



## **WORKFORCE DEVELOPMENT ACTIVITIES REPORT**

### **2009-2010 ACADEMIC YEAR**



Wyoming community Colleges are responsive to the workforce development needs of Wyoming's businesses and employees by providing a full spectrum of training and educational opportunities. This report highlights many of the efforts and successes of the colleges and demonstrates the willingness of the colleges to work together and partner with various agencies, communities and business owners to develop a strong and sustainable workforce for our state.

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# Workforce Development Activities at Wyoming Community Colleges

**2009-2010 Academic Year**

Course Category	Credit Career & Technical Offerings				Credit Offerings			Non-Credit Offerings	
	Regular College Offerings				Organized Through Workforce Development Offices			Organized Through Workforce Development Offices	
	Number of Sections	Duplicated Headcount	Credit Hours Offered	Graduates from Vocational Programs	Count of Sections	Duplicated Headcount	Credit Hours Offered	Count of Sections	Duplicated Headcount
<b>Agriculture, Food &amp; Natural Resources</b>	690	7,527	1,521	100	225	3,130	199	167	1,770
<b>Architecture &amp; Construction</b>	310	2,795	1,938	57	98	672	258	13	60
<b>Arts, A/V Technology &amp; Communications</b>	394	3,536	956	76	0	0	0	32	128
<b>Business, Management &amp; Administration</b>	539	5,409	1,170	80	50	439	74	251	2,333
<b>Education &amp; Training</b>	381	4,673	1036	79	46	381	76	223	3,212
<b>Finance</b>	13	178	39	0	1	12	3	21	179
<b>Government &amp; Public Administration</b>	0	0	0	0	0	0	0	2	34
<b>Health Science</b>	811	11,023	2,469	707	38	345	143	193	1,208
<b>Hospitality &amp; Tourism</b>	156	1,823	344	18				10	87
<b>Human Services</b>	110	1,273	344	41	18	169	26	50	490
<b>Information Technology</b>	391	4,213	926	56	4	29	6	212	1,579
<b>Law, Public Safety &amp; Security</b>	310	3,953	842	93	78	1,201	203	46	536
<b>Manufacturing</b>	766	7,389	1,668	241	330	3,054	340	228	1,101
<b>Marketing, Sales &amp; Service</b>	27	516	87	3	0	0	0	4	112
<b>Science, Technology, Engineering &amp; Mathematics</b>	305	3,809	1,032	22	11	70	17	15	154
<b>Transportation, Distribution &amp; Logistics</b>	212	2,454	718	121	71	879	217	22	238
<b>TOTAL</b>	5,415	60,571	15,099	1,694	970	10,381	1,562	1,489	13,221

<b>Workforce Training Partners 2009-2010 Academic Year</b>	<b>TOTAL ENROLLMENT *</b>
Private Business	382
Mine Safety and Health Administration (MSHA)	4,635
State Agency (other than DWS or WBC)	3,042
Public School System	890
Wyoming Small Business Development Center	31
University of Wyoming-Manufacturing Works	46
Department of Workforce Services (DWS)	864
Wyoming Business Council (WBC)-Idea Expo	6
Other	83
Chamber of Commerce	158
Board of Cooperative Educational Services (BOCHES)	125
Wind River Development Fund	79
Wyoming Hospital Association	577
Economic Development (LOCAL)	136
<b>TOTAL</b>	
*Represents headcount enrollment in workforce development classes offered in partnership with external agencies.	

<p style="text-align: center;">Industries Served Through Customized Training By 2 digit NAICS code * 2009-2010 Academic Year</p>	<p style="text-align: center;">Headcount enrollment in workforce development classes customized for specific industries</p>
Mining/Extraction	4,143
Health Care & Social Assistance	793
Manufacturing	105
Public Administration	3,286
Finance & Insurance	291
Utilities	334
Education Services	2,653
Other Services (except Public Admin.)	466
Retail Trade	50
Agriculture, Forestry, Fishing and Hunting	94
Transportation & Warehousing	131
Construction	488
Real Estate, Rental & Leasing	33
Accommodations & Food Services	93
Administrative & Support & Waste Management & Remediation Services	764
Professional, Scientific, & Technical Services	328
Management of Companies & Enterprises	472
Arts, Entertainment & Recreation	88
Unemployed/other/undefined	1,098
TOTAL	15,710
*North America Industry Classification System	

