



POLICY HANDBOOK

2011

**UNIVERSITY OF ARKANSAS
COMMUNITY COLLEGE AT MORRILTON**

OUR RESPONSIBILITY

Arkansas leaders recognize the need for an education and training system that addresses the state’s economic challenges. Through the Arkansas Career Pathways Initiative (CPI), the state has sought to coordinate publicly funded education with social services and workforce and economic development programs to produce a better-trained workforce and promote economic growth. “career pathways” is the term for a series of connected education and training programs and support services that enable individuals to secure employment within a specific industry or occupational sector and to advance over time to successively higher levels of education and employment in that sector.

Each step on a career pathway is designed explicitly to prepare workers and students for the next level of employment and education. Using the career pathways framework, the workforce system seeks to target jobs in industries of importance to local economies and create avenues of advancement for current workers, jobseekers, and future labor market entrants, as well as a supply of qualified workers for employers.

The Arkansas Career Pathways Initiative is designed to improve the earnings and post-secondary education of eligible students. The CP model addresses issues by meeting the needs of two major groups: businesses and individuals. Businesses need skilled workers and individuals need stable income and quality of life for themselves and their families.

Arkansas Career Pathways Program may provide assistance to obtain Employability Certificates/Career Readiness Certificates, GED, Short-term Certificate programs, Two –Year Degree Programs. We offer both funded and non funded service

Funded Services

Students must be fully accepted into Career Pathways Program. Also, a request form must be on file for all funded services by posted deadlines. We offer funding for:

- Books and Required Supplies
- Testing Fees
- Tuition (for extreme circumstances)
- Summer Childcare (on a limited basis)
- Gas Cards

Non Funded Services

(Available to all students when available)

- Career Counseling
- Tutoring services
- Computer Lab Access
- Employability Workshops
- Community Resource Referrals

CAREER PATHWAYS INITIATIVE DIRECTOR

The Career Pathways Initiative Director works under the supervision of the Vice Chancellor for Instruction and will be responsible for directing, administering, and coordinating the activities of the Career Pathways staff in support of the policies, goals, and objectives established by the grant by performing the following duties, as assigned:

1. Works cooperatively with the College administration, faculty, and staff in implementing the activities of the Career Pathways Initiative.
2. Insures operation of the Career Pathways program within the guidelines of the CPI grant.
3. Develops and implements program activities.
4. Provides orientation and supervision of the CPI staff as assigned.
5. Operates within pre-determined budget guidelines and objectives.
6. Communicates with other College offices and staff changes in the program.
7. Maintains inventory of CPI program equipment and materials.
8. Assists supervisor in recruiting, selection, and evaluation of CPI program staff.
9. Collaborates with the Vice Chancellor for Instruction in developing the program budget; monitors the CPI budget; communicates with the College's grants program administrator regarding budgetary issues; adheres to grant requirements related to the budget.
10. Maintains records of the program for internal and external (ADHE) reporting requirements.
11. Demonstrates the ability to communicate individually and with groups.
12. Serves as a liaison with external constituents and partners, such as Adult Education, Department of Human Services, and Department of Workforce Education, among others.
13. Other duties, as assigned

MINIMUM QUALIFICATIONS

The formal education of a bachelor's degree required with a master's degree preferred; plus three years of experience in program administration or related area. Experience in higher education desirable. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chancellor.

CAREER PATHWAYS INITIATIVE—ADMINISTRATIVE SUPPORT/ DATA INTAKE SPECIALIST (ADMINISTRATIVE SPECIALIST II)

The Career Pathways Initiative Administrative Support/Data Intake Specialist (Administrative Specialist II) works under the supervision of the CPI Director and will be responsible for the following:

1. Collects student data and appropriate supporting documents upon entrance into the program; completes all intake information and enters information into database.
2. Using a check sheet ensures all entry forms for intake, eligibility, and verification are filed and disseminated to the CPI staff.

3. Records phone calls using a telephone script provided by the ADHE Career Pathways Program and returns phone calls in a timely manner.
4. Processes applications daily; submits to DHS, Financial Aid, and Admissions weekly and mails an eligibility letter to each CPI student as they are verified with DHS and Financial Aid.
5. Sends reminders to students if any information is lacking from the student file in Admissions and Financial Aid based on a report from the Financial Aid Office.
6. Works cooperatively with College administration, faculty, and staff in implementing activities of the CPI program.
7. Maintains student confidentiality in accordance with FERPA and school policy.
8. Demonstrates ability to communicate individually and with groups.
9. Demonstrates attention to detail, provides requested reports in a timely manner.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus one year of specialized training in the secretarial field; plus one year of clerical experience. Associate degree in related field preferred; experience in higher education desirable. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chancellor.

CAREER PATHWAYS INITIATIVE— CURRICULUM COORDINATOR

The Career Pathways Initiative Curriculum Coordinator works under the supervision of the CPI Director and is responsible for the following activities:

1. Works cooperatively with the CPI staff, college administration, faculty, and staff in the performance of CPI assigned duties.
2. Serves as a case manager including acting as the student support system contact while tracking student progress.
3. Provides support services to CPI students including testing, career assessment and counseling, and referral to other campus services and agencies as required.
4. Develops plans for mandatory new Career Pathways student orientation, and organizes the orientation session.
5. Maintains student confidentiality in accordance with FERPA and school policy.
6. Maintains student records, documents employability training, and assists in the student book loan, gas and childcare assistance program.
7. Coordinates with CPI staff and others in the delivery of employability skills, career, and personal growth workshops.
8. Demonstrates ability to communicate individually and with groups.
9. Demonstrates attention to detail, provides requested reports in a timely manner.

