

**REGIONAL WORKFORCE INVESTMENT BOARD
CHIEF ELECTED OFFICIALS
Western Iowa Tech Community College – Sioux City, IA
Minutes – May 19, 2011**

RWIB Members Present: Cathie Bishop, Neal Adler, Judy Peterson, Bridget Hoefling, Janet Hansen, Jim O'Donnell, Dr. Robert Rasmus, Dr. LuAnn Haase, Rita Frahm, Marcia Rosacker, Dr. Thomas Padgett, Jeff Simonsen

CEO Members Present: Jeff Simonsen, John Fitch, Jackie Smith, Tim Jessen,

RWIB Members Absent: John Hamm, Tom Zeman

CEO Members Absent: Craig Anderson, Bob Paulsrud

CSP Members Present: Diane Neri-IWD, Doug Keast-IWD, Jean Logan-Community Action Agency, Dean Williams-Goodwill

Staff Present: Dr. Julie Stoik-JTP, Shawn Fick-JTP, Lori Knight-JTP, Jo Fokken-JTP,

RWIB Call to Order & Roll Call — Cathie Bishop, Chair

Cathie Bishop, Chair called the meeting to order for the RWIB at 4:04pm.

CEO Call to Order & Roll Call — Jeff Simonsen, Chair

Jeff Simonsen, Chair called the meeting to order for the CEO's at 4:05pm.

I. Approval of Agenda – RWIB – Cathie Bishop

Approval of Agenda – CEO – Jeff Simonsen

Cathie Bishop asked for a motion to approve the joint RWIB/CEO agenda for May 19, 2011; Judy Peterson made the motion to approve the agenda; Janet Hansen seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the joint RWIB/CEO agenda for May 19, 2011; Jackie Smith made the motion to approve the agenda; John Fitch seconded the motion; **the motion was carried.**

II. Approval of March 24, 2011 Joint RWIB/CEO Minutes – RWIB – Cathie Bishop – Attachment "A"

Dr. Robert Rasmus made the motion to accept the March 24, 2011 joint RWIB/CEO Minutes – Attachment A; Neal Adler seconded the motion; **the motion was carried.**

Approval of March 24, 2011 Joint RWIB/CEO Minutes – CEO – Jeff Simonsen – Attachment "A"

John Fitch made the motion to accept the March 24, 2011 joint RWIB/CEO Minutes – Attachment A; Jackie Smith seconded the motion; **the motion was carried.**

Approval of January 27, 2011 Minutes – CEO – Jeff Simonsen – Attachment "B"

Jackie Smith made the motion to accept the January 27, 2011 CEO Minutes – Attachment B; John Fitch seconded the motion; **the motion was carried.**

III. New Business

- Customer Service Plan Modifications – RWIB – Cathie Bishop & CEO – Jeff Simonsen
 - Approval of PY11 WIA Performance Measures – **Attachment "C" (CSP page 44A4)**

Julie Stoik reviewed Attachment C on the PY11 WIA Performance Measures. Julie Stoik stated Job Training Partners WIA is entering Program Year 11 which will be Fiscal Year 12 on July 1, 2011. Each year Performance Measures are set for the Dislocated Worker, Adult and Youth programs. Two years ago the Department of Labor went to Common Performance Measures so there are fewer that have to be negotiated. JTP still needs to report on all the measures but are incentivized or sanctioned by the Common Performance Measures. This year the State negotiated the Performance Measures with the Department of Labor. Due to economy, problems with placement and employment, and the increased numbers that we are serving through the integrated efforts in the workforce systems the State was able to negotiate some lower Performance Measures. Attachment "C" compares the Performance Measures over the last five years. Job Training Partners has always met the Performance Measures in the Adult and Dislocated Worker programs. In the last couple years most of the regions in the State had a hard time meeting the Performance Measures within the Youth program. The Regional Workforce Investment Board and the Chief Elected Officials as a Region can accept the Performance Measures that have been negotiated for the State of Iowa or we can decide to negotiate by a region but don't usually have much clout when negotiating as a region. Julie Stoik and Shawn Fick's recommendation to the RWIB and CEO's is to accept the negotiated Performance Measures by the State. Dr. Luann Haase asked if the Performance Measures were reasonable. Julie Stoik stated yes. Job Training Partners is not an integrated site yet and JTP has met the measures at a higher level in the last years. JTP is pleased to see the Entered Employment Rate lowered, stated Julie Stoik.

Cathie Bishop asked for a motion to approve the PY11 WIA Performance Measures – Attachment C; James O'Donnell made the motion to approve the PY11 WIA Performance Measures; Dr. LuAnn Haase seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the PY11 WIA Performance Measures – Attachment C; Jackie Smith made the motion to approve the PY11 WIA Performance Measures; John Fitch seconded the motion; **the motion was carried.**

- Approval of Customer Service Plan Eligibility Determination, Selection and Enrollment into....Youth Services – **Attachment "D"**

Julie Stoik stated Jo Fokken, Youth Service Coordinator met with the Youth Advisory Council (YAC) last week and Jo has the recommendations from the YAC for changes to the Regional Customer Service Plan. The changes are marked in red with crossed out language which would be obsolete, stated Julie Stoik. Jo Fokken stated currently, when youth apply for services under the Youth program JTP needs to only verify 10% of enrollees' documentation for eligibility. Documentation would include residency, age, citizenship, household income, Selective Service, and barrier to employment. The State has asked Job Training Partners to go to the 100% documentation because of the State's validation process. This is one change being requested in the Customer Service Plan by the YAC. Jo Fokken stated this will simply slow things up for some people but she does not anticipate it being a huge problem in getting the documentation. All youth must be determined eligible before they can be enrolled, stated Jo Fokken.

On the second page language is stricken out on the older youth participants earning a Work Readiness Credential because this is not recognized any longer as a credential, stated Jo Fokken.

Jo Fokken stated with the Financial Needs Determination (FND) policy youth are not required to demonstrate any financial need in order to receive services because mostly every youth is already low income at the time they are enrolled. The youth would not have to go through the extra step of completing the FND paperwork unless the youth were going into a post secondary training program which qualifies for local, state and/or federal student grants then the FND would need to be completed, stated Jo Fokken.