## **Highlights from the Colleges Summer 2009 through Spring 2010**

### **CASPER COLLEGE**

The Center for Training and Development (CTD) at Casper College provides customized training, classes, workshops, and conferences for businesses and organizations. Areas of concentration include leadership and management, computers and technology, MSHA and OSHA, clinical medical assistants, and water quality. Some of the unique trainings offered last year include leadership training for State of Wyoming employees; occupational Spanish for nurses and school administrators, teachers, and support staff; and customized training for hospice, Metro Animal Control, NALCO, Wyoming Behavior Institute, GSG Architecture, and Sage Medical Group.

In response to need in the community, CTD researched and managed a clinical medical assistant program. Sixteen students completed the first class and 13 students enrolled in the second class. In 2010, Casper College was awarded a State Energy Sector Partnership for \$578,200. The grant supports creating a public awareness about energy efficiency and sustainability and providing education and training in the construction and building trades related to “green” buildings and sustainable energy sources. CTD is working with Eleutian Technology to provide training to prepare trainees for immediate employment with Eleutian Technology. Training is at Casper College twice a month and will continue into spring of 2011. CTD managed four conferences last year: the 8<sup>th</sup> Annual Math and Science Teachers’ Conference, the Governor’s Summit on Workforce Development, Disney’s Approach to Business Excellence, and the Wyoming Geological Conference. Over 500 people honed or advanced their skills and knowledge at these events. CTD offered two Employment and Training for Self-Sufficiency (ETSS) programs in 2009–2010: commercial painting and certified nursing assistant. The programs are grant funded and available for participants who meet parenting requirements and Federal Poverty guidelines. Casper College is in its seventh year of offering ETSS courses.

### **CENTRAL WYOMING COLLEGE**

The changing face of workforce needs in Wyoming has manifested in several new programs in training and development at Central Wyoming College’s Workforce and Community Education Department. Vital partnerships with Business and Industry, Department of Workforce Services, the State of Wyoming, and our sister college’s have initiated “rapid response” programs to train and develop the workforce in Fremont, Teton, and Hot Springs County. This year CWC and the Department of Workforce Services assisted 302 underemployed and unemployed workers with programs designed to train individuals in high-demand occupations such as Dental Assistants, Administrative Office Assistants, Construction Workers, and Workforce Preparedness.

Leadership and management training continues to be a focus for CWC, with 109 participants attending the Wyoming Introductory Supervisory Training in Riverton. 2009-2010 also saw the expansion and development of CWC’s Sinks Canyon Center, the perfect location for leadership/management retreats for a variety of State of Wyoming and private business leadership teams. Enhanced by wildlife, apple trees, and a secluded location, trainings in experiential design and team building took place throughout the year. The Department of Education was served with the final delivery of Developing the Entrepreneurial Mindset to sixty four K-12 teachers, resulting in Professional Teaching Standards Board (PTSB) credits for recertification.

CWC continues to increase Environmental Health and Safety programs to serve businesses and employees in the energy industry. 470 individuals took advantage of CWC's safety programs in HAZWOPER and OSHA certification programs.

## **EASTERN WYOMING COMMUNITY COLLEGE**

The office of Workforce Development at Eastern Wyoming College administers training programs to help individuals and businesses compete in today's fast-paced world by providing them with up-to-date skills and certifications. We accomplished this in 2009-2010 by offering training courses in Welding, Commercial Driver's License (CDL), Certified Nursing Assistant (C.N.A.), OSHA, MSHA, Hazwoper, CPR, First Aid and Safety. Other innovative trainings included Leadership and Business classes offered for STARS credit to Torrington, Wheatland, Douglas, Lusk, Newcastle, and Moorcroft. The Electrical Apprenticeship Program was taught on campus at convenient times for workers and employers. We delivered customized trainings to our service area via the Mobile Weatherization Lab and the Mobile Welding Lab. We expanded workforce programs and increased enrollment in the area of healthcare, safety, and weatherization.

We also served other diverse populations by administering the ETSS grant to help students at the self sufficient level complete training and gain employable skills to enter the workforce.

