ANNUAL PROGRAM REVIEW

NAME OF PROGRAM/DEPARTMENT/SERVICE AREA: **WORKABILITY III**
NAME OF PERSON SUBMITTING THIS REVIEW: Terrie Rose-Boehme; Marci Lang
DATE OF SUBMISSION: 10/12/11
MANAGEMENT AREA (check one):
- ☐ **Administrative Services**
- ☐ **Instruction**
- ☒ **Student Services**

ASSESSMENT OF PAST PROGRESS

Describe your progress on your previous year's objectives: (2010 – 2011)

Objective 1: Provide support for job development activities: A. Career Workshops B. Resumes and Applications Connection to Student Services SLOs: #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within the campus and community. #6 Students will explore transfer options, hone in and select institution and education plan, accomplish and actualize transfer goals.	**Summary of Progress:** A. 25-50 students attended Career Workshops. B. Job specific resumes and applications were prepared for WorkAbility III student/clients seeking employment.
Connection to other plans: Strategic Direction II and III	**Resources/Budget Used:** WorkAbility III budget (classified salaries and fringes).

Objective 2: Support student registration and supplies and book purchasing process: A. Tuition Vouchers B. Book Vouchers C. Coordination with Department of Rehabilitation regarding payment for students. Connection to Student Services SLOs: #3 Student will develop and demonstrate competency in handling their financial responsibilities by being aware of college	**Summary of Progress:** A. 54 students were provided Tuition and/ or Fees Vouchers. B. 60 students received Book Vouchers. C. 67 students received Coordination Services with the Department of Rehabilitation related to the payment of tuition, fees, books, or other items.

expenses, free services and subsidies, how to fund unpaid balances, know their responsibilities in the process, be aware of annual timetables, and awareness of assistance and resources for all. #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within the campus and community.	
Connection to other plans: Strategic Direction II and III	**Resources/Budget Used:** WorkAbility III budget (classified salaries and fringes); Department of Rehabilitation funds ($ for vouchers and other expenditures).

Objective 3: Provide transition services for work and/or transfer to 4 year institutions: A. Documentation B. Resumes/Applications C. Letters of Recommendation D. Follow Through and Support Connection to Student Services SLOs: #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within the campus and community. #6 Students will explore transfer options, hone in and select institution and education plan, accomplish and actualize transfer goals.	**Summary of Progress:** A. Documentation/Coordination of transition services was provided for 36 clients. B. Numerous job specific resumes, cover letters, and applications were completed for 4 student/clients who were seeking employment. C. An estimated 10 Letters of Recommendation were created by WAB staff. D. Follow Through and Support was provided to 36 transitioning student/clients.
Connection to other plans: Strategic Direction II and III	**Resources/Budget Used:** WorkAbility III budget (classified salaries, fringes, non-instructional supplies).

CURRENT YEAR PROGRESS AND OBJECTIVES

What objectives and tasks will you take on for this year? (You may continue objectives from the prior year.) Will your allocated resources be sufficient given your objectives? (2011 - 2012)

Objective 1: Provide support for job development activities: A. Career Workshops B. Resumes and Applications Connection to Student Services SLOs: #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within the campus and community. #6 Students will explore transfer options, hone in and select institution and education plan, accomplish and actualize transfer goals.	**Action Plan (include who is responsible):** A. An estimated 25-50 students will attend Career Workshops. Career Workshops will be presented by the WorkAbility III Director. B. Job specific resumes and applications will be prepared for all WorkAbility III student/clients seeking employment; resumes and applications will be prepared by the WorkAbility III Coordinator.
Connection to other plans: Strategic Direction II and III	**Resources/Budget Needed:** WorkAbility III budget (classified salaries and fringes).