Jo Fokken stated under the Support Service Payment Policies for Youth the following was stricken "In order to receive support services to enable participation, the youth must complete a Financial Needs Determination and demonstrate unmet need". Another change is that when youth are in a non-wage Occupational Skill Training

that is scheduled for longer than four months they would qualify to receive a monthly stipend with a maximum of \$250. For YouthBuild participants who are co-enrolled in the WIA Youth Program, Job Training Partners wants to match the YouthBuild stipend policy. YouthBuild subtracts from their stipends for unexcused absences and JTP is asking to do the same, stated Jo Fokken.

Jo Fokken stated under the Incentive and Bonus Policy for Youth the following statement is added; "Incentive and bonus payments will be available to youth participants to encourage and reward achievements that are tied to performance measures and to employability".

Jo Fokken stated under the Secondary Education Certification the Youth Advisory Council is recommending that the \$25 incentive be dropped for each GED test passed or for the High School credits that are earned and reward only the completion of the Secondary Education Certification. The Youth Achievement Incentives for meeting annual skills goals in basic, application, or work readiness skills are currently earned during enrollment. The YAC is suggesting that instead the participants are rewarded for earning a National Career Readiness Certificate at either the gold or silver levels. The National Career Readiness Certificate is all academic. It measures their skills in applied math, reading, and locating information. If participants earn one of the certificates, the YAC is suggesting the youth receive an incentive of \$100 for gold level and \$50 for silver. The WIA Youth Performance Measures are really about what happens at outcome after the participants leave the program with the exception of the credential measure. The YAC is asking the boards to consider an incentive bonus to be paid out at the end of the 3rd quarter after exit which is when the youth performance is measured. Jo Fokken initially went to the YAC with a recommendation of \$200 payable at the end of the 3rd quarter but the YAC recommended \$500. These are the recommended changes that the YAC would like the boards to consider, stated Jo Fokken. James O'Donnell stated he did not quite understand the concept of the incentive bonus policy and asked if the youth won't stay in school without it. Jo Fokken stated they are trying to keep the youth engaged and sometimes money is the motivator. The youth are low income and JTP wants to reward the youth some way. The reward does not have to be money it could be gift certificates or bicycles, stated Jo Fokken. James O'Donnell asked if the incentive bonus increases the success rate. Jo Fokken stated absolutely yes. Cathie Bishop asked how JTP was going to pay for it. Julie Stoik stated if JTP makes their Performance Measures they are incentivized at the regional level with those funds. This year JTP had \$71,000 of incentive funds because JTP made the performance measures in the Youth, Adult and Dislocated Worker programs. Julie Stoik stated that money motivates the youth. Tim Jessen asked about what the retention requirements were for the youth to earn the \$500. Jo Fokken stated for the Older Youth they must enter employment within the first quarter after exit and must be retained in employment in the 3rd quarter after exit so that is 9 months, stated Jo Fokken. Shawn Fick stated the \$500 keeps the youth in contact with Jo and engaged. Jo Fokken stated JTP needs to provide post program services for a minimum of 12 months to each youth after they exit the Youth program.

Cathie Bishop asked for a motion to approve the Customer Service Plan Modification Transmittal Form for changes in Eligibility Determination, Selection and Enrollment into Youth Services – **Attachment "D"**; Dr. Luann Haase made the motion to approve the Customer Service Plan Modification Transmittal Form; Dr. Robert Rasmus seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the Customer Service Plan Modification Transmittal Form for changes in Eligibility Determination, Selection and Enrollment into Youth Services – **Attachment "D"**; John Fitch made the motion to approve the Customer Service Plan Modification Transmittal Form; Jackie Smith seconded the motion;

Jackie Smith asked if there was any data on \$500 incentive working. Shawn Fick stated that there are other regions that have used similar incentives and the incentives have worked.
the motion was carried.

- Approval of RWIB Appointee to YAC – RWIB – Cathie Bishop

Cathie Bishop stated the RWIB needs an additional appointee to the Youth Advisory Council to replace Bill Wilson. Julie Stoik stated the By-Laws say that there will be two representatives from the RWIB who are also the liaisons to the Youth Advisory Council. Dr. LuAnn Haase has been a representative along with Bill Wilson. When Bill Wilson went off the RWIB there was not another person appointed to the YAC. Judy Peterson asked how often the YAC meets. Julie Stoik stated the YAC meets about three times a year and the meeting in January is with the RWIB. Dr. LuAnn Haase stated it is very easy and Jo Fokken has everything organized. Judy Peterson agreed to represent the RWIB on the Youth Advisory Council.

Cathie Bishop asked for a motion to approve the RWIB Appointee of Judy Peterson to the Youth Advisory Council Board (YAC); Janet Hansen made the motion to approve Judy Peterson to the YAC; Neal Adler seconded the motion; **the motion was carried.**

- Southeast Community College Radiologic Technology Program Approval – RWIB – Cathie Bishop – **Attachment “E”**

Julie Stoik stated JTP has a participant interested in starting the Radiologic Technology program with Southeast Community College in Lincoln, Nebraska. The information on the application is self explanatory. It is a two year program and fits well within the cap limits. This is a community college in Nebraska that is fully accredited. Dr. Robert Rasmus asked if St. Luke’s has this program. Julie Stoik stated yes but it is twice the price, if not more. It is the participant’s choice on where they want to attend training, stated Julie Stoik.

Cathie Bishop asked for a motion to approve the Southeast Community College Radiologic Technology Program; Jeff Simonsen made the motion to approve the training program; Marcia Rosacker seconded the motion; **the motion was carried.**

- Approval of PY11/FY12 Board Meeting Dates – Cathie Bishop & CEO – Jeff Simonsen – **Attachment “F”**

Cathie Bishop stated the proposed meeting dates and times are typical to the last couple of years. The board usually meets off site for the November and March meetings, stated Cathie Bishop. Janet Hansen agreed to host the RWIB meeting in November at the Cherokee Mental Health Institute. Julie Stoik stated they will wait for the site of the March meeting because might have the integrated Workforce Development Center to visit.

