**	25
Employer expectations	**48.72%**	19
Hard skills	**20.51%**	8

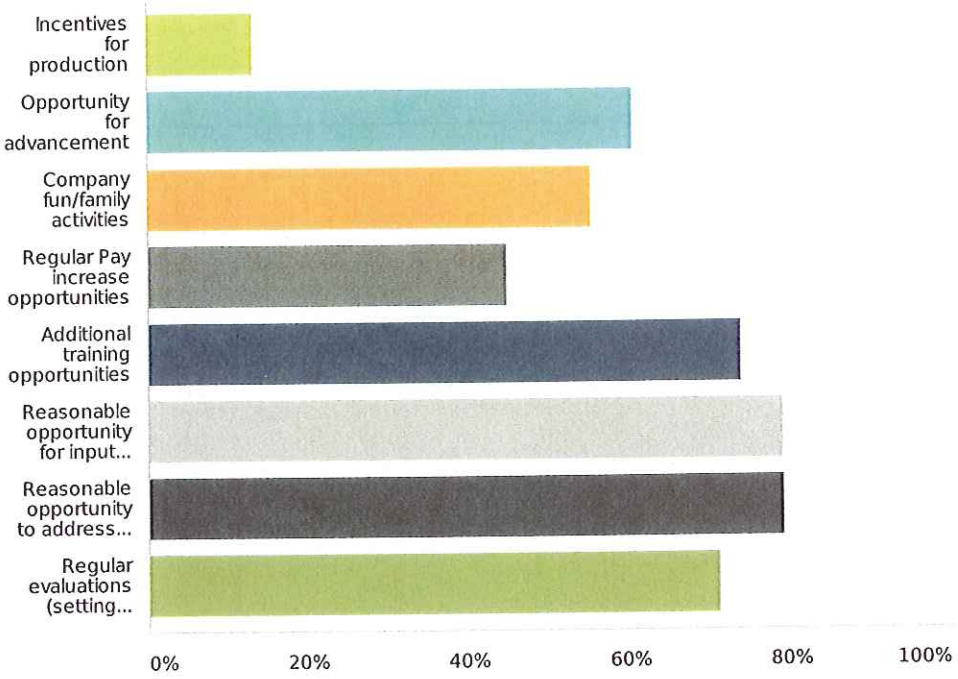
Total Respondents: 39

Other (please specify) (4)

#	Other (please specify)	Date
1	English grammar, MS Excel and MS Access software	4/22/2013 1:24 PM
2	Dependability	4/17/2013 5:17 PM
3	sustance abuse & recognizing behavior	4/16/2013 4:53 PM
4	We train our team members onsite	4/16/2013 2:21 PM

Q7 Please check all of the following that applies to what your company offers:

Answered: 38 Skipped: 3



Answer Choices	Responses	
Incentives for production	**13.16%**	5
Opportunity for advancement	**60.53%**	23
Company fun/family activities	**55.26%**	21
Regular Pay increase opportunities	**44.74%**	17
Additional training opportunities	**73.68%**	28
Reasonable opportunity for input from employees	**78.95%**	30
Reasonable opportunity to address management about any concerns	**78.95%**	30
Regular evaluations (setting goals and expectations)	**71.05%**	27

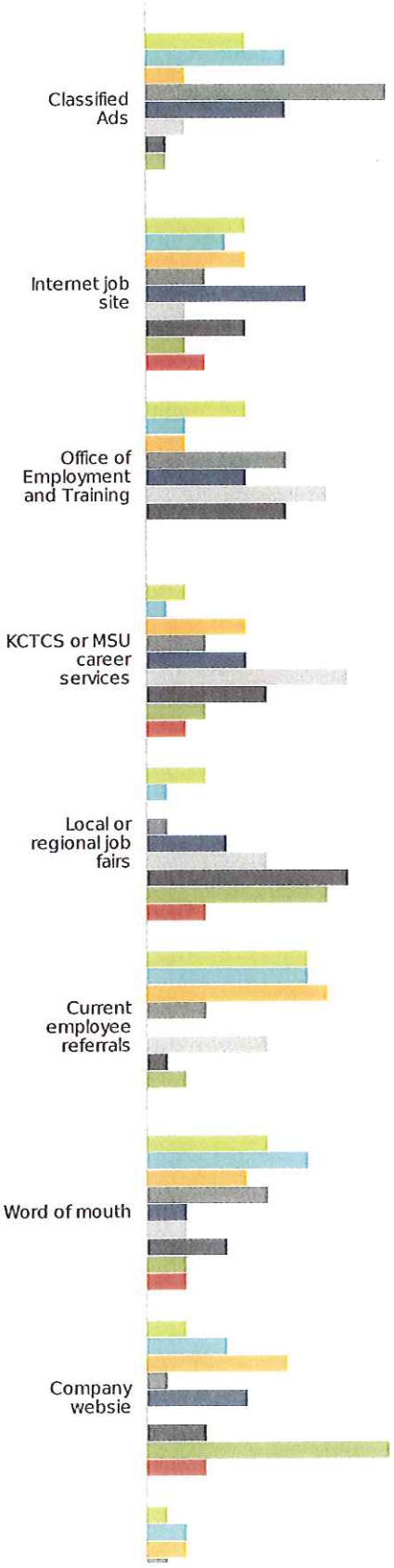
Total Respondents: 38

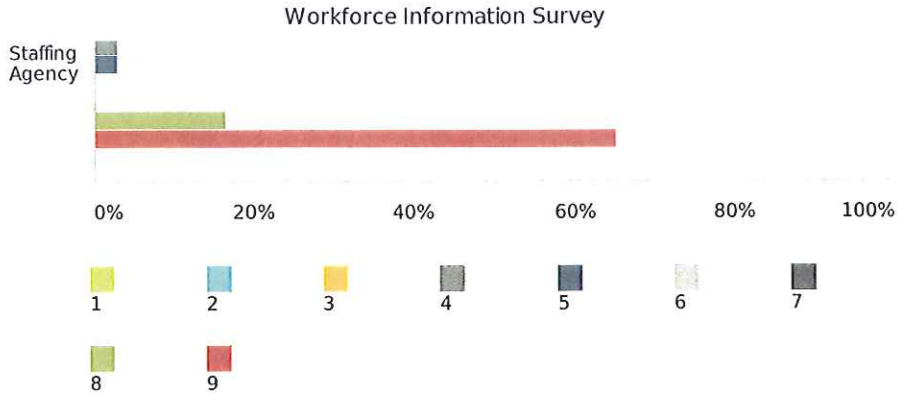
Other (please specify) (3)

#	Other (please specify)	Date
1	Safe Work Envrionment	4/16/2013 4:38 PM
2	N/A	4/16/2013 11:36 AM
3	Help from the community	4/16/2013 8:09 AM

Q8 Rank in effectiveness of the following, up to five, resources you use for recruiting new employees:

Answered: 37 Skipped: 4

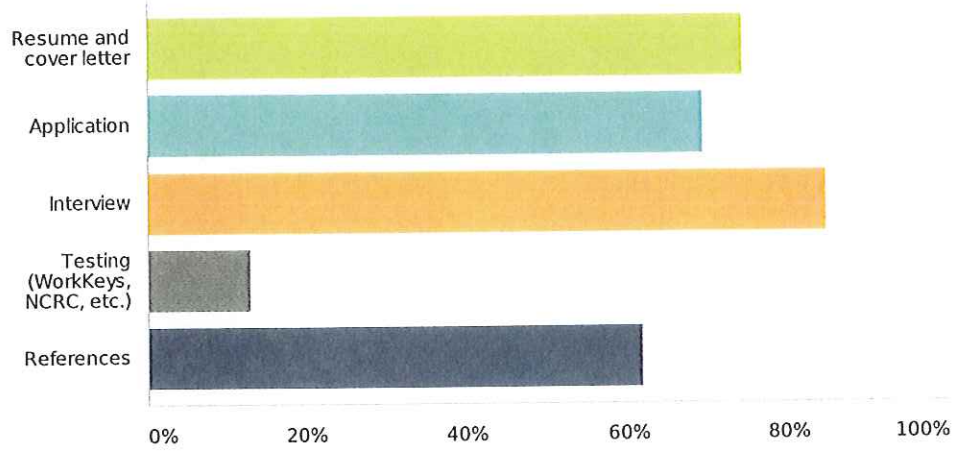




	1	2	3	4	5	6	7	8	9	Total	Average Ranking
Classified Ads	**13.51%** 5	**18.92%** 7	**5.41%** 2	**32.43%** 12	**18.92%** 7	**5.41%** 2	**2.70%** 1	**2.70%** 1	**0%** 0	37	6.35
Internet job site	**13.51%** 5	**10.81%** 4	**13.51%** 5	**8.11%** 3	**21.62%** 8	**5.41%** 2	**13.51%** 5	**5.41%** 2	**8.11%** 3	37	5.41
Office of Employment and Training	**13.51%** 5	**5.41%** 2	**5.41%** 2	**18.92%** 7	**13.51%** 5	**24.32%** 9	**18.92%** 7	**0%** 0	**0%** 0	37	5.38
KCTCS or MSU career services	**5.41%** 2	**2.70%** 1	**13.51%** 5	**8.11%** 3	**13.51%** 5	**27.03%** 10	**16.22%** 6	**8.11%** 3	**5.41%** 2	37	4.59
Local or regional job fairs	**8.11%** 3	**2.70%** 1	**0%** 0	**2.70%** 1	**10.81%** 4	**16.22%** 6	**27.03%** 10	**24.32%** 9	**8.11%** 3	37	3.68
Current employee referrals	**21.62%** 8	**21.62%** 8	**24.32%** 9	**8.11%** 3	**0%** 0	**16.22%** 6	**2.70%** 1	**5.41%** 2	**0%** 0	37	6.70
Word of mouth	**16.22%** 6	**21.62%** 8	**13.51%** 5	**16.22%** 6	**5.41%** 2	**5.41%** 2	**10.81%** 4	**5.41%** 2	**5.41%** 2	37	6.08
Company websie	**5.41%** 2	**10.81%** 4	**18.92%** 7	**2.70%** 1	**13.51%** 5	**0%** 0	**8.11%** 3	**32.43%** 12	**8.11%** 3	37	4.49
Staffing Agency	**2.70%** 1	**5.41%** 2	**5.41%** 2	**2.70%** 1	**2.70%** 1	**0%** 0	**0%** 0	**16.22%** 6	**64.86%** 24	37	2.32

Q9 What are your primary screening tools?

Answered: 39 Skipped: 2



Answer Choices	Responses	
Resume and cover letter	**74.36%**	29
Application	**69.23%**	27
Interview	**84.62%**	33
Testing (WorkKeys, NCRC, etc.)	**12.82%**	5
References	**61.54%**	24

Total Respondents: 39

Other (please specify) (6)

#	Other (please specify)	Date
1	Background investigation	4/22/2013 12:32 PM
2	Staff Agency Testing	4/16/2013 4:38 PM
3	preemployment drug test	4/16/2013 2:18 PM
4	Testing usually limited to specialized job specific test - police.	4/16/2013 12:05 PM
5	N/A	4/16/2013 11:36 AM
6	Myers Briggs	4/16/2013 9:13 AM

Q10 What opportunities do you see for organizations like the Office of Employment and Training, MSU Adult Education, Rowan County Board of Education, Maysville Community and Technical College - Rowan Campus, Morehead - Rowan County Chamber of Commerce, Morehead - Rowan County Economic Development Council, etc. to improve our workforce?

