Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Porterville College Mission Statement:
With students as our focus, Porterville College provides our local and diverse communities quality education that promotes intellectual curiosity, personal growth, and lifelong learning, while preparing students for career and academic success.

In support of our values and philosophy, Porterville College will:

1. Provide quality academic programs to all students who are capable of benefiting from community college instruction.
2. Provide comprehensive support services to help students achieve their personal, career and academic potential.
3. Prepare students for transfer and success at four-year institutions.
4. Provide courses and training to prepare students for employment or to enhance skills within their current careers.
5. Provide developmental education to students who need to enhance their knowledge and understanding of basic skills.
6. Recognize student achievement through awarding degrees, certificates, grants, and scholarships.

Program Mission Statement:
The Job, Entrepreneur, and Career Center (JEC Center) assists in the development of a strong, competitive, educated workforce for our community by providing information to new job seekers and a venue for employers to advertise and meet with potential candidates. The center also offers academic/career coach advising, and a variety of job/business skills related workshops to new job seekers, entrepreneurs, and employers. These populations include and are not limited to Porterville College's Career and Technical Education students, alumni, entrepreneurs, employers, and community members. The center is available to individuals who are living with disabilities; from economically disadvantaged families, including foster children; preparing for non-traditional fields; single parents (including single, pregnant women); displaced homemakers; or challenged by limited English proficiency.

Services Area Outcomes:
SAO 1 / Increase students' awareness of career opportunities that align with their certificate or degree program

This SAO will be assessed on a yearly basis with a collection of data from the Office of Institutional Research. It will allow students to explore career opportunities that align with their degree or certificate program and provide students with information and guidance to help them make informed major, career, and life choices. The goal of this SAO is to decrease the number of times a student changes their major, increasing their likeliness to graduate on time within the minimum required units of their program. The second goal of this SAO is to ensure that students are enrolled in degree and certificate programs that align with their career goals while ensuring they understand the industry and requirements of entry. JEC Center staff will encourage and provide assistance to

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

students taking the career coach assessment, discuss the results of their assessment and explain salary and employment outlook.

SAO 2 / Reduce and address equity gaps in the workforce

It will help to identify, develop, and utilize best practices to address equity and inclusion gaps focusing on workforce development. The JEC Center in partnership with the Director or Equity and Education Services will work to collaborate and coordinate events that will assist our students in achieving their career goals and overcome equity barriers in the workforce. Survey's will be implemented during each workshop and event to measure the career interest changes and strengths of participants. This SAO will be assessed every three years to determine the effectiveness of this goal.

Program Analysis and Trends
The JEC Center has placed a large focus on workforce development, working with the workforce Investment Board, Employment Connection, Tulare County Health and Human Services, Tulare County Office of Education, Porterville Unified School District and various industry partners to place students into work-based learning opportunities. The JEC Center has worked closely with industry partners to host events bringing industry, faculty, and students together collaborating and sharing opportunities. The JEC Center has implemented and continues to expand major and career exploration for students, preparing students to make informed decisions about their career and enter the workforce.

Changes in Program over Last Three Years

2017 – 2018
- The JEC Center now coordinates and organizes the annual Porterville College Job Fair which brings together over 50 local employers and 600 job seekers made up of community members and students.

- The JEC Center offers an in depth major and career exploration experience through the Career Coach platform, students can explore their career interests, salary and employment outlook, and related programs at Porterville College

2018 – 2019
- The JEC Center relocated and is now centrally located in the student services department. Increasing the amount of student appointments and services provided.

- Expanded Work-Based Learning opportunities for Porterville College students, continue to gain knowledge and insights about Work-Based Learning while seeking out new opportunities for students.