Cathie Bishop asked for a motion to approve the PY11/FY12 Board Meeting Dates; Marcia Rosacker made the motion to approve the meeting dates; Neal Adler seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the PY11/FY12 Board Meeting Dates; Jackie Smith made the motion to approve the meeting dates; John Fitch seconded the motion; **the motion was carried.**

- Iowa Career Access Point Program

Diane Neri presented a power point on the Iowa Career Access Point program. Diane Neri stated that IWD will be receiving less money in their budget for the next fiscal year. The budget has not been approved by the legislatures yet. As they are looking at the fact that there will be less money in the budget the IWD Director has decided that they will need to accommodate the lower amount of money by closing up to 39 rural offices which are paid by State funds. The 39 offices are not set in stone to close and they have already decided to leave several of those offices open. As they talk about our region they are looking at the office in Cherokee which would be closed because of fewer funds. As the Cherokee office is closed it will create a void for customers to be able to work with IWD products and services. IWD wants to establish virtual access points where there are computers available for customers to sit down and access the same type of services. This program has the support of the IWD director, administration and management because they want to have as much connection with customers as they can. If they lose the office in Cherokee it will be most important to provide some Access Points in the Cherokee area. An Access Point is a computer point that customers will be able to access communications with Iowa Workforce Development. In addition to the 16 Regional One-Stops that will

remain, they want to accommodate people so they don't have to drive. The plan is to create these Access Points within the rural communities. When looking at Cherokee there would be several places to put a computer. IWD wants to have the Access Points in places that are convenient. Any customer who goes into use the site will have to have some basic knowledge of the computer because the organization where the Access Point is located do not have a commitment to sit down with that person and help them through some of the computer processes. IWD will take time to work with agency staff to familiarize them with the applications that will be available. They will be trained to answer only very basic questions and do not expect them to replace workforce development staff. The basic IWD desktops that are used now at the offices would be available at these Access Points. The actual software could be loaded by either an IWD representative or by a person in the organization where the computer is located. Diane Neri presented and reviewed the tabs on the basic screen of the software such as Education, Typing Test, ONET, Resumes, Interviewing, Labor Market Information and Connection to Iowa Jobs. People can establish an email account since many employers are asking for online applications, stated Diane Neri. This virtual technology is a system that will be updated and taken care of by Iowa Workforce Development. The programming software can be installed by Workforce Development staff or the organization and then demonstrations would be given to organization on how the software works. The software can be installed on computers that already exist within those organizations or computers can be provided by IWD. There is no MOU or written agreement. It is a verbal, informal agreement with the organizations. Diane Neri started a list on locations where it would be good to have the computers located but also would like to get the boards opinions. Diane Neri stated if the board members have ideas on where to put the computers in the next couple days please give those to her. It is projected that the Cherokee office will close June 30, 2011, stated Diane Neri. Marcia Rosacker asked if there would be an opportunity to have a computer in LeMars. Diane Neri stated possibly in the LeMars library and the Plymouth County Veterans Commission. They want to establish computer points in different locations so people don't have to travel an hour, stated Diane Neri. Jackie Smith asked who would do the tech support. Diane Neri stated if the computer hardware goes bad and it is one of IWD's pieces then IWD would try to replace it. Jackie Smith stated she has concerns about closing the offices. Diane Neri stated that is understandable but IWD does not have the funds to maintain the offices and they are trying to work through some options that would help. There are people with computer skills who do not have home computers that would be able to make good use of these locations. Jackie Smith asked how many people are losing their jobs. Diane Neri stated the Cherokee office has one person and that person would be able to bump into another area. Jean Logan stated she is greatly concerned and is on the State Board. Jean Logan stated she is the director of the Community Action Agency of Siouxland and she has been involved with the state board for a long time and she thinks leaving only 16 offices open is not enough. As a state we should look at where we have offices and why, stated Jean Logan. This has not been endorsed by the State Board and to her knowledge not endorsed by any rural organization either. The plan seems to really not have the endorsements. If this plan goes through, face to face services for some Iowans will mean 80 miles to drive, stated Jean Logan. The rural libraries and non-profit services are facing budget cuts too. If an unemployed person drives 30 miles to an Access Point and the network is down then they will be upset. If want to modernize to provide the best services that we can, then need to have access to computer sites at home verses driving to Access Points, stated Jean Logan. Judy Peterson stated the rural libraries usually only have one staff person and are they going to be able to help the people seeking IWD services. Dean Williams stated there is technical literacy's and language literacy's also and somehow have to address this. Governor wants to grow jobs by 200,000 how will this work if you don't involve Iowa Workforce Development, stated Dean Williams.

Julie Stoik stated this is a discussion item which the boards should be informed of and Diane Neri is responsible for coming up with sites. James O'Donnell asked if you need to have someone in the office 8 hours a day. Could shorter time schedules for a worker be setup in different satellite locations for face to face services, asked James O'Donnell? Jean Logan stated on the State Board they were looking at if someone could work two days a week at different locations or can space be rented instead of having an office. Jean Logan stated that they know things are bad but are there other options to look at. The question was asked about the software being networked. Diane Neri stated she was not sure if the software would be networked or if it would stand alone.

Doug Keast stated this is great discussion and it is important to discuss resources. Doug Keast recognized that it is sad to lose the access in the rural counties but how can we take advantage of all the resources and provide the services. There is more that we are looking for and to get that will fall to the boards, stated Doug Keast. Janet Hansen was wondering if IWD thought about networking with the other departments of the state such as DHS or DOT. The Mental Health Institute in Cherokee has IT people, stated Janet Hansen. Cathie Bishop asked if Diane could be creative and contact the DHS and the DOT offices in this area to put those on the lists to show that it might work. Diane Neri stated they have some capacity to do that. The leadership of those organizations would need to be contacted because she is not a decision maker in the plan but is tasked with making it work. Doug Keast stated the computer literacy will have to be addressed in this strategy. Diane Neri stated one of the ways to address this issue is that she has IWD staff that will be going out in areas to give workshops on how to use a computer. Jackie Smith asked how long they knew that the offices would be closing. Diane Neri stated since March. Neal Adler stated sometimes silence is viewed as acceptance or agreement. Neal Adler stated that he would like the board to make comments back to someone on this. Cathie Bishop asked if the boards would write a letter who should they send it to. Jean Logan stated to send it to the legislatures and the IWD director in your region. Some closures may be necessary but not as many and it is not the same in each community, stated Jean Logan. Neal Adler stated the board should voice their opinions as a unified group in some format.