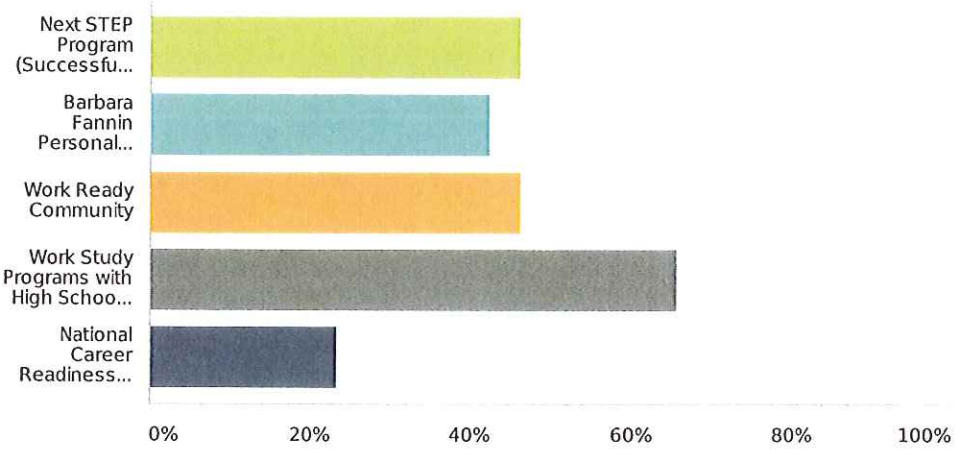
Answered: 23 Skipped: 18

#	Responses	Date
1	Training - workready, soft skills, basic computer skills, communication	4/30/2013 3:54 PM
2	Yes. It would be great to collaborate with these organizations to bring professional development opportunities to MSU.	4/29/2013 1:02 PM
3	Work ethic, motivation, stablility.	4/23/2013 3:46 PM
4	TRaining begins at the high school level. First jobs are usually held during this time. Good source of training to take place here.	4/22/2013 2:26 PM
5	Create pay incentives for employees Raise salaries to compete with other universities	4/22/2013 1:24 PM
6	Don't know	4/22/2013 12:32 PM
7	Work Ethic, which is a major challenge to instill to adults.	4/17/2013 5:17 PM
8	Point out what will be expected from the employer, what this job will lead to, work hard, dependability, people skills.	4/16/2013 9:26 PM
9	Setting goals, good training and expect goals to achieved.	4/16/2013 8:15 PM
10	substance abuse training	4/16/2013 4:53 PM
11	While I appreciate, understand and value the focus on the programs that benefit the High School and College age candidates preparing to enter the workforce, I would also like to see more of those same types of employment skills taught to the general workforce who were not able to benefit from the the programs when they were in school.	4/16/2013 4:38 PM
12	Teaching soft skills	4/16/2013 2:18 PM
13	To work as a team !!!	4/16/2013 2:18 PM
14	Soft skills -- dependability, honesty, teamwork, customer service	4/16/2013 11:03 AM
15	Educational opportunities	4/16/2013 10:08 AM
16	NA	4/16/2013 9:21 AM
17	These entities have unique opportunities to promote leadership skills, hard skills, soft skills, and workforce readiness.	4/16/2013 9:13 AM
18	Office of Employment and Training to be more community/school involved. Rowan County Board of Education to have the Next STEP Program in their Curriculum. Morehead-Rowan County Chamber of Commerce select a Senior in HS to be a part of the Leadership Academy (possible Scholarship from someone/business in the Community)	4/16/2013 9:08 AM
19	assist is teaching employee responsibilities	4/16/2013 8:26 AM
20	Providing valuable service	4/16/2013 8:19 AM
21	Great opportunities for soft skill and technical training	4/16/2013 8:09 AM

#	Responses	Date
22	Development of more soft skills training	4/16/2013 7:59 AM
23	Train Generation Y to have similar work skills as earlier generations.	4/16/2013 7:58 AM

Q11 What programs would your company contribute time and resources to expand in the community?

Answered: 26 Skipped: 15



Answer Choices	Responses	
Next STEP Program (Successful Training for Emerging Professionals at High School)	**46.15%**	12
Barbara Fannin Personal Development Class at High School	**42.31%**	11
Work Ready Community	**46.15%**	12
Work Study Programs with High School, KCTCS, or MSU	**65.38%**	17
National Career Readiness Certification testing	**23.08%**	6

Total Respondents: 26

Other (please specify) (5)

#	Other (please specify)	Date
1	I can't speak for MSU.	4/22/2013 1:24 PM
2	substance abuse training	4/16/2013 4:53 PM
3	NA	4/16/2013 9:21 AM
4	Not certain what these programs are	4/16/2013 8:19 AM
5	Our facility is the local testing site for high school students.	4/16/2013 7:58 AM

Q12 . If you would be willing to be involved in more discussions to contribute to workforce development in our community please include your name, phone number and email address.

Answered: 11 Skipped: 30

#	Responses	Date
1	Kathy Emmons kathy.emmons@emerson.com	4/30/2013 3:54 PM
2	.Yes. Contact Mihcelle Hardin (m.hardin@moreheadstate.edu) or Phil Gniot (p.gniot@moreheadstate.edu). You may contact either of us at (606) 783-2097.	4/29/2013 1:02 PM
3	Susette Redwine s.redwine@moreheadstate.edu 356-0910	4/22/2013 2:26 PM
4	Bill Redwine (606)783-2680 b.redwine@moreheadstate.ede	4/16/2013 10:09 PM
5	Frankie Spencer BA CADC 606 783-0404 frankie.spencer@pathways-ky.org	4/16/2013 4:53 PM
6	Jerry Bothman jbothman@srggi.com 606-783-6204	4/16/2013 4:38 PM
7	Keith Kappes, Publisher, The Morehead News 784-4116 kkappes@themoreheadnews.com	4/16/2013 11:03 AM
8	NA	4/16/2013 9:21 AM
9	Carmen Eldridge 606-784-5512 Carmen.black@ky.gov	4/16/2013 9:13 AM
10	Julie Stephens 606-783-6470 julie.stephens@st-claire.org	4/16/2013 9:08 AM
11	Jeff Ray jeff@gatewayradio.net	4/16/2013 8:19 AM

Appendix B

Letters of Support

MOREHEAD-ROWAN COUNTY
ECONOMIC DEVELOPEMENT COUNCIL, INC.

100 Lake Park Drive
Morehead, Kentucky 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The Morehead – Rowan County Economic Development Council is dedicated to being a lead partner when addressing workforce development issues in our community. With this in mind, we will work to support the program and the implementation of the initiatives set forth in this application. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Lead the Work Ready Community initiative by acting as the lead agency to set meeting times and agendas.
- Attending periodic community meetings to discuss the program with others.

Organization: Morehead – Rowan County Economic Development Council
Key Contact Name: Brett Traver, Executive Director
Key Contact Phone Number: 606-784-5874
Key Contact Email Address: Brett.Traver@roadrunner.com
City: Morehead County: Rowan

Signature: Brett C. Traver

Phone: 606.784.5874
Fax: 606.780.9843

email: edc.inc@roadrunner.com
www.edc-mmrc.com

St. Claire Regional Medical Center

222 Medical Circle • Morehead, KY 40351
(606) 783-6500 • fax: (606) 783-6518
www.st-claire.org

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. St. Claire Regional Medical Center commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.
- Implementing a pilot NCRC project at St. Claire Regional Medical Facility which employs more the 1,200 people.

Organization: St. Claire Regional Medical Center
Key Contact Name: Jennifer Campbell, Human Resource Director
Key Contact Phone Number: 606-783-6500
Key Contact Email Address: jhcampbell@st-claire.org
City: Morehead County: Rowan

Signature: Jennifer Campbell

CITY OF MOREHEAD

May 20, 2013

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The City of Morehead commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.

Organization: City of Morehead
Key Contact Name: Mayor David Perkins
Key Contact Phone Number: 606-784-8505
Key Contact Email Address: dperkins@morehead-ky.gov
City: Morehead County: Rowan

David C Perkins, Mayor

314 BRIDGE STREET • MOREHEAD, KY 40351 • 606-784-8505

EMERSON
Industrial Automation

March 20, 2013

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. Emerson Industrial Automation (Sealmaster), Morehead, Kentucky; commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions process.

Kathy Emmons
Sr. Human Resource Representative, PHR
Emerson Industrial Automation
606-780-2107
Kathy.Emmons@emerson.com
Morehead, Kentucky (Rowan County)

FAMILY DOLLAR
my family. my family dollar.

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. Family Dollar Distribution Center commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.
- Recognizing the National Career Readiness Certificate as a valuable tool in recruiting new employees.

Organization: Family Dollar Distribution Center
Key Contact Name: Russ Schupp
Key Contact Phone Number: 606-780-7979
Key Contact Email Address: rschupp@familydollar.com
City: Morehead County: Rowan

Signature: _____

JIM NICKELL
Rowan County Judge/Executive

OFFICE: (606) 784-5151
CELL: (606) 776-4479
FAX: (606) 784-3535
E-MAIL: judgeexec@windstream.net

600 West Main Street • Morehead, KY 40351

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. Rowan County commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.

Organization: Rowan County
Key Contact Name: Judge Executive Jim Nickell
Key Contact Phone Number: 606-784-5151
Key Contact Email Address: judgeexec@windstream.net
City: Morehead County: Rowan

Signature: _____

200 Guardian Avenue
Morehead, KY 40351

May 20, 2013

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. SRG Global commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.
- Recognizing the National Career Readiness Certificate as a valuable credential.
- Work with the Office of Employment and Training and the Morehead – Rowan County Economic Development Council to implement a NCRC pilot project in the future.

Organization: SRG Global
Key Contact Name: Jerry Bothman, Human Resource Manager
Key Contact Phone Number: 606-783-6204
Key Contact Email Address: jbothman@srggi.com
City: Morehead County: Rowan

Signature: _____

Brett Traver, Executive Director
Morehead – Rowan County
Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. Rowan County School System commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community. In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort.
- Attending periodic community meetings to discuss the program with others.
- Rowan County School Board to administer and monitor the results of the NCRC testing of all high school seniors.

Organization: Rowan County School System
Key Contact Name: Superintendant Marvin Moore
Key Contact Phone Number: 606-784-8928
Key Contact Email Address: mmoore@rowan.k12.ky.us
City: Morehead County: Rowan

Signature: Marvin Moore

EDUCATION and WORKFORCE DEVELOPMENT CABINET
OFFICE OF EMPLOYMENT AND TRAINING

Steven L. Beshear
Governor

Morehead One Stop Career Center
126 Bradley Avenue
Morehead, Kentucky 40351
Phone: 606-783-8525
Fax: 606-783-8529
www.oet.ky.gov

Joseph U. Meyer
Secretary

May 21, 2013

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The local Morehead Office of Employment and Training commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Promoting the National Career Readiness Certificate as a valid work readiness credential for hiring and/or promotions process to the local employers in the community.