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

- Coordinates Porterville College Workforce Investment Opportunity Act (WIOA) Program and CalWORKs Work-Study programs, Summer Training to Employment Program, and Access to Careers and Employability program.
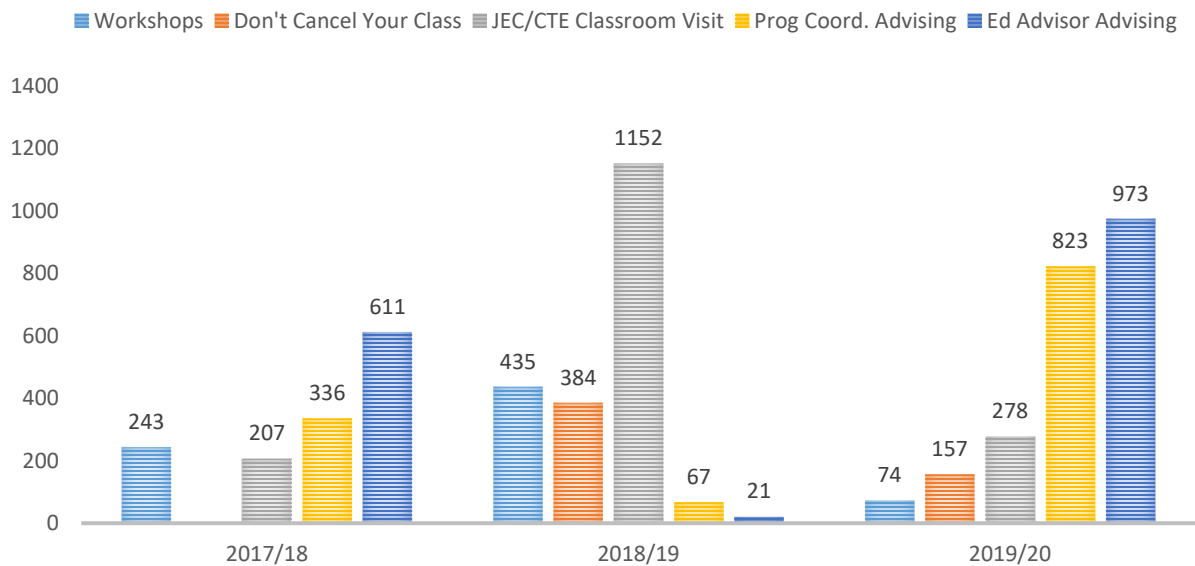
2019 – 2020
- The JEC Center has replaced its previous student management software Schedule And Reporting Systems with Navigate as of summer 2019, utilized daily to better track and communicate with students.

- The JEC Center began coordinating the Community Resource Center in Spring 2019, allowing community partners such as Anthem Blue Cross, Employment Development Department and other local organizations to provide resources and information to Porterville College students.

Data Review

The JEC Center hosts workforce development workshops, these workshops assist in preparing students to join the workforce. The JEC Center also meets with students during one-on-one appointments to assist with internship and job searching, interview strategies, resume and cover letter development, and major and career exploration.

STUDENT CONTACTS

Legend: ■ Workshops ■ Don't Cancel Your Class ▤ JEC/CTE Classroom Visit ▤ Prog Coord. Advising ▤ Ed Advisor Advising

	Workshops	Don't Cancel Your Class	JEC/CTE Classroom Visit	Prog Coord. Advising	Ed Advisor Advising
2017/18	243		207	336	611
2018/19	435	384	1152	67	21
2019/20	74	157	278	823	973