Neal Adler motioned to direct a letter on the RWIB's concerns for the Virtual Access Points to local Representatives, Senators, IWD Director, the State Board and the Governor; Janet Hansen seconded the motion; **the motion was carried.**

Jackie Smith stated each board member should try to talk to two other people and tell them about this situation because it could be devastating to job creation.

Jackie Smith motioned to direct a letter on the CEO's concerns for the Virtual Access Points to local Representatives, Senators, IWD Director, the State Board and the Governor; Tim Jessen seconded the motion; **the motion was carried.**

Julie Stoik will draft the letter and then get it to Cathie Bishop, RWIB Chair and Jeff Simonsen, CEO Chair to work on together. Copies of the letter will also be sent to the RWIB and CEO's.

IV. Old Business

- Update on the Co-location Plans of IWD/WIA/PJ and Partners – **Attachment "G"**
Julie Stoik stated Diane Neri gave a nice report at the March meeting. Julie Stoik stated they are looking at the space in the present IWD facility and trying to see if the space can be remodeled to fit their needs. Julie Stoik stated Attachment G is the final design by the local partners. This is the design that has gone to the landlord and it is up to the landlord to see if he wants to do the improvements. What it means for WIA is that WIA would have two offices and the three Promise Jobs staff would be co-located with IWD Promise Jobs staff. This is just the first step and as it gets closer to leases they will bring it back to the RWIB. Diane Neri stated the landlord has had service people into look at the electrical, changing the bathrooms, updating fixtures, and upgrades to doors. Julie Stoik stated WITCC is the fiscal agent so they will be involved in the lease negotiations. Looking at probably a year before having everything remodeled and everyone co-located, stated Julie Stoik. Neal Adler asked about the cost to this. Julie Stoik stated that JTP does not pay rent presently. JTP will be paying rent and the only two places to take the cost from are the staffing or participant budgets, stated Julie Stoik.
- Survey Results of RWIB/CEO Survey – **Attachment "H"**
Julie Stoik stated Attachment H is the survey that was done in January on training. Julie Stoik stated she would like to meet a little before the September meeting to go over the board responsibilities. Julie Stoik will schedule this training before the September 29, 2011 meeting.
- Iowa's Workforce and the Economy Update

Julie Stoik stated in the interest of time she will email the Iowa's Workforce and the Economy PowerPoint out to everyone.

V. WIA Director Report – Dr. Julie Stoik – Attachment “I”

Julie Stoik thanked everyone for their prayers and cards.

VI. IWD Regional Manager Report – Diane Neri – Attachment “J”

Diane Neri stated the best news is that the amount of new unemployment claim numbers are leveling off. The IWD staff is working on creating more workshops. IWD wants to be prepared before being integrated to be able to help customers up skill themselves. IWD will use the other offices as examples, stated Diane Neri.

VII. RWIB Chair Report – Cathie Bishop

Cathie Bishop stated the RWIB will spend time at the September meeting on the monitoring visits. Julie Stoik stated JTP had three monitoring visits; State Case Monitoring, Federal Monitoring for John Morrell and Financial Monitoring. Job Training Partners will have the results at the September 29, 2011 meeting, stated Julie Stoik.

VIII. Regional Representative Report – Doug Keast

Doug Keast stated things are moving in a positive direction even though resources are diminishing. The boards' guidance on how services are offered is incredibly important. There are some tough decisions to make and leadership from the board is very important. Doug Keast thanked Region 12 for putting the RWIB information on the computer because it is much easier for the boards to be transparent. The funding allocation has come back from the WIA Title One programs and nationally it went down 10% but Iowa's went up. The numbers just came out last week. Wegner Peyser went down 22%. Wegner Peyser is the program that Diane Neri is over, stated Doug Keast.

IX. Report from Individual RWIB/CEO on Local Issues

The Mental Health Institute in Cherokee has actually hired, stated Janet Hansen. The positions have been temporary positions in direct nursing, stated Janet Hansen.

X. Adjournment

Cathie Bishop asked for a motion to adjourn from the RWIB; Neal Adler made the motion to adjourn; Dr. Thomas Padgett seconded the motion; **the motion was carried.** The meeting was adjourned at 5:43pm.

Jeff Simonsen adjourned the meeting for the CEO's at 5:43pm.

The next RWIB/CEO meeting will be on Thursday, September 29, 2011 at Western Iowa Tech Community College in the board rooms A506 & A507.

“The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.”

SUB-LEASE
SIOUX CITY IOWA

THIS SUB-LEASE, made and entered into this 8th day August, 2011, by and between IOWA WORKFORCE DEVELOPMENT, hereinafter called IWD, 1000 East Grand Avenue, Des Moines, Iowa 50319 and WESTERN IOWA TECH COMMUNITY COLLEGE, hereinafter called WITCC, 4647 Stone Avenue, PO Box 5199, Sioux City, Iowa 51102.

The parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

1. This Sub-Lease is executed pursuant to Section four (4) of the Lease entered into between the Iowa Workforce Development, Lessee, and Larry L. and Jeanene A. Book, Lessor, dated July 18, 1989. All rights of the parties hereto are subject to the provisions of said Lease and its amendatory.

2. IWD hereby Sub-leases to WITCC, exclusive use of four hundred and fifty-seven point five (457.5) dedicated square feet, five hundred and ninety-eight point three (598.3) square feet of shared space, and six hundred and thirty-eight (638) square feet of common space which is approximately one thousand six hundred and ninety-three point eight (1,693.8) square feet of space as part of approximately fifteen thousand eight hundred and seventy-six (15,876) square feet of space leased on real estate located at 2508 East 4th Street, Sioux City, Iowa.

3. WITCC shall have and hold said premises with their appurtenances for the term beginning September 1, 2011 to August 31, 2013 both days inclusive. In addition, this Sub-Lease may be extended for additional terms at a negotiable price under the same terms and conditions as provided for herein.

4. WITCC shall pay to IWD rent at the following rate: two thousand and ten dollars (\$2,010.00) per month for the term of September 1, 2011 through August 31, 2013, \$14.24 per square foot; payable in arrears on the last day of each month, during the term hereof. Possession of the Sub-leased premises shall be given to and accepted by WITCC when completed and the rent shall start the date that WITCC shall move into the space.