If, after considering our letter of support, you have any questions, please do not hesitate to contact me. Thank you.

Tonia Anderson, Operations Manager

Tonia Anderson

Office of Employment and Training
Kentucky Career Center, Morehead
Rowan County
126 Bradley Avenue
Morehead KY 40353
PH: 606-783-8525 Ext 22402
Email: ToniaM.Anderson@ky.gov

MOREHEAD STATE UNIVERSITY

Innovation and Commercialization Center
214 Bert Combs Bldg. | Morehead, KY 40351
P: 606-783-9536 | F: 606-783-5025

www.moreheadstate.edu

March 19, 2013

Brett C. Traver
Executive Director
Morehead-Rowan County Economic Development Council
100 Lake Park Drive
Morehead, KY 40351

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The Morehead State University Innovation & Commercialization Center commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort
- Attending periodic community meetings to discuss the program with others

Please contact us should you have any questions.

Thank you for your time.

Sincerely,

Johnathan C. Gay, Esq.
Director, Morehead State University Regional Innovation Center
320 D Bert Combs Building
Morehead State University
Morehead, KY 40351
606-783-9536
J.gay@kyinnovation.com

City: Morehead County: Rowan

MSU is an affirmative action, equal opportunity, educational institution

MOREHEAD-ROWAN COUNTY
CHAMBER OF COMMERCE, INC.

150 East First St.
Morehead, Kentucky 40351
Tel: 606/784-6221
Fax: 606/783-1373

April 30, 2013

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The Morehead-Rowan County Chamber of Commerce commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others,
- Continue to work with the many organizations who offer soft skills training and
- Promote the National Career Readiness Certificate as a valid work readiness credential for hiring and/or promotions process.

Morehead-Rowan County Chamber of Commerce, Inc.
Tracy C. Williams, Executive Director
Office: (606) 784-6221
Email: tcwilliams@moreheadchamber.com
150 E. First Street, Morehead, KY 40351
Rowan County

Tracy C Williams

›wan Campus-Morehead
609 Viking Drive
Morehead, Kentucky 40351
Telephone: (606) 783-1538
Fax: (606) 784-9876

Rowan Campus
Maysville Community & Technical College
HIGHER EDUCATION BEGINS HERE

Licking Valley Campus-Cynthiana
(859) 234-8626
Maysville Campus
(606) 759-7141
Donald W. Kiser Paris Extension
(859) 987-3005
Montgomery Extension
(859) 398-5959

May 2, 2013

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Rowan County. The Rowan Campus of Maysville Community and technical College commits to participate in the program, support the program and work to the spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others.

Please feel free to contact me at the following:
Rowan Campus of Maysville Community and Technical College
Russell C. Ward, Campus Director
606-783-1538, extension 66303
Russ.ward@kctcs.edu
Morehead, Kentucky Rowan County

Respectfully,

Russell C. Ward,
Campus Director

MCTC is an equal opportunity and education institution.
maysville.kctcs.edu

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

Appendix C

Committee Attendees & Minutes

July 23, 2012 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Jason Slone	Office of Emp. training	jason.slone@ky.gov	606-783-8525
Brett Traver	Morehead-Rowan County EDC	Brett.Traver@roadrunner.com	606-356-5717
Mark Murphy	MSU - SBDC	m.murphy@moreheadstate.edu	606-783-2895
Denise Wetzel	TENCO WIA	dwietelmann@btaha.com	606-564-6894
Sherry Watson	Morehead-Rowan Co. EDC	sherrywatson@roadrunner.com	606-784-5874

July 23, 2012 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Eva Henderson	MSU Adult Learning Ctr.	e.henderson@moreheadstate.edu	783-2871
David Perkins	City of Morehead	on file	on file
Russ Ward	Rowan Campus / MCTC	russ.ward@kctcs.edu	606-783-1538. 66303
Johnathan Gay	MSU ICC	j-gay@moreheadstate.edu	859 797 5759
Jason Boggs	Gateway A.D.D.	glenn.boggs@ky.gov	606-780-0090
Jennifer Campbell	SCR	jhcampbell@st-claire.org	606 783-6581
Travis Bailey	SCR	tabailey@st-claire.org	606-783-6925
Tracy Williams	Chamber	tcwilliams@moreheadchamber.com	784-6221
John Maxey	Rowan Co. Bd	john.maxey@rowan.kyschools.us	784-8928

Work Ready Community Committee

Gateway Area Development District

110 Lake Park Drive

Morehead, KY 40351

July 23, 2012

10:00am

Present:

Brett Traver, Morehead – Rowan County EDC Executive Director

Sherry Watson, Morehead – Rowan County EDC Administrative Assistant

Jason Slone, Office of Employment Training

Mark Murphy, MSU/SBDC

Denise Wietelmann, TENCO WIA

Eva Henderson, MSU Adult Learning Center

Mayor David Perkins, City of Morehead

Russ Ward, Rowan Campus/MCTC

Johnathan Gay, MSU ICC

Jason Boggs, Gateway Area Development District

Jennifer Campbell, St. Claire Regional

Travis Bailey, St. Claire Regional

Tracy Williams, Morehead – Rowan County Chamber of Commerce

John Maxey, Rowan County Board of Education

This meeting was held to create community involvement with assisting in the process of job placement for work ready individuals. Throughout the meeting, each attendee shared their plans and ideas for a better work ready community. The committee discussed criteria in need of improvement, setting goals, and striving to reach the goals.

The following subject areas were assigned to create sub-committees for further research and planning:

High School Graduation Rates – John Maxey

National Career Readiness Certificate (NCRC) – Brett Traver

Community Commitment – Travis Bailey & Jennifer Campbell

Education Attainment – Johnathan Gay & Russ Ward

Soft Skills Measurement – Tracy Williams

Each sub-committee is required take minutes and attendance during meetings. The time frame to report back to the Work Ready Community Committee to discuss the sub-committee results will be first week of October. The committee will submit application for Work Ready Community Certification by the end of 2012.

September 25, 2012 – Work Ready Community Committee Meeting (NCRC Testing)

NAME	COMPANY	EMAIL	CONTACT #
Brett Traver	Morehead-Rowan County EDC	Brett.Traver@roadrunner.com	606-356-5717
Mark Lambert	MCTC	Mark.Lambert@kctcs.edu	606-780-0629
Eva Henderson	MSU Adult Learning Ctr	e.henderson@moreheadstate.edu	783-2871
Jason Slone	Ky. Career Center - Oct	jason.slone@ky.gov	606-783-8525
Jerry Bothman	SRC Global	jbothman@seggi.com	606-783-6204
Kathy Emmons	Emerson Salmister	kathy.emmons@emerson.com	606-784-3107
Julia Hawkins	Morehead St. Career Center	j.hawkins@moreheadstate.edu	606 7832233
Sherry Watson	Morehead-Rowan EDC	sherrywatson@roadrunner.com	606-784-5874

Work Ready Community Committee

(NCRC Testing)

Morehead – Rowan County EDC

100 Lake Park Drive

Morehead, KY 40351

September 25, 2012

9:00am

Present:

Brett Traver, Morehead – Rowan County EDC Executive Director

Sherry Watson, Morehead – Rowan County EDC Administrative Assistant

Jason Slone, Office of Employment Training

Mark Lambert, Maysville Community Technical College – Rowan Campus

Eva Henderson, MSU Adult Learning Center

Jerry Bothman, SRG Global

Kathy Emmons, Emerson

Julia Hawkins, Morehead State University Career Center

This meeting was held to discuss the progress with NCRC testing. Throughout the meeting, each attendee explained their experience with NCRC testing and how it could benefit both the person seeking employment and the employer. The group discussed how to expand the availability of the National Career Readiness Certificate.

The National Career Readiness Certificate is achieved by scoring certain levels on the work keys exam. The work keys exam was designed by ACT incorporated after surveying thousands of employers nationwide to determine what skills employers need in various fields. The sections on the exam include: Reading for Information, Locating Information, and Applied Math. There are different levels of scoring. The minimum scoring level is bronze level 3, which does not receive certification. The majority of individuals score within the silver level 4. Gold and platinum are the top levels 5 and 6. NCRC testing gives the employer the ability to measure and identify an applicant's workplace skills when applying for employment. Local adult learning centers can help raise scores of individuals that are testing below certification level.

The NCRC testing is valuable to individuals seeking employment only if the employers are willing to recognize and accept the certification. If employers would begin using the certification, they would have a process to identify very good employees. It would help create a strong workforce for the employer and less turnover.

Rowan County High School Seniors who attended school on September 18, 2012, were given the NCRC test. The test helps the school prepare students for the workforce. Public and private funding was collected to cover the cost of the NCRC testing of the students.

October 30, 2012 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Tracy Williams	Chamber of Commerce	tcwilliams@moreheadchamber.com	606-207-3802
Russell Ward	Rowan Campus MCTC	russ.ward@kctcs.edu	606-783-1538
Johnathan Gay	MSU	johnathangay@hotmail.com	859 797 5759
Mark Murphy	MSU	m.murphy@moreheadstate.edu	606-783-2895
Jim Nickell	Rowan Co. Judge/Exec	JNickell50@yahoo.com	606-784-5151
Debbie Howes	Rowan Co. Senior High School	debbie.howes@rowan.kyschools.us	606-784-8956
John Maxey	Rowan Co Bd of Ed	john.maxey@rowan.kyschools.us	606-356-2147
Jerry Bothman	SRG Global	jbothman@srggi.com	606-356-4556
Glen Teager	RCBE	glen.teager@rowan.kyschools.us	606-776-0683
Jason Slone	OET- CAREER CTR-	jason.slone@ky.gov	606-783-8525
Brett Traver	Morehead-Rowan County EDC	Brett.Traver@roadrunner.com	606-356-5717
Mayor David Perkins	City of Morehead	dperkins@cityofmorehead.net	606-784-8505
Sherry Watson	Morehead-Rowan EDC	sherrywatson@roadrunner.com	606-784-5874

March 20, 2013 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Jennifer Campbell	SCR	jhcampbell@st-claire.org	(606) 783-6581
Eva Henderson	MSU - Adult Ed	e.henderson@moreheadstate.edu	(606) 783-9531
Mark Murphy	MSU - SBDC	m.murphy@moreheadstate.edu	606, 783-2895
David Perkins	City of Morehead	D Perkins@morehead-ky.gov	606-784-8505
Vicci Lewis	MSU Innovation Center	vg.lewis@moreheadstate.edu	606-783-9536
Sherry Watson	Morehead-Rowan EDC	sherrywatson@roadrunner.com	606-784-5874

Work Ready Community Committee

Gateway Area Development District

110 Lake Park Drive

Morehead, KY 40351

October 30, 2012

9:00am

Present:

Brett Traver, Morehead – Rowan County EDC Executive Director

Sherry Watson, Morehead – Rowan County EDC Administrative Assistant

Jason Slone, Office of Employment Training

Jerry Bothman, SRG Global

Russ Ward, Rowan Campus MCTC – President

Johnathan Gay, Morehead State University

Mark Murphy, Morehead State University – SBA Office

Judge Executive Jim Nickell, Rowan County

Debbie Howes, Rowan County Senior High School – Principal

John Maxey, Rowan County Board of Education

Glen Teager, Rowan County Board of Education

Mayor David Perkins, City of Morehead

Tracy Williams, Morehead/Rowan Co. Chamber of Commerce – Exec. Director

This meeting was held to discuss the progress of the Work Ready Community Committee Initiative. Throughout the meeting, subcommittee leaders presented information they collected pertaining to their assigned category. The group discussed details of the subcommittee and their results.