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Since May 2018 the JEC Center has coordinated the Porterville College Job Fair. This event brings together employers from different industries and job seekers made up of community members and Porterville College students. This event brings employment opportunities and career exploration to attendees. Below is a representation of the different industries present at job fairs held in both 2017 and 2018.
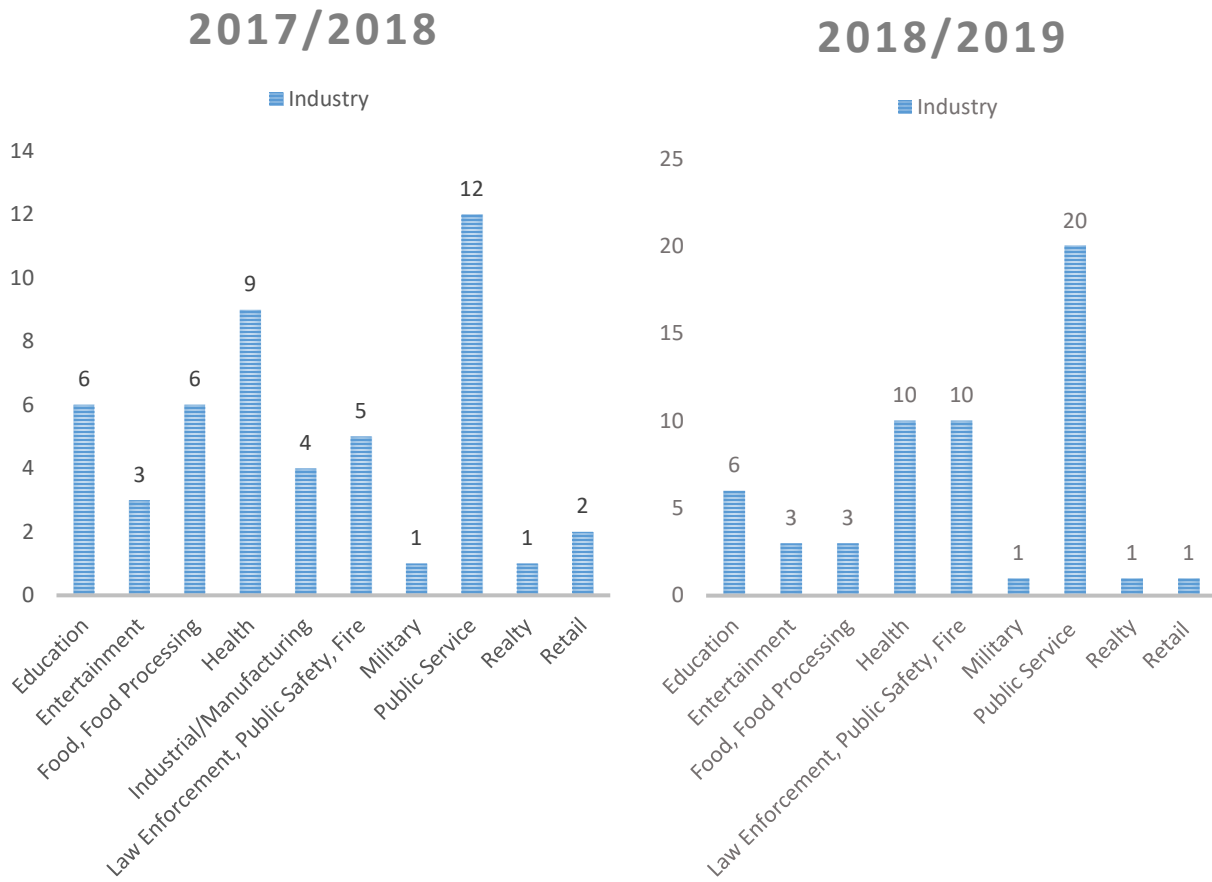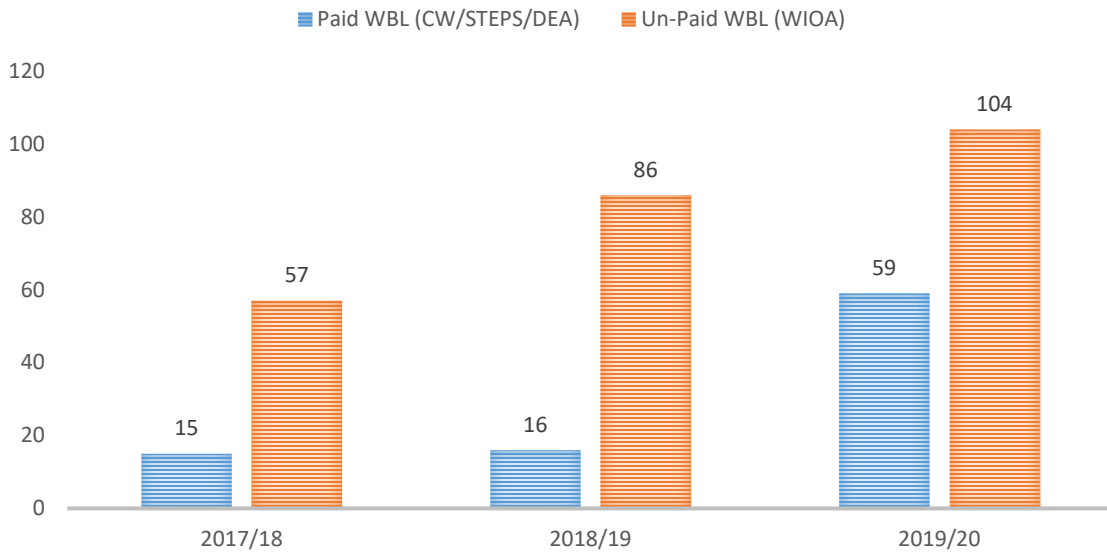
Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