5. WITCC shall not assign this Sub-Lease or sublet the Sub-leased premises, except with the written consent of the Landlord and IWD, and will not permit the use of said premises by anyone other

than WITCC, and the agents and servants of WITCC. It is further agreed that the IWD will not withhold its permission referred to in this paragraph arbitrarily or without good reason.

6. IWD as an agency of the State of Iowa is self insured and subject to the provisions of Iowa Code Chapter 669, Article VII, and Section 1, of the Constitution of The State of Iowa. WITCC as a Community College is self insured and subject to the provisions of Iowa Code Chapter 670, of the Constitution of The State of Iowa.

7. The costs of heat, lights, water, janitor, trash, air conditioning, light bulbs, ballisters, plumbing, HVAC, property taxes, and etc., for the entire space are included in the above rental figure. WITCC will pay for their own long distance phone costs.

8. If the premises herein Sub-leased are destroyed by fire or other casualty, this Sub-Lease shall immediately terminate. In the case of partial destruction or damage so as to render the premises wholly or partially unusable then WITCC may at its option terminate this Sub-Lease if the said premises are not restored, repaired or rebuilt within one hundred twenty (120) days after the date of such destruction or damage. Such cancellation may be made by written notice to IWD within fifteen (15) days after the termination of said one hundred twenty (120) day period. The rent due IWD shall be abated during the period of time in which the Sub-leased premises are wholly unusable by reason of such damage or destruction, and in the event only a portion of the Sub-leased premises are unusable then the rent shall be prorated and paid in that portion which the usable area bears to the entire area of the Sub-leased premises.

9. Any holding over beyond the term of this Sub-Lease shall not constitute a renewal thereof, but such occupancy shall be deemed to be on a month-to-month basis only under the same terms, price, and conditions stated herein.

10. IWD or WITCC at any time during this Sub-Lease or any extension thereof, may terminate this Sub-Lease by giving at least ninety (90) days notice by certified mail to the address of the other party. Such notice shall state the date on which the Sub-Lease shall terminate and no rental shall accrue after the effective date of termination.

11. WITCC, upon performance of the terms of this Sub-Lease, shall at all times during the Sub-Lease term peacefully and quietly enjoy the Sub-leased property without any disturbance from IWD or any person claiming through IWD.

12. IWD hereby consents to this Sub-Lease without waiving any other rights provided in the Lease.

IN WITNESS WHEREOF, the parties hereto have subscribed their names on the date first above written.

WESTERN IOWA TECH COMMUNITY COLLEGE IOWA WORKFORCE DEVELOPMENT

By: _____
Dr. Terry Murrell
President

By: _____
Paul Mikkelsen, Administrator
Administrative Services Division

LESSOR (For Consent Only)

By: _____
Larry L. Book

By: _____
Jeanene A. Book

WIA Program Year 2011 Performance Measures & Budget

BUDGET

The matrix below depicts the WIA funds allocated to Region 12 for PY11. This budget is provided to show the breakdown between administration, new PY11 program funds and carry in funding remaining from PY10. New program funds have a two year funding life and allows for a small percentage of carry over.

ADULT PROGRAM			
Administration	New PY11 Program Funds	Carry in from PY10	Total Budget
\$11,277	\$101,497	\$	\$
DISLOCATED WORKER PROGRAM			
Administration	New PY11 Program Funds	Carry in from PY10	Total Budget
\$37,434	\$336,905	\$	\$
YOUTH PROGRAM			
Administration	New PY11 Program Funds	Carry in from PY10	Total Budget
\$20,740	\$186,660	\$	\$
INCENTIVE TO ADMINISTRATION			
PY10	\$ 46,766		

PERFORMANCE MEASURES

Region 12 has accepted performance measures that the State of Iowa negotiated with the Department of Labor. These were approved at the RWIB meeting in May, 2011.

TITLE	PY2007	PY2008	PY2009	PY2010	PY2011
Adults					
Entered Employment Rate	84%	85%	85%	85%	65%
Employment Retention Rate	86%	87%	87%	87%	80%
Average Earnings	\$10,000	\$10,200	\$10,200	\$10,200	\$11,500
Employment & Credential Rate	65%	67%	67%	67%	
Dislocated Workers					
Entered Employment Rate	89%	89%	89%	89%	65%
Employment Retention Rate	92.5%	93%	93%	93%	89%
Average Earnings	\$12,216	\$12,400	\$12,400	\$12,400	\$13,300
Employment & Credential Rate	72%	74%	74%	74%	
Older Youth					
Entered Employment Rate	85%	86%	86%	86%	86%
Employment Retention Rate	88%	89%	89%	89%	89%
Earnings Change	\$3,900	\$4,000	\$4,000	\$4,000	
Credential Rate	63%	64%	64%	64%	
Younger Youth					
Skill Attainment Rate	75%	76%	76%	76%	
Diploma Attainment Rate	75%	76%	76%	76%	76%
Retention Rate	76%	77%	77%	77%	77%
Customer Satisfaction					
Participant	78%	78.5%	78.5%	78.5%	
Employer	77%	77.5%	77.5%	77.5%	

ATTACHMENT "D"

**Region 12-Annual Report for WIA-PY10
Dr. Julie Stoik, Director, Job Training Partners**

September 1, 2011

The Service Delivery Area (SDA) for Region 12 Workforce Investment Act (WIA) programs and Promise Jobs programs is the five Northwest Iowa counties of Cherokee, Plymouth, Woodbury, Ida and Monona. These programs are contracted through Iowa Workforce Development to Western Iowa Tech Community College, which is the designated fiscal agent for all funds and services delivered by Job Training Partners (JTP).

The Regional Workforce Investment Board (RWIB) actively oversees the policy and service delivery of these programs. This board is certified by the Governor and is composed of 14 members nominated by a group of Chief Elected Officials (CEO) made up of one County Supervisor from each of the five counties and a member of the Sioux City Council. Nominations from the CEOs for the Regional Workforce Board are submitted to and confirmed by the Governor of Iowa.