Partnerships with the Department of Workforce Services, local Economic Development groups and the Department of Corrections helped to contribute to our success locally and throughout our service area. A continuing partnership with the Wyoming Department of Corrections will assist in providing classes to their facilities in Lusk and Newcastle, and also their new facility in Torrington. Some of those classes included Welding, College Keyboarding and College Studies. We continually meet to address their educational needs onsite at the Department of Corrections facilities in Newcastle, Lusk and Torrington.

## **LARAMIE COUNTY COMMUNITY COLLEGE**

Laramie County Community College's Workforce & Community Development (WCD) Division, including the Center for Lifelong Learning (CLLL) and the Career and Technical Education Center (CTEC), continued to grow during 2009-2010. The CLLL expanded training opportunities such as coordinating various leadership training programs statewide. CLLL launched several initiatives, including (1) workforce professionalism training and youth workforce preparedness training with the Wyoming Department of Workforce Services; (2) the Hub @ LCCC, which focuses on career pathway development and coaching; (3) Adelante: The Center for Getting Ahead, a source for helping those living in poverty explore and train for sustainable careers (launched through a Wyoming Department of Workforce Services grant); and (4) the Wyoming Certified Public Manager's program, a national program for which LCCC is the only approved provider in Wyoming. The CTEC includes programs of study in auto technology; auto body repair; diesel technology; fire science, emergency medical services-paramedics; homeland security; integrated systems technology; engineering technology; heating, ventilation, and air conditioning/refrigeration; and wind energy. The Wind Energy program continued to grow; the ongoing acquisition of laboratory equipment provides a unique learning environment in the region. In spring 2010, the CTEC began offering the Heating, Ventilation, and Air Conditioning/Refrigeration program, leading to a certificate or a degree. The Emergency Medical Services-Paramedics program obtained national accreditation from the Commission on Accreditation of Allied Health Education Programs on September 17, 2010. Finally, the CTEC received a \$900,000 National Science Foundation grant to integrate science, technology, engineering, and mathematics into traditional technical education curricula.

## **NORTHWEST COLLEGE**

The Northwest College Center for Training and Development has provided a wide assortment of opportunities for the Big Horn Basin workforce. Budget cuts required us to cut the Worland coordinator position but we still managed to deliver an extensive program at all three campuses. We designed customized trainings and increased enrollment for Workforce Training within our entire service district. The Survey Technician program, provided in partnership with the Professional Land Surveyors of Wyoming Northwest Chapter won the Wyoming Engineering Society, Presidential Project of the Year award. The Cody campus offered a “Business Boot Camp”, a series of classes to assist entrepreneurs in completing a business plan. Each location offered Basic Computer Skills, Microsoft Word and Excel. QuickBooks continues to be a high demand course by the local workforce. Monthly lunch programs are offered in each location. The programs offer timely education and networking opportunities. A Food & Hospitality Ambassador program offered training in all aspects of a kitchen, as well as front-line customer service and a focus on tourism. A partnership was developed with Boston Reed College to offer a Pharmacy Technician program and a Certified Medical Assistant program. We partnered with Apple Energy to offer a Building Analyst Course that lead to a national certification through the Building Professional Institute. MSHA trainings continue for local employers, as well as OSHA – 10 Hour General Industry training. We expanded the Executive Book Club for local professionals to have a forum to discuss new and emerging trends in business. We delivered customized training for M-I SWACO and Motivational Education Training. We focused on internal partnering with Northwest College Agriculture Department and the Equine Department’s Horseman’s Club to offer 2 programs in the spring. The first was an Ag Symposium and the second was a Horseman’s Expo. We plan to continue to pursue internal partnerships. Planning continued partnering with the Wyoming Department of Education, Wyoming Business Council, Wyoming Entrepreneur.Biz, Wyoming Workforce Services, Forward Cody and the Chambers of Commerce in our communities