Brett Traver discussed the six criteria within the Work Ready Community Initiative. The six criteria for this initiative are high school graduation rates, education attainment, National Career Readiness Certificate (NCRC), soft skills measurement, availability of internet, and community commitment. High school graduation rates are currently 79% with goal being 82.32%. Education attainment consists of students obtaining an Associate's Degree or higher, currently at 30.4% with goal being 32% year 3 and 39% year 5. As of January 2013 in Rowan County, The National Career Readiness Certificate (NCRC) recorded number are 327 people or 2.06% of the total workforce of 15,911. Soft skills measurements which consist of providing programs for both secondary and post secondary adults to improve personal attributes that enhance an individual's interactions, job performance and career prospects. The availability of internet at 3Mps speeds or greater to 90% of housing units, currently Rowan County has met this goal. The community commitment from economic development, elected officials, education, workforce development, business and industry has shown to be fully supportive for the initiative.

John Maxey from the Rowan County Board of Education and Debbie Howes, principal of Rowan County Senior High School, presented information to the committee about the plan to increase high school graduation rates. Rowan County High School is developing a flexible school day to allow students to gain work experience and job training during the regular academic day. Administrators, counselors and teachers are working with students to develop Individual Learning Plans (ILP's) and identify career pathways. School officials and community partners are working with students to take the Work Keys Assessment. Rowan County Schools are in the progress of establishing a Junior ROTC program. A credit recovery program has been implemented to allow students to make up

credits through online. Truancy meetings will identify problems that affect academic issues and possibly prevent students from dropping out of school.

Russ Ward and Johnathan Gay discussed educational attainment with the committee. Rowan Campus/ Morehead Community Technical College offers a variety of services and programs to help students achieve their academic and career goals, graduate with an associate degree, or transfer to a four year institution. Students complete a certificate or diploma to work a higher wage career within the region, and then continue their education at the Rowan Campus (MCTC) or Morehead State University. Certificates and diplomas lead to students working on the next education degree level. Academic advising is crucial to ensuring students success. Tutoring programs are available to assist academically struggling students, teaching better study habits and how to become more successful in their education journey. Strengthening current academic programs such as Upward Bound, SOAR, Workforce Investment Act and Workforce Solutions will also result in education attainment. Continued community partnerships and the local school system assistance, helps strengthen relationships the educational institutions have to create even more opportunities and positive growth for Rowan County.

March 20, 2013 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Glen Teager	Rowan Co. Bd of Educ	glen.teager@rowan.kyschools.us	784-8928
Russ Ward	Rowan Campus/MCTC	russ.ward@kctcs.edu	783-1538
Tracy Williams	Chamber of Commerce	tcwilliams@moreheadchamber.com	784-6221
Jerry Alderman	Rowan Co Fiscal Court	jerryalderman@windstream.net	606-784-5151
Jason Slone	Ky. Office of Emp. train	Jason.Slone@ky.gov	606-783-8525
Brett Traver	Morehead Rowan County EDC	Brett.Traver@roadrunner.com	606-784-5874

Work Ready Community Committee

Gateway Area Development District

110 Lake Park Drive

Morehead, KY 40351

March 20, 2012

9:00am

Present:

Brett Traver, Morehead – Rowan County EDC Executive Director

Sherry Watson, Morehead – Rowan County EDC Administrative Assistant

Jason Slone, Office of Employment Training

Russ Ward, Rowan Campus/MCTC – President

Mark Murphy, Morehead State University – SBA Office

Glen Teager, Rowan County Board of Education

Mayor David Perkins, City of Morehead

Tracy Williams, Morehead – Rowan Co. Chamber of Commerce – Exec. Director

Jerry Alderman, Rowan County, Deputy Judge

Jennifer Campbell, St. Claire Regional Medical Center - Human Resource Director

Eva Henderson, MSU Adult Education

Vicci Lewis, Morehead State University Innovation Center

This meeting was held to discuss the progress with the Work Ready Community Initiative. Throughout the meeting, the committee shared ideas and solutions to implement or improve existing programs for workforce development. The initiative was created to achieve a successful workforce.

Tracy Williams discussed methods to improve soft skills in students. Soft skills consist of improving personal attributes that enhance an individual's interactions, job performance and career prospects. The NEXT STEP (Successful Training for Emerging Professional) Program was created through the Morehead – Rowan County Chamber of Commerce Leadership Academy to empower high school students with the tools and guidance necessary to succeed in the workforce or higher education. The program covers introduction to job search, resumes, interviewing, workplace etiquette, work ethics, financial realities, educational and military opportunities among other subjects important to entering the workforce or higher education. Individual mentoring is available to the students during the program and after completion. The program is taught in conjunction with high school business classes in 12 sessions during the school year with class size ranging from 12 – 20. It allows the students to have the opportunity to have a good understanding of the professionalism expected of them by their future employers and higher education instructors. The students will have resumes along with the skills and knowledge in areas that can help them obtain and retain employment. The continued success of The Next STEP Program provides high school students entering the workforce and higher education the professionalism, skills, and knowledge to retain employment or complete higher education.

Jason Slone suggested The Work Ready Community Initiative, survey businesses to discover the skill areas current employees are lacking. Survey Monkey can provide direct feedback from businesses to help identify the skill areas needing improvement. The committee was in favor of surveying businesses.

Brett Traver discussed the need of creating a demand for NCRC. The key to more working age adults to seek the NCRC credential is for our employers to implement

it in their hiring process. Emerson is the only major employer in Rowan County currently using the NCRC as part of their hiring decision process.

May 30, 2013 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Brandy Breeze	Rowan Co Senior High School	brandy.breeze@rowan.kyschools	606-784-8956
Russ Ward	Rowan Campus / MCTC	russ.ward@kctcs.edu	606-783-1538
Sherry Watson	Morehead-Rowan Co. EDC	sherrywatson@roadrunner.com	606-784-5874

May 30, 2013 – Work Ready Community Committee Meeting

NAME	COMPANY	EMAIL	CONTACT #
Brett C. Traver	Morehead-Rowan County EDC	Brett.Traver@roadrunner.com	606-784-5874
Jerry Alderman	Rowan Co Fiscal Court	jerryalderman@windstream.net	606-784-5151
Tracy Williams	Chamber of Commerce	twilliams@moreheadchamber.com	606-784-6221
Jason Boggs	Gateway Area Dev. Dist	glenn.boggs@ky.gov	606-780-0090

Work Ready Community Committee

Gateway Area Development District

110 Lake Park Drive

Morehead, KY 40351

May 30, 2012

9:00am

Present:

Brett Traver, Morehead – Rowan County EDC Executive Director

Sherry Watson, Morehead – Rowan County EDC Administrative Assistant

Russ Ward, Rowan Campus/MCTC – President

Tracy Williams, Morehead – Rowan Co. Chamber of Commerce – Exec. Director

Jerry Alderman, Rowan County, Deputy Judge

Brandy Breeze, Rowan Senior High School - Assistant Principal

Jason Boggs, Gateway Area Development District

This meeting was held to discuss progress with the Work Ready Community Initiative and to review the application. Throughout the meeting, the group discussed the finalization of the application. The application will be submitted in June.

Prior to the meeting, each committee member was sent a copy of the application

for review. Brett Traver asked the committee their thoughts, suggestions and comments they may want to add to the application. Tracy Williams volunteered to proof read the completed application before submitting.

Results of the employer survey were shared with the committee. A total of 41 survey responses from businesses were received. This information will help define needs and expectations the employers require from employees.

Appendix D

High School Graduation Rate Programs

Freshman Wing

Research reveals that if students fail as freshmen, they are more likely to drop out than those freshmen who do not fail. There are many factors which contribute to freshmen failures, many of which are social. The adjustment to high school is challenging, and school systems that can afford to do so, implement freshman academies which define space, teachers, and resources aimed at the particular needs of their 9th graders. Rowan County Senior High school defined space in a particular area of the building, which we refer to as the Freshman Wing. All freshmen attend their core classes of Math, English, Science, and Social Studies in the Wing. They leave the wing for their Health & Physical Education, language, and humanities electives. Teacher in the wing were selected carefully and are by intent those who work particularly well with freshmen. They have excellent rapport and management skills matched to the needs of the 9th graders.

Viking Success

Each year, we seek advice from the middle school about which students might be at-risk of struggling with the transition to entering high school.
We consider their social maturity, emotional needs, attendance record, behavior, socio-economic needs, and academic record. These students are scheduled into a class called Viking Success. It is also taught in the Wing by a teacher who especially selected based upon their ability to motivate and connect with these students. Topics in Viking Success include Study Skills, Decision-Making/Healthy Choices, Team Building, etc. Extensive focused to be placed upon Reading and Writing skills.

Trimester Scheduling

Rowan County Senior High School operates on the trimester system, which has been extremely successful. Students take 5 classes per trimester. Trimesters are 12 weeks long, and classes are 70-75 minutes in duration. The fewer number of classes taken at a time allows students more study time for each class. If students fail a class, they can repeat it the next trimester, rather than waiting for the next school year. Students are able to recover classes more easily with trimesters, and are able to stay with their commensurate peers and remain on track to their appropriate graduation date. Trimesters allow us to include remediation and intervention classes for students who need extra instruction. Trimesters also allow us to offer electives in our career pathways which are interesting and motivating for our students.

Credit Recovery/Summer School

We offer Credit Recovery classes for students who have fallen behind and need extra time to make them up. We utilize the Odyssey Ware online system, and have classes each period with a certified teacher in the classroom to assist students individually. Special Education teachers

also help if any of the students have IEPs. A three week long summer school is also available for students who have fallen behind their peers and are not on line for graduation. We serve 40 students at a time and allow students to join the group as others complete their courses and exit. That maximizes the number of students who are able to attend.

Fast Track

This is an individualized plan for students who are 18 or 19 and are at extreme risk of dropping out for any reason. Those students who are considered for this option receive intense help in terms of tutoring, credit recovery lab, and counseling. They are given the option of completing their graduation requirements at the end of trimester sessions rather than remaining in the building for the entire school year. We often try to help them find employment, since their issues are frequently intensified by financial stress at home.