The Region 12 RWIB has sponsored several initiatives within the past program year that have brought additional training opportunities and resources to the region to complement WIA services. Among these is the support for a "Pathways out of Poverty" grant submitted by Western Iowa Tech Community College through the U. S. Department of Labor, which was funded in January 2010, and will run through this program year until January 31, 2012. This grant brought opportunities for "Green" training to qualified residents within the designated income category of Woodbury County. Further partnerships with community agencies were enhanced through this project to offer additional support services, such as mental health therapy, substance abuse treatment, and special workshops for felons, to its participants. Qualified WIA participants could be co-enrolled in both programs which enhanced services and opportunities for many.

Also, an application for National Emergency Grant resources for the John Morrell & Co. closing was sponsored by the RWIB and funded from April 1, 2010 through March 31, 2012. Job Training Partners is working with Iowa Workforce Development, the Nebraska Department of Labor, Western Iowa Tech Community College and the Community Action Agency of Siouxland to complete the requirements and services offered through this additional funding for the John Morrell workers. Presently there are 798 of the 1595 displaced workers from the John Morrell closing enrolled in this grant. These participants are receiving a number of services such as English Language Instruction, GED instruction, intensive vocation training, job search assistance, on the job training, child care support, assistance with books and more. This audience has been one of the most appreciative audiences Job Training Partners has had the opportunity to work with, but they have also been one of the most diverse and challenging. The sheer numbers needing services and the diverse level of services needed by this audience has stretched the resources available. A Transition Center was established early in the project to provide a location for services and staff to this audience. Participants gained

“membership” through this center which housed staff from Western Iowa Tech Community College, Job Training Partners, Community Action Agency of Siouxland, Department of Labor from Nebraska, and many other community partners. These participants then progressed through the many services provided by these community partners into training and then gainful employment.

In addition the YouthBuild grant awarded to Goodwill Industries in Sioux City has continued to operate successfully. Job Training Partners is a committed partner in the activities of this grant and co-enrolls many of the youth served by the YouthBuild program to ensure that additional postsecondary education and career services continue during and after earning a GED or high school diploma and the Home Builders’ certification.

This past program year Iowa’s economy seemed to be on the rebound but employment figures continued to be depressed, leading to a dramatic increase in the demand for the services provided by Job Training Partners and the Iowa Workforce Development system. Some of the results of this economy follow:

First, the closing of the John Morrell plant in Sioux City may be the largest and most complex in Region 12’s history. This closing resulted in additional “domino” layoffs from businesses in the tri-state area which continue to be monitored and assisted. Region 12 took advantage of the Waiver of 20 CFR 667.140(a) transfer of Adult and Dislocated Worker Funds and transferred \$20,000 from its Adult formula funds to its Dislocated Worker funds to be able to assist these additional layoffs.

Second, although Region 12 IWD and WIA partner services presently are not co-located, the Workforce partners have been planning and developing for an integration of staff and services in a co-located facility. Western Iowa Tech Community College, the fiscal agent for WIA funds, approved a contract with Iowa Workforce Development at the August, 2011 Board of Directors’ meeting. This contract will be presented to the Regional Workforce Investment Board and Chief Elected Officials in September with an integration of staff and services planned by November 2011 based on their action.

Third, a different summer youth program was assisted by JTP this summer using Iowa Afterschool Alliance funding. Job Training Partners (JTP) and Western Iowa Tech Community College’s Upward Bound and Admissions staff partnered with the Sioux City Community School District, Beyond the Bell, and the Iowa After School Alliance to provide thirty incoming ninth grade students with activities to enhance the students’ transition to high school. The students who participated were deemed to be ‘at risk’ by their school counselors and at a point where, with a little extra encouragement and information about career and college opportunities, they could become more focused high school students.

The Summer Program was held for three weeks and offered three sets of week-long activities: 1) Job readiness and career exploration at Western Iowa Tech Community

College, 2) High school transition skills at the students' new high schools, 3) Service and job shadowing in the technology, education, and arts fields.

JTP facilitated the job readiness component and used "The A Game" curriculum to teach the students about the seven essential workplace values that are prerequisites to success in any field – Attitude, Attendance, Appearance, Ambition, Acceptance, Accountability, Appreciation. The activities were designed to show the students that they have more control over their futures than they think they do, that they can learn to write their own tickets if they bring their "A Game" to work/to school each and every day.

All these efforts have shown great promise. These factors have created challenges but also opportunities for improved and expanded services through the WIA resources in Region 12. The numbers of individuals served and the additional training opportunities available through these programs and those offered through regular formula funds, along with the additional National Emergency Grant funding received to respond to the layoffs at John Morrell and Co., are impressive and have bolstered performance measure attainment in the WIA programs.

Success Stories:

John Morrell NEG Success Stories: Summer Graduation ceremonies were held at Western Iowa Tech Community College on August 4, 2011. It was an emotional evening for at least 28 John Morrell participants receiving certificates, diplomas, and degrees and their families. Some of the degree categories awarded included Advanced Welding, Heating/Air Conditioning, Auto Body Repair, Electrician, Mechanical Maintenance Tech and Nursing Assistant in addition to those receiving their GED.

Esther attended the very first pre-CDL meeting, and said she wanted to drive a Sioux City school bus. When she completed the CDL program 2 months later, she received additional training from the schools, and now has her own bus route making \$16.00/hour.

Duane completed the CDL program November 10, 2010 and received his CDL license. He started working on his GED December 7, 2010 and completed January 25, 2011. He is now working for the Sioux City Community School District driving school bus @ \$16.00/hr. This hourly wage exceeds his wage of \$15.15/hour at John Morrell.

Juan completed the Boiler Tech Certificate and is now incorporating the welding he received in that certificate program along with his years of experience as a welder at John Morrell into his new position as Adjunct Welding Instructor at WITCC @ \$17.00. This hourly wage exceeds his wage of approximately \$15.00/hour at John Morrell.

Salvador completed the CDL program March, 2011 and received his CDL license. He found temporary employment during the flooding situation. He has now found permanent employment with Waste Management driving truck @ \$11.00/hour. With benefits and raises this will be good employment for him and he is employed because of the training he received.

Jesus completed the CDL program April 22, 2011 and received his CDL license. He is employed at Heyl Trucking full time effective May 2, 2011. He is employed because of the training he received.