The JEC Center has and continues to put a large focus on Work-Based Learning experiences for our students. Work-Based Learning opportunities provide students with hands-on experiences while building work readiness skills and preparing them for the workforce.

WORK-BASED LEARNING

Legend: ■ Paid WBL (CW/STEPS/DEA)   ■ Un-Paid WBL (WIOA)

Year	Paid WBL (CW/STEPS/DEA)	Un-Paid WBL (WIOA)
2017/18	15	57
2018/19	16	86
2019/20	59	104

Program Strengths

Career and Major exploration software – Career Coach. The JEC Center currently utilizes the Career Coach platform to assist students in major and career exploration. Allowing students to explore their interests and career opportunities that align with their interests and programs at Porterville College.

Job/Career Fair. The JEC Center coordinates the annual Porterville College Job Fair. This event brings together employers from different industries and job seekers made up of community members and Porterville College students. This event brings employment opportunities and career exploration to attendees.

Job Development Workshops. The JEC Center hosts job development workshops every semester. These workshops assist students to develop the necessary skills to obtain employment. Students

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

learn how to develop resumes and cover letters, interview strategies, work-life balance, major and career exploration, how to create a LinkedIn profile

Areas for Improvement

Industry Engagement. Work collaboratively with industry partners, participating and assisting organize advisory committees and events that will bring industry, faculty, and students together increasing partnerships and opportunities.

Engage Local High School Students in their Career Path. Collaborate with local high school partners to prepare students for college entry with the understanding and knowledge of their desired career path and programs at Porterville College that align with their goals.

Space Planning & Utilization. The JEC Center currently exists inside the student services department in AC-121. AC-121 houses 1 program coordinator for the JEC Center, 3 educational advisors, the Community Resource Center and is also utilized for multiple trainings and meetings. With the current layout of the JEC Center and shared space of AC-121 there is limited space. A new layout for the JEC Center would create space where students can utilize technology to develop resumes, conduct major and career exploration, attend workshops and meet with industry partners.

Goals (This section is for you to report on progress on ***previously established goals***. If your program is addressing more than 2 goals, please duplicate this page)

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
1. Business, Industry, and Community Partners to the JEC	Spring/Fall 2017/2018/2019 Summer Workshops 2017/2018/2019	Funding/Staff	JEC Program Coord	None noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 _＿_   Item 6 _X_
Progress on Goal:

_X_ Completed   (Spring 2018)