Truancy Diversion Program

The Rowan County Senior High School personnel have collaborated with Court Designated Workers, the Family court Judge, Director of Pupil Personnel, Assistant County Attorneys, Youth Services Center Director and other employees of the Administrative Office of the Courts to implement a Truancy Diversion Program. The Truancy Diversion program assists students at risk of being charged with a truancy offense because of too many unexcused absences. The program uses a team approach to help students develop good attendance habits and improve their overall school experience. The TDP Program meets the needs of truant students by using education, prevention, accountability and treatment, if applicable, to address the issues surrounding truancy. The truancy diversion program is composed of two phases:

Pre-complaint Phase: If a student is truant, meaning the student has been absent or tardy three or more times without a valid excuse, the student is referred to the TDP program. The student will then attend a meeting with the CDW or a committee member. Any barriers will be addressed to assist the child and the family to avoid missing any more days. If no more unexcused days are missed then nothing else is done. If the child continues to miss unexcused days then he or she will be referred to the Complaint Phase.

Compliant Phase: The second phase is the complaint Phase and begins one a student is reported truant two or more times. At that point the student is considered habitually truant and the CDW or DPP fills out a complaint on the student. The student and his/her parents will then be invited to attend educational workshops for 10 weeks. Efforts are made to avoid court referrals because of truancy. The student's progress will be monitored and court referrals made if the student's attendance does not improve.

Career Pathways

In January, RCSHS counselors and Career Pathway teacher representatives present Orientation to Career Pathways to all 8th grade students at RCMS. Students learn about career pathways and the role of Individual Learning Plans (ILPs) for developing career goals and scheduling classes aligned with the Career Pathway each student selects. Students receive information about each Career Pathway offered at RCSHS along with a scheduling guide. They are then able to use the data in their ILP and their career goals to choose an appropriate Career Pathway and develop their high school class schedules. Each year high school scheduling begins with revisiting ILP data and career goals to insure appropriate class selection and ultimate completion of the career pathways.

Each school year, members of the community who have careers in the various pathways are invited to participate in Operation Preparation. They are scheduled for one-on-one meetings with sophomores who have matching pathways. The community member and the student work through the student's ILP and discuss the importance of the data, the class selection, the high school experience and what the student can expect in terms of training and job potential beyond high school.

Currently, RCSHS offers 21 pathways from 11 career clusters. We developed several clusters beyond those in the Career Technical Field.

Our Career Clusters and Pathways are as follows:

Cluster	Pathway
Agriculture, Food, Natural Resources	Agriculture Construction
	Animal Science
	Environmental Science/Natural Resources
	Plant and Horticulture Systems
Arts & Humanities	Arts & Humanities
Astronomy/Space Science	Astronomy/Space Science
Business/Marketing	Administrative Support
	Business Management
	Finance
Consumer & Family Management	Consumer & Family Management
Early Childhood Development	Early Childhood Development

Engineering Technology	Aviation
	Communication & Multimedia Publications
	Communications & Engineering
	Construction and Manufacturing
	Engineering Technology
Family & Consumer Science Education	Family & Consumer Science Education
	Fundamentals of Teaching
Fashion and Interior Design	Fashion and Interior Design
Health Related Services	Health Related Services
Law/Government/Political Science	Law/Government/Political Science

Expansion of Assessment Series

The high school has added the **EXPLORE** Assessment for all freshmen in order to complete the EPAS series at the high school level. This makes it possible to follow individual student achievement from year to year. We can then facilitate early identification of school curriculum strengths or deficits as well as individual student needs and subsequent intervention or enhancement as indicated by timely data. The high school has also added **NCRC** for all seniors. In late October when all data from Explore, PLAN, and NCRC assessments has been received by the high school, administrative staff and guidance counselors meet with students by grade level groups in the PAC. Students receive their individual test data along with explanations and interpretations of the data. Immediately following, a day is scheduled so that homeroom teachers can meet one-on-one during first period with their homeroom students to review their personal data and develop appropriate goals and improvement strategies for the year. ILPs are updated accordingly at that time and tentative schedules are drafted for the successive school year.

Assessment preparation opportunities

Opportunities to reassess are made available for several of our assessments: NCRC (WorkKeys), ACT/Compass.

Data analysis reveals which students are eligible for these retests and resources are made available for student use. Saturday study sessions are planned, where students can select min-workshops based upon their areas of particular need. Digital study resources are also available for check out from the library.

Development of Exploration, Transition or Skills Classes

Exploration English classes are built into the master class schedule. These classes are taught with increased focus upon development of fundamental skills in reading and writing. Students are scheduled for these classes based upon assessment data from EXPLORE and PLAN. Transition English 4 is offered for students who need to increase their Reading or English scores for Compass or ACT.

Algebra I and Algebra II classes are expanded across three trimesters to provide additional instruction for all students. Transition Math and Math Test Skills classes are offered for additional instruction for students who need to increase their Math scores for Compass or ACT.

Standards Based Assessment: Retake Policy

Our SBDM adopted policy focused upon Standards Based Instruction and Mastery of content. This places the emphasis on gaining knowledge rather than getting a "grade". The policy reads as follows:

POLICY STATEMENT

- AP Classes and Early College/Dual Credit classes follow mandated curriculum other than the KY Core or Quality Core, and are not currently included under this Standards Based Assessment Retake Policy.
- All other classes will allow for retakes of summative assessment.
- Due to time constraints, more than two retakes of a summative assessment is at the teacher's discretion but not mandated by this policy.
- The time limit for completion of retakes should be equal or less than the RTI schedule of class rotations.
- Due to time constraints, some RTI activities must take place outside of the regular school day or outside of the RTI scheduled time during the day.
- No retakes will roll over into the new trimester; therefore teachers must post a deadline for retakes 3-5 days prior to the end of the trimester.
- No retakes can be taken for the trimester finals.
- In order to retake, students must make up missing formative work, do extra practice, or receive tutoring. They then must produce evidence of the extra investment of time (retake pass).
- Notebooks can be considered documentation of formative assessments and the evidence in the notebook can be required to be completed as the retake pass.
- Retakes must cover the same standards, but may be given in a different format.

- If a student misses on the day of the test, he/she will follow the district policy relative to make up work; however, the student may only retake if he/she takes the retest within the trimester end deadline for retakes.

Implementation of RTI (Response to Intervention)

Since our students are allowed to retest on standards not mastered, students must receive additional instruction or complete additional learning activities before being permitted to retest. RTI class time is scheduled in every class on a regular basis (at least one class period every two weeks).

Consistent Adherence to Kentucky Statute 159.051

This statute is commonly known as the "No Pass/No Drive" Law. It states that when a student under age 18 is considered truant or is declared to be academically deficient, the district must report to the Transportation Cabinet. The cabinet notifies the student that his operator's license, intermediate license, permit, or privilege to operate a motor vehicle has been revoked. When a student at our school misses 6 or more unexcused days of school per trimester or fails 3 or more classes per trimester, that student is in violation of the statute. They must wait until the end of the next trimester to be considerate compliant and have their privileges reinstated. If the student is non-compliant at the end of the 3rd trimester, they will not be able to drive until the end of the 1st trimester the following year (November).

Service Team Meetings

Service Team Meetings take place once a week and are attended by building level administrators, guidance counselors, school nurse, school safety officer, FRYSC building level director, attendance clerk, and CDW. Individual at-risk student cases are reviewed in terms of attendance, health, behavior, academics, etc. Students are assigned to committee members for follow-up beginning with one-on-one conversations with the students, and including phone calls home, home visits, and teacher contacts. These students are tracked throughout the year from week to week. Individual plans are made, revised, and carried out as the students' needs or situations change. In this meeting is where decisions are made for direct interventions such as tutoring, notification of the court system, 'Fast Tracking', counseling, etc.

Military Level Physical Training

This class was introduced into the master schedule this year in response to an overwhelming request from our students for JROTC. While we are writing our grant for JROTC, this class will satisfy some of our students' needs for the discipline, physical training, and team building

associated with JROTC. Morehead State University ROTC collaborates on a regular basis with our school for this class.

Development/Expansion of Work-Based Learning

Work-Based Learning (WBL) provides students with real-life experiences as identified in Kentucky School Board/KDE Goal 3 which focuses upon strong support from the community for the students and emphasizes the community involvement in students' learning. WBL experiences are judged on performance and personal achievements. WBL programs help students develop and refine job skills they need for their particular career pathway.

Appendix E: NCRC Action Plan

Action	Implementation Date	Results
Partnership to test Rowan County High School Seniors	• Initial Meeting: June 2012 • Funding Partners Commitment: July 2012 • High School Seniors Tested: Sept. 2012	• 156 Students Tested & 120 Receive Silver Certificate or Higher
NCRC Pilot Project: St. Claire Regional Medical Center	• Initial Meeting: April 2013 • Testing of Benchmark Employees: May 2013	• Employees in two job classifications will be tested to establish benchmark • Future hires in these positions will receive NCRC tests
Continued Funding for NCRC Testing at Rowan County HS	• ARC Flex-E-Grant Application Submitted: May 14, 2013	• TBD: Awarding of Grant June 15. If awarded grant will provide $2,000 for NCRC at HS in 2013
NCRC Public Education	• NCRC Presentation: Chamber of Commerce Luncheon May 2013	• More than 50 business community business leaders learned about NCRC • Article in Morehead News
NCRC Pilot Project: SRG Global	• Initial Meeting: May 2013 • ARC Flex-E-Grant Application Submitted: May 14, 2013	• TBD: Awarding of Grant June 15. If awarded, grant will provide $1,250 for NCRC testing of 20 benchmark employees and 30 new hires

During each outreach activity the value of the NCRC as a tool to certify the skill readiness of job seekers is explained.

The Morehead News

May 6, 2013

NCRC shows employers proof of worker skills

The Morehead News

May 6, 2013 — Ongoing efforts to create more local jobs and bring new ones to Rowan County are getting help from a new program designed to verify a potential worker's skill levels.

It's called the National Career Readiness Certificate (NCRC) and it is becoming more valuable to existing and prospective employers, according to a state employment official.

Jason Slone of the Kentucky Office of Employment and Training told the Morehead-Rowan County Chamber of Commerce luncheon meeting last week that the NCRC credentialing process holds great promise for filling the "skill gap" between what employers want and what job applicants have to offer.

"We know that some of our high school students and those who dropped out have developed job skills but they need to demonstrate that to employers who want to hire the best prepared workers they can find," Slone said.

He said the state is refocusing its job training programs by asking employers to determine what skills they need for specific jobs and then tailoring the skills tests to those particular capabilities.

Slone said progress is being made in aligning education, economic development and workforce training to meet Kentucky's demands for a different workforce today.

NCRC was developed by ACT under the name of WorkKeys to test for competency in certain skills.

Slone said the objective is to identify those prospective employees with needed skills and channel them into a "talent pipeline" that new or expanding employers can tap to make better hiring choices.

"No employer wants or likes turnover and making better hiring decisions is the best way to avoid or reduce that problem," he said.

Slone reported that 156 seniors at Rowan County Senior High School had taken the NCRC battery of tests and that a total of 500 persons hold the credential in the county.

