



Santa Barbara AEBG Consortium 3rd Quarter Report of Program Deliverables

Program Name

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

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- I. Summary of Activities based on the objectives submitted from the Request for Proposal and Activity Chart. These should reflect the goals of AEBG including but not limited to integrative programming for noncredit pathway bridge courses and certificates, internship/placement programs, integrative learning strategies, progress of program working groups and task forces. List and describe their progress.
 1. An internal collaborative meeting with HR Stakeholders was held. The outcomes of the meeting included a solid collaboration to assist in the development of key approaches with the overall goal of preparing the Passport Program participants to competitively test for entry level positions (external candidates) and promotional opportunities (internal candidates) with the County.
 2. We have continued to work with a Sr. Recruiter on recruiting a Marketing Intern to add to our outreach plan. The recruitment opened in August and we are currently reviewing applications to invite selected applicants to panel interviews.

3. We strategically partnered with the Workforce Development Board. The outcome of this partnership resulted in the Passport Program being promoted at the Lompoc Career Fair. There were over 400 job seekers in attendance.
4. The contract with 10 Rule Assessment Tool was finalized and the assessment tool was purchased. A two-day 10 Rule Certification Training was held for the EU and Recruitment Teams. 7 staff are now 10 Rule Certified.
5. We have established a relationship with Phillips Graduate University (PGU) and Antioch University, integrated partners, and have held numerous meetings. We are currently working with a PGU intern to assist in gathering pertinent AEBG reporting data. In addition, we are also working on developing a partnership agreement with Antioch University. Meetings have also been held with Antioch University regarding graduate students teaching at the EU and becoming a part of the faculty pool. We will continue to meet with both universities and foster these important relationships.
6. Continued to track and keep accurate records of Grant Coordinator hours.
7. Held a strategy session with the County of Santa Barbara Human Resources Recruitment Team and EEO manager to build integrative partnerships. The meeting focused on reviewing the Passport Program, soliciting feedback, and gaining support as these teams will be crucial in the growth and development of the Passport Program.
8. Met with Ms. Corlei Prieto to discuss the redirection of the Passport Program. The original grant proposal that was written to request AEBG Funding to begin a pilot program titled Passport to Public Service in Paradise (the Passport Program), was written in very grandiose terms. Through trial and error, meetings with internal and external stakeholders, and developing a the Passport Program advisory team, we have concluded that we need to refocus our efforts of the program in a specific area; educating the community about the County of Santa Barbara as an employer and guiding them through the application process by instilling best practices for obtaining employment. We have submitted justification for change to Ms. Prieto.
9. Created a logo for the Passport Program and are in the process of finalizing our submission for approval.
10. Meeting set for September with Sr. HR Recruiter to start drafting a THE PASSPORT PROGRAM application to be posted on the County of Santa Barbara's applicant tracking system (NeoGov).

II. Data Reporting: January 2017 - Present (work with AEBG Coordinator on data tracking)

Current number of students served:

1. 74 displaced employees in transition attended the New Roads workshops and were provided with tools, resources, and materials needed to navigate a successful job search. Passport to Public Service in Paradise Grant aimed at creating a vital pathway to public service employment.
2. 286 employees across 23 departments to reach 100% completion on their AB1825 training. 286 or 100% employees in Leadership Classifications (*Admin Leader, Team Project, Program Business and Enterprise Leader*) and Executives (*Assistant Department*

Heads and Department Heads) completed the AB1825 Leadership Compliance Training online. This high-level participation resulted in 23 departments reaching 100% completion on their AB1825 Training.

3. 141 employees in leadership job classification attended *Civil Treatment in the Workplace* Training, a cultural shift initiative that fosters an environment in which all employees can thrive and do their best work.
4. 290 employees under our new "LEADERSHIP DEVELOPMENT" Learning philosophy. The EU team knows learning to lead is an intensely personal experience and one that shifts over time. Our real-world approach to organization development helps our employees address the reality of their situation, the people and programs they lead, as well the organization.

III. Budget Narrative. Members are expected to make their best efforts to expend funding no later than December 2018. The timeline of activities should reflect expenditures by this deadline. Please describe your efforts to expend these funds. Examples include hiring faculty and/or faculty, narratives, programmatic committee meetings, purchasing of supplies

During the 4th quarter we expect to spend funding on hiring a data consultant and a marketing consultant.