Raul is a 49 year old married male, with four children. He worked at John Morrell for 19 years having back surgery in 1994. He had completed the 6th grade and had English as his second language. Raul began in May of 2010 with improving his English and enrolled and successfully completed the diploma program for Air Conditioning, Heating, and Refrigeration. He began working for Kalin's Heating just before the summer semester. He stated before at work he needed a translator, but now he proudly announced "not anymore."

Jose is a 38 year old male married with two children. He worked for John Morrell for 10 years in the maintenance department. He received a high school diploma in San Salvador, El Salvador and had English as his second language. Jose began working on his English in May of 2010 and took advantage of the pre-industrial course work to prepare him for the Industrial Plant Technology diploma program in the Spring 2011 semester. He was offered a job at American Popcorn in April, he was thrilled because it was in his words a "once in a life time" opportunity in this area. He completed the semester in May 2011 with a GPA of 3.5.

Youth Success Story: Maria initially came to the Job Training Partners office with her non-English speaking mother who was one of the workers dislocated with the closure of the John Morrell facility in Sioux City. She was 18, had dropped out of high school during her junior year, and, with the encouragement of her mother (who was attending ESL classes through the John Morrell grant) had decided it was time for her to get her GED since she had only 20 of the 44 credits required for a diploma. She attended GED preparation classes briefly, but realized that she needed a more structured environment in which to learn. She was referred to the YouthBuild program and after successfully completing the four week Mental Toughness component. She was co-enrolled in the WIA Youth Program and YouthBuild. After much hard work she completed the YouthBuild program and earned her high school diploma. She participated in career exploration activities during her enrollment in WIA Youth, took the steps necessary to enroll in college and is now pursuing a diploma in Dental Assisting while also working part-time at a local grocery store.

Low Income Adult Success Story: Marie is a 56 year old female, low income adult. She needed assistance with completing a degree. Even though she previously worked as a customer service associate, Marie was very shy and afraid to talk with individuals when she came in. Marie completed paralegal/legal assistance associate degree on August 5, 2011. Marie has applied with a local employer, interviewed and is waiting to hear back from this employer.

**State of Iowa
Iowa Workforce Development
Workforce Center Administration
430 East Grand Avenue
Des Moines, IA 50309**

ATTACHMENT "E"

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at www.iowaworkforce.org/centers/wia.htm.

PART I - GENERAL INFORMATION

Date Of Application	Monday, August 8, 2011		
Name of Institution	Western Iowa Tech Community College		
Address	4647 Stone Avenue, P. O. Box 5199, Sioux City, IA 51102-5199		
Telephone Number	712-274-6400	Fax	712-274-6412
Location of Training Facility	Sioux City, Iowa		
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.		
Program Contact Information	Diane Hargens		
Telephone Number	712-274-6400 ext. 4219	Email Address	Diane.Hargens@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name	Administrative Office Support (Diploma)		
B. A <u>brief</u> program description	In the Administrative Office Support program, the student will develop skills for entry-level office employment, with emphasis on office technology. The program emphasizes the development of multifunctional office and computer skills in proofreading and editing, keyboarding and document formatting, filing, human relations, machine transcription, computerized 10 key, and accounting.		
C. Length of Program	3 semesters	Total Credit Hours Required	48

RECEIVED AUG 08 2011

RECEIVED AUG 08 2011

D. What is the method of delivery?

Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)

Web-Based (Internet) URL Address

PROGRAM COSTS:

1a. Tuition (per credit hour)

\$124.00

1b. Tuition (Out-of-State, per credit hour)

\$133.00

2. Supplies, including tools, uniforms, etc.

\$900.00

3. Fees, including laboratory, student rentals, deposits

\$744.00

4. Miscellaneous charges

\$0.00

5. Average cost per year for program

\$3,798.00

6. Total cost to complete this program

\$7,596.00

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA

Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I, certify that I am the of the training

Name

Title

Institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Signature

Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR RWIB USE ONLY

Date Received by RWIB

Date Approved by RWIB

Application Date

Date RWIB Submitted to IWD

Region #:

Authorized RWIB Signature

RWIB staff only: If approved, the RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 430 East Grand, 3rd Fl, Des Moines, IA 50309.

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? Yes No

If so, what board? Board of Directors WITCC Merged Area 12 Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: yes

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your refund policy: See attached.

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

- *The number of buildings
- *Availability of suitable training equipment
- *Handicap accessibility
- *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

- *The number of persons employed
- *Current number of students enrolled
- *Class size to instructor ratio
- *School Calendar
- *Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer? (a) (b) (c) (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- *how the information was obtained
- *what percentage of all student's data was collected
- *what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: \$

Refund Policies

- The Refund rate is based on the length of the class, the start date of the class, and the date the student drops a class or withdraws completely.
- A student will be charged for a class or classes if they do not drop or withdraw based on the following schedule:
 - Classes scheduled for a full semester (approximately 15 weeks)
 - **100% refund** will be given during the first 14 calendar days beginning with the first scheduled class session.
 - Classes schedule for a half semester (approximately 8 weeks)
 - **100% refund** will be given during the first 7 calendar days beginning with the first scheduled class session.

Examples:

Full semester class begins in August or September and ends in December. First scheduled class session is August 23. You must drop the class by September 5 to receive a 100% refund of tuition charges.

Half semester class begins in August or September and ends in October, or begins in October and ends in December. First scheduled class session is August 23. You must drop the class by August 29 to receive a 100% refund of tuition charges.

Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

**State of Iowa
Iowa Workforce Development
Workforce Center Administration
430 East Grand Avenue
Des Moines, IA 50309**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at www.iowaworkforce.org/centers/wia.htm.