He thanked the school district, SRG Global, Hamilton, Inc., EDC and others who provided funds for the testing.

The tests measure the student's ability to read for information, to do applied mathematics to show reasoning skills and to locate information using diagrams, floor plans, tables, charts, etc.

Slone invited local employers to contact the One-Stop Career Center to identify the job profile that fits the needed skills for their vacant positions.

Applicants then take the NCRC test which matches that job profile. Employers are urged to make sure that those who do well on the tests are interviewed for employment.

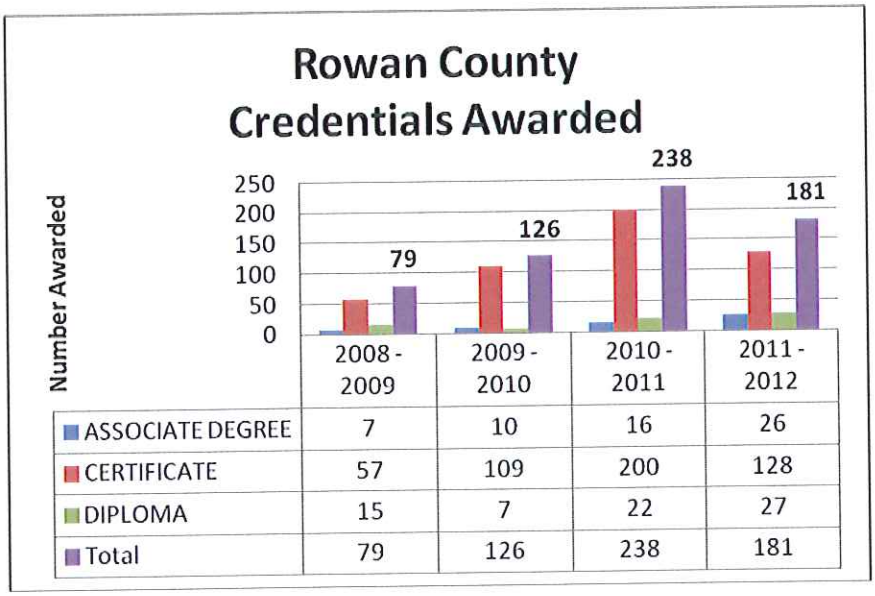
Slone also praised local citizens who are assisting in the effort to have Rowan County qualify to be designated as a "work ready community".

Appendix F

Educational Attainment Support Materials

Rowan County Associate, Certificate and Diploma Information

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012
ASSOCIATE DEGREE	7	10	16	26
CERTIFICATE	57	109	200	128
DIPLOMA	15	7	22	27
Total	79	126	238	181



Rowan Campus –Maysville Community and Technical College

The **Accelerating Opportunity** initiative is a new approach to teaching by mixing career training with additional support for math, writing, and reading inside and outside the classroom. This student first approach will give participants the skills they need to succeed in school and compete in the workforce by also matching students with a success coach and a career coach. The success coach helps participants fill in college paperwork, provides support, and develops plans for students to meet their goals, tracks participants' progress and makes referrals as needed. The career coach conducts a skills assessment, assists with resume writing, job search activities, training services, career counseling, and provides job referrals.

The goals of Accelerating Opportunity are to:

- Identify and remove barriers that prevent adults from entering and completing their education
- Allow adults to earn stackable credentials that bear academic credit
- Work with business community to ensure students are getting the skills they need in the workplace
- Implement worker-friendly, flexible programs that provide clear and relevant educational opportunities that result in a job with family sustaining wages
- Build sustainable programs so more adults can get the education they need that will help them get a job with family sustaining wages

Accelerating Opportunity is open to anybody who needs additional help with college math, reading and/or writing (language arts). To determine if this applies to you, you will need to take the TABE test (unless you have already taken it in the past six months).

If you don't have your High School Diploma or GED, you may be able to earn it while you are enrolled in Accelerating Opportunity; however, we highly recommend you enroll in your local Adult Education Program and earn your GED prior to starting Accelerating Opportunity. (Note: starting July 1, 2012, a High School Diploma or a GED is required to be able to apply for financial aid.)

If an individual has already obtained a High School Diploma or GED, they may need additional help with math, reading and/or writing even if you have your High School Diploma or GED. Accelerating Opportunity is an excellent way for you to improve in those areas while getting some college level courses.

Percentage of Adults ages 18-64 with an Associate's Degree or Higher

The percentage of the population aged 18 - 64 with an associate's degree or higher level of education. The national percentage is 34.32%. The overall Kentucky percentage is 26.98%. Note: This represents a different age range than the other data in this report. Revised on 7/24/2012.

1	Oldham	43.5%
2	Fayette	42.3%
3	Woodford	39.5%
4	Boone	36.9%
5	Jefferson	35.1%
6	Kenton	34.9%
7	Campbell	33.5%
8	McCracken	32.3%
9	Jessamine	31.5%
10	Scott	31.4%
11	Warren	30.6%
12	Madison	30.1%
13	Franklin	29.8%
14	Calloway	29.1%
15	Boyle	27.6%
16	Shelby	27.5%
17	Hardin	27.1%
18	Henderson	26.1%
19	Daviess	26.0%
20	Rowan	25.9%
21	Boyd	25.6%
22	Hickman	25.2%
23	Clark	25.2%
24	Greenup	24.9%
25	Anderson	24.9%
26	Trigg	24.5%
27	Bourbon	24.1%
28	Nelson	23.8%
29	Spencer	23.7%
30	Fleming	23.6%
31	Pulaski	23.6%
32	Graves	23.4%
33	Mason	23.1%
34	Union	23.0%
35	Mercer	23.0%
36	Marshall	22.8%
37	Simpson	22.5%
38	Russell	22.3%
39	Barren	22.2%
40	Hopkins	21.9%
41	Trimble	21.9%
42	Owen	21.8%
43	Montgomery	20.7%
44	Meade	20.6%
45	Bullitt	20.6%
46	Adair	20.6%
47	Laurel	20.4%
48	Bath	20.2%
49	Lyon	20.2%
50	Caldwell	20.2%
51	Harrison	20.0%
52	Larue	20.0%
53	Washington	20.0%
54	Garrard	19.9%
55	Marion	19.7%
56	Green	19.4%
57	Pendleton	19.4%
58	Christian	19.2%
59	Harlan	19.2%
60	Livingston	19.2%
61	Ballard	19.0%
62	Rockcastle	19.0%
63	McLean	18.7%
64	Henry	18.6%
65	Bracken	18.5%
66	Carlisle	18.4%
67	Taylor	18.4%
68	Letcher	18.2%
69	Hancock	17.7%
70	Lewis	17.7%
71	Bell	17.6%
72	Pike	17.5%
73	Muhlenberg	17.5%
74	Crittenden	17.4%
75	Floyd	17.3%
76	Perry	17.2%
77	Knott	17.1%
78	Nicholas	17.0%
79	Monroe	16.9%
80	Lawrence	16.9%
81	Allen	16.8%
82	Morgan	16.5%
83	Ohio	16.5%
84	Logan	16.4%
85	Butler	16.2%
86	Todd	16.1%
87	Webster	16.1%
88	Carter	15.7%
89	Casey	15.4%
90	Whitley	15.3%
91	Lincoln	15.2%
92	Breckinridge	15.0%
93	Powell	14.8%
94	Menifee	14.6%
95	Cumberland	14.3%
96	Grant	14.3%
97	Johnson	14.3%
98	Gallatin	14.2%
99	Wayne	14.2%
100	Hart	14.2%
101	Magoffin	14.1%
102	Breathitt	14.1%
103	Wolfe	14.0%
104	Edmonson	13.9%
105	Grayson	13.6%
106	McCreary	13.4%
107	Fulton	13.2%
108	Estill	12.8%
109	Carroll	12.7%
110	Leslie	12.5%
111	Martin	12.3%
112	Metcalfe	12.2%
113	Jackson	11.4%
114	Owsley	10.5%
115	Elliott	10.3%
116	Knox	10.1%
117	Lee	10.0%
118	Clinton	9.7%
119	Clay	9.5%
120	Robertson	7.2%

Sources: Percentages for Kentucky and Kentucky counties refer to the population aged 18-64 are from the American Community Survey 2006-2010 Estimates.

Appendix G

Soft Skills Support Materials

Morehead-Rowan County Chamber of Commerce 2011 Leadership Academy Project

Next STEP Program

Successful Training for Emerging Professionals

Next *STEP* Program

Successful Training for Emerging Professionals

Mission Statement: To empower students with the tools and guidance necessary to succeed in the workforce or higher education setting as they transition in to the next step in life.

Overview:

- Target 20 Senior in High School students from Rowan County Senior High School. These students will be handpicked by teachers and guidance counselors.

- Will have 12 different sessions with the students starting from getting to know the student to having a "Reality Day". This program will last for 1 (one) trimester. We will have 45 minutes once a week to work with the students.

- Two students will be assigned to a Leadership Academy participant that will mentor them and give them guidance/networking throughout the trimester. If time allows, we will be having a shadowing afternoon with the students and their mentors.

- Using community leaders in Rowan County to help teach/interact with each session.

- These students will be recognized at the Morehead-Rowan County Chamber of Commerce Annual Banquet in May which will allow them to meet possible future employers and/or educational administration.

- Grant money will be set aside by the One-Stop Career Center for these students to test for the Work Keys Program through employment services which will allow the students to begin getting ready for the workforce.

- These students will be presented with a file kept by the mentor that will consist of their resume, assessment results (career), letter from their mentor, evaluations from mock interview, pictures from the trimester. They will be presented with a leather-bound notebook to begin their future career and a copy of *"Life Skills 101: A Practical Guide to Leaving Home and Living on Your Own."*

Next STEP Program Sessions

Session I:	Welcome/Meet & Greet/Cover Curriculum March 11, 2011
Session II:	Introduction to the Job Search March 18, 2011
Session III:	Resume Lab March 25, 2011
Session IV:	Dress for Success & Interviewing April 1, 2011
Session V:	Mock Interviews April 8, 2011
Session VI:	Being an Excellent Employee April 15, 2011
Session VII:	Financial Reality April 22, 2011
Session VIII:	Major Purchases April 29, 2011
Session IX:	Educational/Military Opportunities May 6, 2011
Session X:	Mentor Day May 13, 2011
Session XI:	Fun Day May 20, 2011
Session XII:	Reality Day May 27, 2011

Session I
Welcome/Meet & Greet/Cover Curriculum

- **Introductions**
- **Explanation of Next Step Program and Expectations**
  - Students must attend every session (unless sick or other excused emergency)
  - No unexcused absences during program
  - Student must maintain a 2.5 GPA
- **Ice Breaker Activity**
- **Match Student with mentor**
- **Interest Inventory given for homework**

Session II

Introduction to the Job Search

Introduction to the Job Search

- Where to begin: Registering with the Employment office—selfreg.ky.gov
- Online applications and resumes
- Paper applications and resumes

*OET handout (information sheet on websites and available resources)

"Finding the Right Job for You" Booklet

- Four Roads to Success: Networking, Informational Interviewing, Using the Internet to do a job search, Employer Contact.
- Your Resume: Online resumes, applications and registrations
- Your Resume: Chronological or Functional
- Cover Letter
- Completing a paper application

"Tips for finding the right job" Booklet

Session III

Resume Lab

- **What is a resume**
- **What are the parts of a resume**
  - Contact Information
  - Previous Experience (Workforce Investment, Internships, Jobs)
  - Education
  - After school activities (sports, volunteering, clubs, etc.)
  - Computer Skills
  - References
- **Example of resumes for H.S. Students**
- **Importance of being truthful (do not exaggerate)**
- **Cover letter components**
  - Intro
  - How your skills relate to job requirements
  - Closing
- **How to fill out an application**
- **Writing Resume**

Always send a cover letter

It introduces your resume. Include these basic parts:

1. **Your address**
2. **The date**
3. **Name and address**
   Of the persons or organization you are contacting. If possible, write to a specific person.
4. **Greeting**
5. **Sentence #1**
   It briefly explains why you are writing.
6. **Sentences #s 2 and 3**
   These tell how your skills relate to a specific job or how your skills can benefit the organization.
7. **Last sentence**
   It requests a reply or an interview.
8. **Complimentary closing**

Be sure that you:

- Type or electronically print your cover letter on paper that matches your resume.
- Type the envelope, too.