The following expenditures have been submitted to SBCC for reimbursement:

- \$16,925 AEBG Administrator salary
- \$1,500 consultation fee
- \$12,500 10 Rule Assessment Tool
- \$866.99 Laptop-2-In-1 Laptop Dell Inspiron i5378-7171GRY 13.3
- \$ 3495.00 Velsoft curriculum development tool
- \$248.78 Meeting expenses

Budget	\$ 114,750.00	\$ Spent	Balance	Notes
CATEGORY 1000				
Personnel	44,800	16,925	27,875	395 Hours worked as of 10/2/17
Subtotal	44,800	16,925	27,875	
CATEGORY 4000				
Assessment Tools	18,375	12,500	5875	10 Rule Assessment Tool
Program Supplies	9,750	866.99	8883.01	Velsoft Curriculum, Laptop, meeting expenses
Program Materials	19,000	3743.78	15,256.22	
Subtotal	47,125	17,110.77	30014.23	
CATEGORY 5000				
Training Consultants (contract)	15,000	1,500	13,500	Consultant fee
Extra Help	4,325		4,325	
Advertising and Marketing	3,500		3,500	
Subtotal	22,825	1,500	21,325	
TOTAL ALLOCATED BUDGET	\$ 114,750.00	\$ 35,535.77	\$ 79,214.23	

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

We will continue to market the Passport to Public Service in Paradise Program in partnership with the County of Santa Barbara Human Resources Recruiting team by attending local job/career fairs and community events identified by the Recruitment team.

The Passport Program was successfully advertised at the Lompoc Career Fair in August. We collaborated with the Workforce Development Board and they assisted in providing outreach to the community by discussing the program with attendees, handing out pertinent Passport Program information, and gathering contact information of interested parties. Around 415 job seekers attended the career fair. We are continuing to partner with the County of Santa Barbara recruitment team and plan on marketing the Passport Program at the upcoming career fairs at UCSB in November.

We are also in the process of getting the Passport Program information into the County Connect Newsletter and onto the County of Santa Barbara and Employees' University webpages.

Our marketing efforts will be enhanced once we hire a marketing intern by the end of October/beginning of November. We are currently reviewing applications to invite applicants in for panel interviews in October.

V. AEBG Practices with Promise: due December 2017 (date TBD). Please visit the AEBG Practices with Promise webpage for successful submissions at <http://aebgpracticeswithpromise.com/>.

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

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

1. The Employees' University Team, in collaboration with a wide range of speakers and partners (County of Santa Barbara departments, State agencies, Retirement, The Employee Assistant Program, and higher education institutions) held a four hour workshop. Workshop participants received timely information and relevant tools in the following areas: 1) Career Development to conduct a successful job search with enhanced technology; 2) Supportive Services to determine transferrable skills, assess skill gaps, and determine opportunities for improvement and 3) Financial Planning overview of employee benefits and eligibility requirements as well as County of Santa Barbara career transition resources.

Previously submitted 2nd Quarter of 2017

NEW ROADS PROGRAM: 115 County of Santa Barbara employees were faced with reentering the workforce as displaced workers due to layoffs. Invitations went out to 115 employees, eighty (80) employees registered to attend the workshop and seventy-four (74) participated across our three (3) centers in Santa Barbara County. As part of our post workshop follow-up process, participants /employees were invited to take an online survey to help us gather feedback and useful information for the improvement of any future New Roads programming. Thirty (30) employees shared their feedback with respect to the workshop. Below are a few highlights from the survey:

- Regarding the workshop objectives, 96 % of the surveyed employees either strongly agreeing or agreeing that the objective of training was clearly defined, 3% evaluated it as neutral.
- Participants expressed their appreciation and one commented "It was great. I came in with the expectation that I would leave frustrated but in all honesty, I felt a little more relieved thanks to the information that was provided to us yesterday. I appreciate everything that was showed to us yesterday. Thank you all."
- Taking into account the relevance of the information presented, 93% either strongly agreeing or agreeing that the information provided was relevant in helping with their career transition.
- Participants commented that the varying information and tools shared by the presenters were timely and helped to reduce their stress levels.