## **NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT**

Under the umbrella of Workforce Training and Development, the District provides services to businesses and community people in the three counties of Sheridan, Johnson, and Campbell. These services range from Industry Training and Education (I-TEC); Professional Development Courses; Community Education courses; Mine Safety courses (MSHA); Health training and Entrepreneurship programming. Workforce Training and Development has picked up several additional programs including the CNA training, CDL training, Pharmacy Technician training, and Home Inspection training. WFTD completed its training for Eleutian Technology SpeakENG Teacher Pre-Hires Grant. During the 2009/2010 year, WFTD began working with the Veterans Administration with a full course schedule developed for the veterans at the VA in Sheridan. Courses ranging from professional development classes in computer skills, website design, refresher math and English, to personal enrichment classes such as cooking, GPS/Geocache, digital photography were offered to the veterans at no cost thanks to the support of the Kuehne Foundation. During this initial year, 73 different courses were offered to the veterans and we served over 200 veterans through these non-credit courses.

In addition, WFTD has provided training to 1288 students. WFTD has increased its online course offerings and a special focus on courses to help community members and businesses to survive and thrive during this downturn in the economy, including the Workforce Preparedness courses offered free to the community folks through support from the Wyoming Workforce Services. These courses include Interview skills, resume writing, computer basics, and workplace professionalism. WFTD has also been involved with a state-wide initiative to train all State of Wyoming Supervisors in leadership skills.

## **WESTERN WYOMING COMMUNITY COLLEGE**

Western had a busy year in the Workforce area. While a number of the industries are still experiencing a market slowdown because of the economy, others have found this to be an excellent time to do staff training and development. The first class of students who are under the Dads Making a Difference Grant completed their welding program. This grant helps single-parent fathers gain marketable job skills and find employment making a livable wage. The grant was renewed for two additional years and is serving fathers through a broader spectrum of technical programs this year. The first group completed their CDL training this summer. WWCC has worked with industry to offer new required safety training including PEC Core, EnCOSHHA, and SafeLand. A focus during 2009-10 was on understanding the training needs of small businesses in the local area. A small business needs survey was conducted throughout the service area to assess training needs. The College also conducted a needs assessment to review the demand for a small business incubator in the county. The response was very favorable and the College is moving forward to implement it in the Green River Center. It was also a development year for expanding technical courses into the service-area high schools to help accelerated students, and to partner with school districts to supplement curriculum and give students a jump start on their college career. Western's advisory councils have met to help revise curriculum and discuss current and future training needs.

### **STATE WIDE INITITIVES**

#### **Teacher Shortage Loan Repayment Program**

TSLRP began in 2005 to address Wyoming's shortage of math, science, special education and foreign language teachers through the University of Wyoming. The program was expanded, in 2009, to assist those seeking an additional endorsement to teach Reading and English as a second language.

- Awarded and tracked \$179,855 in student loans
- Served 41 students at the University of Wyoming in 2009-2010 and 126 students since 2005
- Since 2005 the program has assisted 37 math teachers, 32 science teachers, 44 special education teachers and 10 foreign language teachers, 2 Reading Teachers and 1 English as a Second Language Teachers with tuition and fees in return these teachers have agreed to work in Wyoming to repay their loans

#### **Wyoming Investment in Nursing Program**

The WyIN program addresses Wyoming's nursing shortages through six community colleges & the University of Wyoming.

- Awarded and tracked \$1,055,288 in student loans
- Served 202 students
- Added or maintained 16 full time & 6 part time WyIN funded nursing educator positions to the six community colleges with nursing programs
- Expanded training capacity for students at all six colleges as well as students at the University of Wyoming to 867 students total for the state up from 548 in 2003



## CONTACT INFORMATION

**Center for Training and Development at Casper College (CC)**

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**Center for Training & Development at Central Wyoming College (CWC)**

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307.855.2038

**Workforce Training and Community Education Department at Eastern Wyoming College (EWC)**

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**Laramie County Community College Business Training and Development (LCCC)**

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**Rocky Mountain Industrial Training Center at LCCC**

[www.lccc.wy.edu/bt/rmitc.php](http://www.lccc.wy.edu/bt/rmitc.php)

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**Center for Training & Development at Northwest College (NWC)**

[www.northwestcollege.edu/Wfdev/](http://www.northwestcollege.edu/Wfdev/)

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**Northern Wyoming Community College District (NWCCD)**

[www.sheridan.edu/programs/workforce.asp](http://www.sheridan.edu/programs/workforce.asp)

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