(1) 23 East St.
Anytown, KY 11111

(2) September 16, 2002

(3) Mr. C. L. Logan
Systems Manager
Johnson Data Systems, Inc.
Langley, KY 41645

(4) Dear Mr. Logan:

(5) I am writing in response to your classified ad for a computer programmer, which appeared in the *Daily News* on February 14.

(6) As the enclosed resume indicates, I have taken courses in several computer languages, which would be particularly helpful in designing programs for your company.

(6) My part-time job at Ellis Associates has also given me useful experience in accounting.

(7) I would appreciate your considering me for an interview.

(8) Sincerely,

J. J. Johnson

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us? ☐ Advertisement ☐ Friend ☐ Inquiry ☐ Employment Agency ☐ Relative ☐ Other _____	

Last Name	First Name	Middle Name
Address *Number* *Street*	*City*	*State* *Zip Code*
Telephone Number(s)	Social Security Number (voluntary)	

Best time to contact you at home is: ____:____ AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? If Yes, give date _____ ☐ Yes ☐ No

Have you ever been employed with us before? If Yes, give date _____ ☐ Yes ☐ No

Are any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No
If Yes, state name, relationship and location _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full Time (Please indicate 1 2 3 shift)
☐ Part Time (Please indicate Mornings Afternoon Evenings)
☐ Temporary (Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

_____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.
Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ____YES ____NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact	☐ Yes ☐ No	

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact	☐ Yes ☐ No	

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact	☐ Yes ☐ No	

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant _____ Date _____

This Application For Employment is sold for general use throughout the United States. Reliable Corporation/Holland USA Inc. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

Session IV
Dress for Success & Interviewing

Dress for Success & Interviewing

- Interviewing Etiquette – (punctuality, appearance, etc)
- Preparing for the Interview – (sample questions, what to bring with you, etc)

- "Finding the Right Job for You" Booklet
  - Preparing for the interview:
    Research place of business
    Organize your thoughts
    Gather materials
    Expect the Unexpected
    Dress Appropriately
    Reassure yourself
  - Sample Interview Questions you might face
  - Sample interview questions you might ask
  - Turning Negatives into positives
- "Job Interview Do's and Don'ts" Booklet
- The Thank you Note
- *Dress for Success* Handout
- Tips for finding the right job Booklet

Session VI
Being and Excellent Employee

Being an Excellent Employee

- Avoiding Conflict in Workplace
  - Getting Along with your coworkers
- Workplace Skills
  - Attendance
  - Punctuality
  - Managing time effectively

Conflict in the workplace training materials
How to be a good employee handout

Session VII
Financial Reality

Open a checking or savings account

- Location and accessibility of bank
- Online & mobile banking
- Security
- Fees
- Checking or savings options
- Debit/Atm cards, Credit cards
- Balancing your account

Budgeting

- Rent
- Car payment/insurance
- Utilities
- Cell Phone
- Gas
- Groceries
- Saving money

Credit

- How and why to establish
- Importance
- Keeping good credit

SESSION VIII
MAJOR PURCHASES / CREDIT

UNDERSTANDING CREDIT

- How credit is defined / measured (credit score)
- Why you need credit
- How to get credit
- Advantages of having good credit / rates / terms / getting what you want
- Ways to maintain credit
- Guest Speaker: Banker
  - What banks look for when they lend money
  - Effects of a positive banking relationship
  - Checking / Savings

MAJOR PURCHASES

- What are major purchases / expenses
- Rent / Leasing
- Buying a car
  - Wants vs. needs
  - What to look for
  - Financing terms
  - What is a "good deal"?
- Buying a house
  - What can you afford
  - Down Payment
  - Terms / rates
- Health Insurance
- Appliances
  - Rent to own
  - Buying
- Recreational items
- Real Estate Professional
  - The buying process
  - Negotiations

Session IX
Educational/Military Opportunities

- **Higher Education**
  - University (Private and Public)
    - 4 year degree
      - Majors
      - University degrees
    - Graduate degree and beyond
      - Graduate school
      - Post-graduate school and the terminal degree
  - Two-year (Private and Public)
    - Technical College
      - completion levels
      - employability
    - Community College
      - Two year degree
      - Transferability
- **Military**
  - The Personal decision to enlist in a military career.
    - The individual (reason)
    - The Family and Friends (Effect and support)
  - Options
    - What Branch and why
    - College and the enlistment (ROTC)
  - Utilization of education while in the military
    - Advanced Training
    - Officer' school
  - GI Bill assistance
    - What it can mean to you
    - benefits and beyond

Session X
Mentor Day

The day is designed to give the students time with their mentors to talk, ask questions, work on skills learned.

They will be presented with their assessment results for career suited for them.

We will talk about Work Keys testing with them.

Session XI
Fun Day

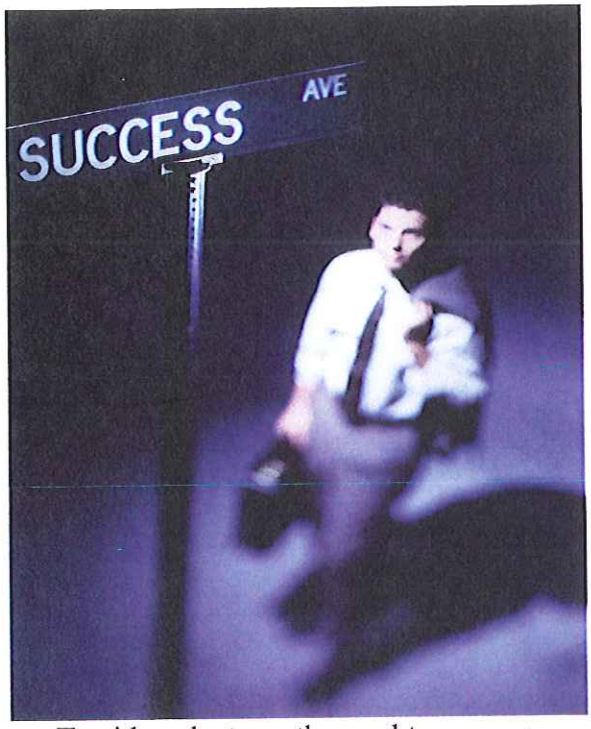
This day has been built in as an additional day, if necessary, to catch up on any missed sessions. We would like to do a fun activity with the students.

Session XII
Reality Day

The goal of this exercise is for students to learn if their income will be able to produce their desired lifestyle.

- Students will be presented with the following:
  - Students will be given an occupation based on their plans after high school with a salary to reflect
    - Furthering Education
    - Not Furthering Education
    - Dropping out of school
    - Military
  - Students will be spending their salaries on
    - Necessities
      - Utilities
      - Food
      - Insurance
      - Child Care
    - Luxuries
      - Travel
      - Entertainment
      - Luxury Items
  - Students will be given a "chance" card that may affect their financial well-being, either negatively or positively

The Barbara Fannin Personal Development Class



To aid students on the road to success.

Mission Statement: To provide Rowan County students with essential life skills, civic awareness, and service opportunities.

Vision: To develop a mentoring component in order for the participants to work with younger students.

Developed by the Morehead-Rowan County Chamber of Commerce Leadership Academy
Sponsored by: Morehead-Rowan County Chamber of Commerce
Rowan County Board of Education
Larry Fannin and Family

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Session I: Introduction
True Colors Assessment
Self Assessment
Self Awareness
Goal Setting

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Relationships with Authority

Session IV: Correspondence
Communication

Session V: Personal Presentation

Session VI: Table Manners

Session VII: Table Manners

Session VIII: Civic Awareness
Civic Engagement
Voting
Volunteering

Session IX: Time Management
Scheduling

Session X: Review
Evaluation

The Barbara Fannin Personal Development Class

Each year, the Morehead-Rowan County Chamber of Commerce Leadership Academy is charged with the task of creating a large community project. The 2012 Leadership Academy was approached by Marvin Moore and the Rowan County Board of Education to develop a personal development class for the high school students, as suggested by Mr. Larry Fannin in memory of his late wife Barbara Fannin. Larry Fannin says, "I wanted to leave a gift to Morehead and Rowan County in honor and memory of my late wife Barbara Brown Fannin. I put a great deal of thought into what would make her most proud. Knowing she had felt that young adults should have poise, manners, self-confidence, and character, I picked this project to honor her memory. I feel this to be the most rewarding gift I could give to her and our hometown."

From this idea, the leadership academy along with Genny Jenkins of the Rowan County school system and volunteer Susette Redwine created the curriculum for what would be the Barbara Fannin Personal Development Class taught at Rowan County Senior High School by Ms. Cindy Rhodes. It was understood that the first year of this program would be taught by the leadership academy and the first trimester would be the teaching portion of the program. The leadership academy consisting of Carmen Eldridge Black—Rowan County PVA, Whitney Oney—Kentucky Bank, Hannah Diedrichsen—MCTC, Rowan Campus, Marilyn Smith—Gateway Homeless Shelter, Jeff Flannery—St. Claire Regional Medical Center, Jen Crisp Timmerman—MSU, Lauren Buck—MSU, Kamista Hall—US Bank, Dennis Skaggs—Morehead Utility Plant Board, Stacey Whitt and Amy Stamper—Ky Staffing Solutions, not only developed the program but taught it as well. They invited special guest speakers who's expertise applied to the lesson being taught.

Our high school students are already putting their skills to good use. In the first trimester they have participated in an anti-bullying campaign at the high school, middle school and elementary school levels, had a fundraiser for the Community Soup Kitchen in which they also volunteered time, and worked the Morehead Arts & Eats Festival and the Just Say Boo to Drugs event.