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

_____Revised   (N/A)

Comments: Increased business & industry partnerships of JEC through the Community Resource Center, now a department within the JEC Center as well as events and workshops hosted by partners.
1. Anthem Blue Cross
2. Parenting Network
3. Tulare County Health & Human Services Agency
4. Employment Development Department
5. Family Health Care Network
6. United Census Bureau
7. United Way of Tulare County
8. Family Crisis Center
9. Porterville Unified School District
10. Workforce Investment Board of Tulare County
11. Tulare Kings College & Career Collaborative
12. Brick & Mortar Businesses

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
2. Increase the visibility of Porterville College and the JEC in the Community	Spring 2019	Funding/Staffing	JEC Program Coord	None Noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 _X_   Item 6 _X_

Progress on Goal:

_X_ Completed   (Spring 2019)
_____ Revised   (Date)

Comments: Increased the visibility of Porterville College and the JEC in the Community.
1. Provided workforce development workshops to local high schools and adult schools
2. Created partnerships with local small businesses to offer internships and work-based learning opportunities for students

Rev. 11/08; 1/18; 3/18   *Page 7*

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

3. Marketing of events hosted by the JEC Center within the community

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
3. Job Placement and Recruitment	Spring 2019	Funding/Staffing	JEC Program Coord	None Noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 ___   Item 6 _X_

Progress on Goal:

_X_ Completed   (Spring 2019)
_____ Revised   (Date)

Comments: Connected students with potential employment opportunities by hosting employers and staffing's agencies onsite.
1. Hosted annual Porterville College Job Fair (Spring 2018, 2019, 2020)
2. Provided work based learning opportunities to students in specific career fields through internships, CalWORKs work-study, and WIOA programs (Spring/Fall 2018, 2019, 2020)
3. Hosted a CTE industry Round Table with faculty and industry partners (Fall 2018)

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
4. Marketing/ Outreach	Spring 2019	Funding/Staffing	JEC Program Coord	None Noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 ___   Item 6 _X_

Progress on Goal:

_X_ Completed   (Spring 2019)
_____ Revised   (Date)

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Comments: Increased and enhanced JEC Center marketing and visibility
1. Relocated the JEC Center to the Student Services Department in the main Academic Building creating a centralized location
2. Collaborated with the graphics and marketing department to create a JEC logo and branding
3. Purchased A frame signs to promote the JEC Center and its services

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
5. Host 1-2 Annual Business/Industry Driven Events	Spring 2019	Funding/Staffing	JEC Program Coord	None Noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 X   Item 2 X   Item 3 X   Item 4 X   Item 5   Item 6 X

Progress on Goal:

 X   Completed   (Spring/Fall 2018, Spring 2019)
_____ Revised   (Date)

Comments: Engaged business/industry/community leaders to discuss topics of concerns and interest as it pertains to economic, government, education, and workforce/community development. Showcasing Porterville College campus, programs, and services to the community.
1. Coordinated and organized annual Porterville College Job Fair
2. Coordinated, organized, and partnered with the district office to host a business boost and breakfast
3. Coordinated and organized CTE industry round table

Goal(s)	Completion Date	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
6. Infrastructure (Facility, equipment, supplies, needs)	Spring 2019	Funding/Staffing	JEC Program Coord	None Noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 ___   Item 6 _X_

Progress on Goal:

_X_ Completed   (Spring 2019)
____ Revised   (Date)

Comments: Provided an area on campus for students to receive JEC services and assistance
1. Relocated the JEC Center to Student Services in the Academic Center Building on campus for a more centralized location
2. Purchased a laptop cart with approximately 37 laptops to be used in workshops and other necessary tasks.
3. Replaced SARS tracking and check-in with Navigate for an updated look and software, improving tracking and student management.

Goals (This section is for you to report *new goals* for your program. If your program is creating more than 2 goals, please duplicate this page)

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
1. Increase work-based learning opportunities	Spring 2024	None noted	JEC Program Coord	None noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5___   Item 6_X_

Progress on Goal:

____ Completed   (Date)
____ Revised   (Date)

Comments: Continue to provide support and increase work-based learning opportunities for students, preparing students for the workforce. Engage in conversations to increase CTE programs into the Eligible Training Provider List (ETPL) including the Fire academy and EMT program.