Objective 2: Support student registration and supplies and book purchasing process: A. Tuition Vouchers B. Book and/or Supplies Vouchers C. Coordination with Department of Rehabilitation regarding payment for students. Connection to Student Services SLOs: #3 Student will develop and demonstrate competency in handling their financial responsibilities by being aware of college expenses, free services and subsidies, how to fund unpaid balances, know their responsibilities in the process, be aware of annual timetables, and awareness of assistance and resources for all. #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within	**Action Plan** (include who is responsible)**:** Year to Date: A. 32 students received tuition and/or fees vouchers for the Fall 2011 semester; an estimated 20-25 students will receive tuition and/or fees vouchers in Spring 2012. B. 28 students received book and/or supplies vouchers for the Fall 2011 semester; an estimated 20-25 students will receive book and/or supplies vouchers in Spring 2012. C. 32 student/clients have received coordination services with the Department of Rehabilitation related to the payment of tuition, fees, books, or other items to date during the Fall 2011 semester. An estimated 30-35 student/clients will receive coordination services in Spring 2012. Support of student registration and supplies and

the campus and community. **Connection to other plans:** Strategic Direction II and III	the book purchasing process is provided by the WorkAbility III Coordinator. **Resources/Budget Needed:** WorkAbility III budget (classified salaries and fringes); Department of Rehabilitation funds ($ for vouchers and other expenditures).

Objective 3: Provide transition services for work and/or transfer to 4 year institutions: A. Documentation B. Resumes/Applications C. Letters of Recommendation D. Follow Through and Support Connection to Student Services SLOs: #4 Students will develop resilience and resourcefulness empowering them to persist in attaining academic and personal goals. #5 Students will gain a sense of community and belonging by accessing available resources within the campus and community. #6 Students will explore transfer options, hone in and select institution and education plan, accomplish and actualize transfer goals. **Connection to other plans:** Strategic Direction II and III	**Action Plan** (include who is responsible)**:** To Date: A. Documentation/Coordination of Transition Services will be provided for an estimated 35 student/clients this year. B. 3 student/clients that have transitioned to job seeking status have been provided numerous job specific resumes, cover letters, and applications to date. An estimated 5-10 student/clients will be ready for job seeking transition services throughout the year. C. An estimated 10 Letters of Recommendation will be created by WAB staff this year. D. Follow Through and Support will be provided to an estimated 35 transitioning student/clients this year. Transition services for work and/or transfer to 4 year institutions are provided by the WorkAbility III Director and Coordinator. **Resources/Budget Needed:** WorkAbility III budget (classified salaries and fringes).

BUDGET CHANGE REQUESTS FOR NEXT YEAR

Please provide rationale for budget *changes* (attach budget request sheets for entire annual budget).

Budget Request(s): Amount	Account Code	**Rationale** (include connection to other plans)**:**
<$308.00>	2120	Reduced to reflect changes in payroll.
$308.00	3000	Increase in fringe rates.

SUMMARY UPDATE FROM COMPREHENSIVE PROGRAM REVIEW

Based on data provided:

1. Describe the current status of the Program/Department/Service Area.

We are currently in year 3 of a 3 year renewed contract with the Department of Rehabilitation. We are on target to meet the goals and objectives that have been established by both DOR and FRC.

2. Explain significant issues and/or changes that have occurred since the last comprehensive review.

Due to the decrease in DSP&S base funding, accordingly, the WorkAbility III program has had to implement a 7.5% reduction in pay/work furlough for the current fiscal year. The reduction in staff hours could result in a significant challenge in providing critical services to WorkAbility III students.

3. Briefly explain significant changes expected during the upcoming year.

We will submit a grant renewal application for a 3 year contract renewal with the State of California Department of Rehabilitation in January of 2012, for the years 2012-2013, 2013-2014, and 2014-2015.

We will continue to do our best to provide critical services to WorkAbility III students while working under budget-mandated cuts in pay and time.

APPENDIX

Attach supporting documents as appropriate. Please see Instructions for examples of supporting documents per Management Area.

WORKABILITY III MISSION STATEMENT

The mission of WorkAbility III is to enhance the unique potential of every client in our program and to increase employment opportunities for adults with disabilities. We believe that by offering all clients individualized support and career guidance, we can fulfill the following goals of WorkAbility III.

1. To improve self-concept and clarify individual capabilities.
2. To provide clients with marketable skills and job search support.
3. To help in the transition from student to that of a professional.
4. To affirm and improve the quality of life for the client through satisfying employment.

We believe the fulfillment of our mission will nourish the economic development and enhance the community as a whole.