This program is three-fold. Now that the first trimester is over and we have gone through our lesson plans in such areas as self assessment, goal setting, responsibility, accountability, social relationships, relationships with authority, correspondence, communication, personal presentation, table manners, civic awareness, civic engagement, time management, voting and volunteering, our high school students are developing their own curriculum in these areas to teach to the middle school students. We felt that this would have a significant impact on the middle school students coming from the high school students

In the third trimester, we are planning job shadowing and volunteering with a possible large community project.

We are very proud of all of our students! We appreciate the cooperation of the Rowan County School Board, Rowan County Senior High School, our community leaders who have come in to help, Larry Fannin, Cindy Rhodes, Genny Jenkins and especially Susette Redwine who attends this class daily to aid in teaching this program.

Our Barbara Fannin Personal Development class students are; Alli Banks, Justin Graham, Brooke Ratliff, Daniel Lyons, Tanner Hopson, Kennedy Blakeman, Clay Fannin, Ray White, Chase Flannery, Andrea Wallace, Audrey Holbrook, Colleen Helvey, Jessi Fugett, Hayden Pratt, Bennett Patrick, Hannah Eldridge, Austin Gilliam, Tyler Thacker, Deveney Redwine, Carson Plank, Blake Barhorst , Emma Lewis and Tristen Hamrick.

Appendix H: Flex-E-Grant Application

The Morehead – Rowan County Industrial Development Authority applied for this grant with the Work Ready Community Initiative in mind. If awarded, this grant will provide $7,592 with the Morehead – Rowan County IDA providing $1,898 of matching funds. The idea behind the application is to provide money to implement several workforce development projects. These projects include:

- Rowan County Senior High School NCRC Testing
- NCRC Employer Pilot Project
- OET Computer Tutorial Software
- MSU Adult Education Tutorials & GED Preparation

For more detailed information the application is provided.

BRUSHY FORK INSTITUTE / APPALACHIAN REGIONAL COMMISSION (ARC) / KENTUCKY DEPARTMENT FOR LOCAL GOVERNMENT

FLEX-E-GRANT PROPOSAL FORM
DEADLINE FOR APPLICATION: MAY 15, 2013
PERIOD OF PERFORMANCE: JULY 1, 2013 - JANUARY 15, 2014

County represented: Rowan

Applicant Organization

Name of Organization: Morehead – Rowan County IDA

Staff Member: Brett Traver

Title: Executive Director

Address: 100 Lake Park Drive

City: Morehead State: KY Zip: 40351

E-Mail: brett.traver@roadrunner.com

Phone: 606-784-5874

Fiscal Agent (if different from applicant—*must be a 501(c)(3) or government agency*)

Name of Fiscal Agent Organization: _____

Staff Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone: _____

Name of Project: Morehead – Rowan County Workforce Development Initiative

Amount Requested: $7,592 Match Amount: $1,898

Total Project Budget: $9,490

☑ Match equals 20 percent of TOTAL budget. (Check if accurate)

Project Description

The Morehead - Rowan County Workforce Development Initiative is a result of our organization's broad based planning process held last year. (The resulting work plan is attached.) Through this process, workforce development was identified as a core component of the economic development mission. Our plan consists of utilizing the state-wide Work Ready Community Initiative as our model for workforce development. This initiative is directed by our Economic Development Council, Industrial Development Authority and Chamber of Commerce to bring together our major employers, local government officials, and workforce development service providers. Through this initiative, we will raise the levels of credentials of our workforce through the National Career Readiness Certificate (NCRC) and provide our workforce with better hard and soft skills. Hard skills are teachable abilities that can be defined and measured for a job. Soft skills are personal attributes that enhance an individual's interactions, job performance, and career prospects.

The Work Ready Community Initiative has already provided us the structure to improve our workforce which is vital to creating the talented workforce our current and future employers need to succeed. As a result of implementing our Work Ready Community Initiative, we will raise the wages and standard of living for the citizens of Rowan County. The Flex-E-Grant will help this initiative by providing funds for workforce development partners to sustain or grow programs in the county. We will partner with multiple service providers and education institutions outlined below:

Rowan County Senior High School NCRC Testing

The NCRC is an ACT test that serves two purposes in Rowan County. It measures workforce skills for the Work Ready Community Initiative and workforce readiness for the school systems under the Kentucky's Unbridled Learning legislation.

NCRC Employer Pilot Project

The key to more working age adults to seek the NCRC credentials is for our employers to implement it in their hiring process. Emerson is the only major employer in Rowan County currently using the NCRC as part of their hiring decision process. This grant will fund a pilot project with our largest manufacturing employer, SRG Global.

OET MS Office Tutorial Software

The Morehead - Rowan County Career Center serves the entire community and especially focuses on the populations that have barriers to employment. Gaining experience and knowledge in Microsoft Office will advance the job seeking public's marketability in the workforce.

Adult Education

Adult Education is a grant funded program that provides free assistance for adults seeking GED, NCRC certification, and preparation for college entrance exams. Trough this grant we will purchase various tutorial software to help prepare the students for their GED exam and increase their employability through skills upgrade.

Chamber of Commerce Soft Skills Project

The Next STEP (Successful Training for Emerging Professional) Program is designed to empower high school students with the tools and guidance necessary to succeed in the workforce or higher education. Individual mentoring is available to the students during the program and after completion. We hope to grow the project in the high school and take parts of it to those working on their GED at the Adult Education Center with this funding of additional materials.

Performance Measures

Rowan County Senior High School NCRC Testing
This grant will enable the school board some flexibility to their budget to pay for Rowan Senior High School NCRC testing without aid in the future. These funds will enable Rowan Senior High School to test all seniors, approximately 170 students. It is expected about 130 will earn a silver certificate or above.

NCRC Employer Pilot Project
These funds would be used to test 10 - 20 current employees in order to set a skill benchmark for future hires into job classifications. We would also off-set the cost of testing 20 - 30 future hires for SRG Global. The test will be administered and results monitored at the Rowan County Office of Employment and Training.

OET MS Office Tutorial Software
Purchasing tutorial software for 2 computers in the local career center will allow availability for skill enhancement to our job seekers. In addition, the software itself offers incremental advancement with tutorials for beginners, intermediate, and advanced users; therefore, allowing those with basic skills to become proficient. The career center serves 1,200 job seeking customers a month, making the possibility for service almost limitless. The software will promote work readiness and advancement of the workforce for approximately 20 or more individuals per month.

Adult Education
The Adult Education program serves approximately 200 adults annually in the service region offering classes, individual instruction, and distance learning options. The projects to be funded by this grant will impact 30 - 50 adults working to get a GED through the Morehead center.

Chamber of Commerce Soft Skills Project
The Next STEP Program is taught in conjunction with high school business classes in 12 sessions during the school year with class size ranging from 12 – 20. We hope to grow this to 30 - 40 students at the High School and 10 - 20 at the Adult Education Center.

Timeline

Rowan County Senior High School NCRC Testing
Rowan County High School will have tested its seniors by the end of October 2013. The exams are held early in the school year to allow for remediation and retesting.

NCRC Employer Pilot Project
SRG Global has committed to this project if grant proceeds are available. We will identify the 20 benchmark positions and individuals by the end of July and administer those exams during August. During this same time frame we will be testing the 30 temp-to-hire individuals to compare to the benchmarks.

OET MS Office Tutorial Software
Software will be purchased and installed within the first two weeks of the awarding of the grant. The next two weeks OET staff will train on the software. By August 1st the tutorials will be available to job seekers.

Adult Education
MS Office tutorial software will be available within the first month of awarding of the grant. The use of the practice tests will be available to the first 20 GED students that show readiness and need. These will be used by the end of the calendar year. The two transcripts will be available to those GED students that want to further their education and will be used to encourage those students to pursue their education further by the end of the calendar year.

Budget

Description	Flex-E-Grant Amount	Match Amount	Cash Match Amount	In-Kind Match Amount
Rowan County High School NCRC Testing	$1,600	$400	$400	$0
NCRC Employer Pilot Project	$1,000	$250	$250	$0
OET Tutorial Software	$1,920	$480	$480	$0
Adult Education	$1,472	$368	$368	$0
Chamber of Commerce Soft Skills Project	$1,600	$400	$400	$0
TOTALS:	$7,592	$1,898	$1,898	$0

Budget Narrative

Rowan County Senior High School NCRC Testing - We propose to provide $2,000 through this grant and matching funds to help off-set the cost of Rowan County Senior High School NCRC testing in 2013.

NCRC Employer Pilot Project - NCRC Employer Pilot Project proposes to provide up to $1,250 in grant and matching funds to SRG Global, a major manufacturer employing 600 people in the community. These funds will test up to 50 current and prospective employees.

OET MS Office Tutorial Software - OET Tutorial Software (LYNDA) is purchased on an annual subscription basis of $1,200 per computer per year for a kiosk subscription. Proposing the availability of use on 2 computers, the total cost for one year would be $2,400.

Adult Education - Adult Education proposes to purchase 30 ITTS seats ($300) enabling distance learning, computer based instruction, and practice in basic skills to adults on a range of levels preparing the individual for GED exam. Basic computer skills are essential for college and career; therefore, we plan to purchase MS-Office tutorial software (LYNDA) licenses for 1 computer ($1,200). Adult Education will purchase 20 official practice tests ($320) required by the State of Kentucky as eligibility to take the new 2014 GED exam and pay for 2 transcripts ($20) necessary for acceptance into post secondary institutions.

Chamber of Commerce Soft Skills Project - We propose to provide $2,000 through this grant and matching funds to help continue the success of The Next STEP Program. With this funding we hope to provide each high school student, up to 50, with a professional portfolio and the book, "Life Skills 101: A Practical Guide to Leaving Home and Living on your Own." ($1,200) We will also expand this program to the students at the Adult Learning Center seeking their GED. This is in response to a survey of local

employers. They asked that we bring the Next STEP program to those out of school and in the workforce. We plan to adapt the curriculum and provide, "Soft Skills Training: A Workbook to Develop Skills for Employment" for up to 20 participants. ($800)

Sustainability

Rowan County Senior High School NCRC Testing - The Rowan County School System administers and monitors the results of the Rowan County Senior High School NCRC tests and provides remediation and retesting where appropriate. The Rowan County Board of Education has shown a commitment to using this measurement tool going forward.

NCRC Employer Pilot Project - It has been the experience of our partners, once a company completes a NCRC Employer Pilot Project and observes the advantages of using the NCRC, they are more likely to utilize and fund it into the future. Through this pilot project, we will demonstrate the value of this employment tool. Going forward, the company can partner with the Office of Employment and Training for future test funding.

OET MS Office Tutorial Software - The Microsoft Office tutorial software subscription will be for one year, which in itself lasts beyond the measured timeline. The career center will seek additional funding opportunities to allow for the continued use of the software and its measured success in the local career centers.

Adult Education - The software licenses for the Adult Education will be for one year, extending beyond the timeline designated for the grant. As evidence of the need and success is documented, community programs and organizations will be approached to garner support for continuation of these initiatives.

Chamber of Commerce Soft Skills Project - The Next STEP Program has been a success in the schools and has garnered support throughout the community. This expansion has been in the develop process for awhile. With continued success Chamber of Commerce members will increase their support.