PART I - GENERAL INFORMATION

Date Of Application	Monday, August 15, 2011		
Name of Institution	Western Iowa Tech Community College		
Address	4647 Stone Avenue, P. O. Box 5199, Sioux City, IA 51102-5199		
Telephone Number	712-274-6400	Fax	712-274-6412
Location of Training Facility	Sioux City, Iowa		
Name of Chief Executive Officer	Terry A. Murrell, President		
Program Contact Information	Frank Heffner		
Telephone Number	712-274-6400 ext. 1426	Email Address	Frank.Heffner@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name	Animation Certificate		
B. A <u>brief</u> program description	<p>Animation (character, dynamics, and visual effects) is a vital skill in the computer graphics industry (including video game design, motion picture animation, Web design, and simulation). Animation requires knowledge of basic principles of animation, anatomy, cinematography, 2D and 3D animation techniques, character rigging, keyframe animation, forward and inverse kinematics, special effects animation, camera animation, compositing and other skills. The animation Certificates prepare students for positions such as in-game animators, cinematic animators, riggers, technical artists, and other animation production positions.</p>		
C. Length of Program	1 semester	Total Credit Hours Required	15

D. What is the method of delivery?

Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)

Web-Based (Internet) URL Address

PROGRAM COSTS:

1a. Tuition (per credit hour)	\$124.00
1b. Tuition (Out-of-State, per credit hour)	\$133.00
2. Supplies, including tools, uniforms, etc.	\$900.00
3. Fees, including laboratory, student rentals, deposits	\$232.00
4. Miscellaneous charges	\$0.00
5. Average cost per year for program	\$2,992.00
6. Total cost to complete this program	\$2,992.00

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA
 Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I, certify that I am the of the training
Name Title

Institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Signature Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR RWIB USE ONLY

Date Received by RWIB	<input type="text"/>	Date Approved by RWIB	<input type="text"/>
Application Date	<input type="text"/>	Date RWIB Submitted to IWD	<input type="text"/>
		Region #:	<input type="text"/>
Authorized RWIB Signature	<input type="text"/>		

RWIB staff only: If approved, the RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 430 East Grand, 3rd Fl, Des Moines, IA 50309.

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? Yes No

If so, what board? Board of Directors WITCC Merged Area 12 Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: Yes

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your refund policy: See attached

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

*The number of buildings

*Availability of suitable training equipment

*Handicap accessibility

*Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

*The number of persons employed

*Current number of students enrolled

*Class size to instructor ratio

*School Calendar

*Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer? (a) (b) (c) (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

*how the information was obtained

*what percentage of all student's data was collected

*what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: \$

Refund Policies

- The Refund rate is based on the length of the class, the start date of the class, and the date the student drops a class or withdraws completely.
- A student will be charged for a class or classes if they do not drop or withdraw based on the following schedule:
 - Classes scheduled for a full semester (approximately 15 weeks)
 - **100% refund** will be given during the first 14 calendar days beginning with the first scheduled class session.
 - Classes schedule for a half semester (approximately 8 weeks)
 - **100% refund** will be given during the first 7 calendar days beginning with the first scheduled class session.

Examples:

Full semester class begins in August or September and ends in December. First scheduled class session is August 23. You must drop the class by September 5 to receive a 100% refund of tuition charges.

Half semester class begins in August or September and ends in October, or begins in October and ends in December. First scheduled class session is August 23. You must drop the class by August 29 to receive a 100% refund of tuition charges.

Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

**State of Iowa
Iowa Workforce Development
Workforce Center Administration
430 East Grand Avenue
Des Moines, IA 50309**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at www.iowaworkforce.org/centers/wia.htm.

PART I - GENERAL INFORMATION

Date Of Application	Monday, August 8, 2011		
Name of Institution	Western Iowa Tech Community College		
Address	4647 Stone Avenue, P. O. Box 5199, Sloux City, IA 51102-5199		
Telephone Number	712-274-6400	Fax	712-274-6412
Location of Training Facility	Sloux City, Iowa		
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.		
Program Contact Information	Diane Hargens		
Telephone Number	712-274-6400 ext. 4219	Email Address	Diane.Hargens@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name	Arts Management (ASCO)		
B. A <u>brief</u> program description	<p>The Arts Management program is designed to provide the knowledge and skills necessary for immediate employment upon completion of the two-year degree.</p> <p>The Arts Management program provides individuals a strong management curriculum and prepares them to work in the arts and entertainment industry, organizing and promoting the arts and events and managing facilities and budgetary needs. It also prepares students to continue their education toward a baccalaureate degree. Individuals follow a shared managerial core of courses with optional tracks in the Arts.</p>		
C. Length of Program	5 semesters	Total Credit Hours Required	64

D. What is the method of delivery?

Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)

Web-Based (Internet) URL Address

PROGRAM COSTS:

1a. Tuition (per credit hour)	\$124.00
1b. Tuition (Out-of-State, per credit hour)	\$133.00
2. Supplies, including tools, uniforms, etc.	\$900.00
3. Fees, including laboratory, student rentals, deposits	\$992.00
4. Miscellaneous charges	\$0.00
5. Average cost per year for program	\$4,914.00
6. Total cost to complete this program	\$9,828.00

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education Institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

- Post-Secondary Educational Institution registered under HEA
- Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I certify that I am the of the training
Name Title

Institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR RWIB USE ONLY

Date Received by RWIB	<input type="text"/>	Date Approved by RWIB	<input type="text"/>
Application Date	<input type="text"/>	Date RWIB Submitted to IWD	<input type="text"/>
		Region #:	<input type="text"/>
Authorized RWIB Signature	<input type="text"/>		

RWIB staff only: If approved, the RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 430 East Grand, 3rd Fl, Des Moines, IA 50309.

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966

2. Number of years the institution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? Yes No

If so, what board? Board of Directors WITCC Merged Area 12 Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: Yes

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your refund policy: See attached.

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

- *The number of buildings
- *Availability of suitable training equipment
- *Handicap accessibility
- *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

- *The number of persons employed
- *Current number of students enrolled
- *Class size to instructor ratio
- *School Calendar
- *Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

.A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer? (a) (b) (c) (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- *how the information was obtained
- *what percentage of all student's data was collected
- *what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: \$

Refund Policies

- The Refund rate is based on the length of the class, the start date of the class, and the date the student drops a class or withdraws completely.
- A student will be charged for a class or classes if they do not drop or withdraw based on the following schedule:
 - Classes scheduled for a full semester (approximately 15 weeks)
 - **100% refund** will be given during the first 14 calendar days beginning with the first scheduled class session.
 - Classes schedule for a half semester (approximately 8 weeks)
 - **100% refund** will be given during the first 7 calendar days beginning with the first scheduled class session.

Examples:

Full semester class begins in August or September and ends in December. First scheduled class session is August 23. You must drop the class by September 5 to receive a 100% refund of tuition charges.

Half semester class begins in August or September and ends in October, or begins in October and ends in December. First scheduled class session is August 23. You must drop the class by August 29 to receive a 100% refund of tuition charges.

Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.