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
2. Increase industry partnerships	Spring 2024	None noted	JEC Program Coord	None noted

Which of numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 ___   Item 6 _X_

Progress on Goal:

____ Completed   (Date)
____ Revised   (Date)

Comments: Participate in advisory committees gaining insight and updates. Host industry events, job fairs, and career fairs bringing together students, industry partners, and faculty to explore opportunities for growth. Invite organizations to host industry sector conversations, expanding student and faculty knowledge of local businesses and industries.

Goal(s)	Timeline for Completion	Needed resources	Person(s) Responsible	Obstacles to completion (if any)
3. Improve student management/ tracking and outcomes data	Spring 2024	None noted	JEC Program Coord	None noted

Which of the numbered items under the Mission Statement (see page 1 of this document) will be furthered if this goal is completed? (select all that apply)

Item 1 _X_   Item 2 _X_   Item 3 _X_   Item 4 _X_   Item 5 ___   Item 6 _X_

Progress on Goal:

____ Completed   (Date)
____ Revised   (Date)

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

Comments: Generate data driven decisions by collecting data from surveys and researching industry outcomes to plan events and implement new services while expanding and improving current practices.

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

STAFFING REQUEST

Staff Resources:

Current Staffing Levels			
Full-time Staff		Part-time Staff	
Faculty	(.25 FTE) 1 - Counselor	Faculty	
Temporary		Temporary	
Classified	(.25 FTE) 1 - Education Advisor 1 - Program Coordinator	Classified	
Management		Management	

Project dates of temporary staff:

Request for New/Replacement Staff

	Title of Position	Classification (Faculty, Classified, or Management)	Full or Part Time	New or Replacement
Position 1	Program Technician	Classified	Full – Time	New
Position 2				
Position 3				

Justification:

In order to meet the demands of students and workforce development the JEC Center is seeking to add a new position for a full-time Program Technician.

The JEC Center is currently staffed with one full-time Program Coordinator. To operate at an optimal level a full-time Program Technician will be necessary to meet with students, community members, visit classrooms on site and at local high schools, conduct workshops, help students complete various applications/forms and assist with coordination of events hosted by the JEC Center.

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

TECHNOLOGY REQUEST

Use this section to list any technology needs for your program. If you have more than two technology needs, add rows below.

Technology Need	Justification
Virtual Event Software	Software to manage large events (ex. Job Fair, Career Fair, Employer Spot Lights)
Item 2	

FACILITIES REQUEST

Use this section to list any facilities needs for your program. If you have more than two facilities needs, add rows below.

Facilities Need	Justification
Larger Work Space	Larger area that will allow space for a resource library, computers dedicated to assessments and job search assistance, and workshop.
Item 2	

SAFETY & SECURITY REQUEST

Use this section to list any safety & security needs for your program. If you have more than two safety & security needs, add rows below.

Safety & Security Need	Justification
Item 1	
Item 2	

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

PROFESSIONAL DEVELOPMENT REQUEST

Use this section to list any professional development opportunities you would like to have available for your program. If you have more than two professional development needs, add rows below.

Professional Development Need	Justification
Item 1	
Item 2	

PORTERVILLE COLLEGE
PROGRAM REVIEW REPORT: NON-INSTRUCTIONAL PROGRAMS

Name of Program/Operational Area: Job, Entrepreneur & Career Center
Contact Person: Ashley Land   Submission Date: Fall 2020

BUDGET REQUEST
(Do not include staff increases in this section)

	Current Budget	Amount of Change	Revised Total
2000 (Student Worker Only)	$ 0	$ 0	$ 0
4000	$10,000	$ 0	$ 0
5000	$7,000	$ 0	$ 0
Other	$ 0	$ 0	$ 0

Justification:
No change requested