10. Customizes computer curriculum and lesson plans for Career Pathways Bridge Program in accordance with the goals and objectives of the CPI grant and in coordination with the College’s academic staff and provide appropriate materials and assistance to students using computer equipment and instructional software.
11. Assesses students’ basic academic skills; develops individualized education plan based on student needs; monitors and tracks students’ progress; refers students to other college resources as needed. Maintains records on usage of lab on a daily and monthly basis; reports usage to CPI director/College administration/instructors as requested.
12. Monitors, supervises, and orients student workers and part-time employees assigned to the lab
13. Other duties as assigned.

MINIMUM QUALIFICATIONS

The formal education of a bachelor’s degree in educational field or related with a master’s degree preferred. Experience in higher education or human services organization preferred. Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chancellor.

CAREER PATHWAYS INITIATIVE—CAREER SUPPORT SERVICE FACILITATOR

The Career Pathways Initiative CSSF works under the supervision of the Career Pathways Director and will be responsible for the following:

1. Works cooperatively with the CPI staff, college administration, faculty, and staff in the performance of CPI assigned duties.
2. Coordinates with CPI staff and others in the delivery of employability skills training component of the CPI program
3. Provides support services to CPI students including testing, career assessment and counseling, and referral to other campus services and agencies as required.
4. Enrolls students in computer programs needed to complete employability certificate, such as KUDER CPS, Plato, Keytrain, and Teknimedia.
5. Maintains student confidentiality in accordance with FERPA and school policy.
6. Demonstrates ability to communicate individually and with groups.
7. Demonstrates attention to detail, provides requested reports in a timely manner.
8. Works closely with the Department of Health and Human Services, Department of Workforce Services, Workforce Investment Act, other local social service agencies, and community-based and faith-based organizations, as assigned, to identify and enroll and serve TANF eligible clients.
9. Works closely with campus, social service agencies, and Adult Education to actively recruit students for entrance into targeted high wage high demand occupation.

10. Assist students with job placement in to targeted categories and track students to report employment, their wages and length of time in the position.
11. Develops plans for “Ready Set Graduate” and administers an exit survey and individual career plan with completers.
12. Maintains student records, documents employability training, and assists in the student book loan, gas and childcare assistance program.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS

The formal education of a bachelor’s degree in an educational, communications, or business field or related, with a master’s degree preferred. Demonstrated proficiency in Microsoft Office specifically Microsoft Excel. Experience in higher education is desirable.

Other job related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chancellor.

PROSPECTIVE STUDENTS

Our admissions process is a three step process that will ultimately lead to funded services.

STEP 1- BASIC ELIGIBILITY

Students must complete a Basic Eligibility Questionnaire to be considered for our program. Only Temporary Assistance for Needy Families (TANF) eligible students will be served. TANF eligible is defined as an adult caretaker, parent, or relative of a child under the age of 21 who is deemed financially needy because they are/have: a former or current recipient of Transitional Employment Assistance (TEA); or

- A current recipient of Food Stamps, AR Kids or Medicaid; or
- Earnings are at the 250% of Federal Poverty Line or less.

2009 DHS Poverty Guidelines			
Family Size	250% Annual	Family Size	250% Annual
1	\$27,075	5	\$64,475
2	36,425	6	73,825
3	45,775	7	83,175
4	55,125	8	92,525

- Employment must be your immediate goal upon graduating and leaving UACCM.
- You must be enrolled in GED, Bridge Academy, Employability Program, or UACCM.
- If you enrolled as a college student at UACCM, you must be enrolled in a high wage high demand Career Pathway:

Accounting
Air Conditioning and Refrigeration
Automotive Technology
Business Technology
CIS Networking
Computer Maintenance
Drafting
Early Childcare
EMT
Nursing
Petroleum Technology
Retail Marketing
Surveying
Welding
Dietary Management

STEP 2- INFORMATIONAL SESSION

If the candidate meets the basic eligibility requirements, they will be immediately directed to attend an informational session. At the information session, students are informed of our mission and the services provided thru Career Pathways as well as other requirements of participation. During this session, students will complete an Individual Educational and Career Plan and sign an Employability Contract. IF the student's goals align with the mission of Career Pathways they will be sent a pre qualification letter by mail within 5-7 business days with an invitation to attend orientation.

STEP 3- EMPLOYABILITY CERTIFICATION

During this step, you will meet with our Administrative Assistant to complete a Career Pathways application and submit:

- Arkansas Drivers License or Arkansas State Issued ID
- Child(ren)'s Birth Certificate (If there is a new child in the home)
- Child(ren)'s SSN Cards (If there is a new child in the home)
- Previous year tax return

Once your documents are verified, you will meet with the Career Support Services Facilitator (CSSF). Our CSSF will provide guidance in completing an Employability Certificate. At this time, you will sign an Employability Contract and Responsibility Agreement highlighting the contents of this manual. By signing these documents you agree to adhere to them in order to ensure continued eligibility in the program. You will have 30 days from the date of this meeting to complete the Employability Certificate. Accommodations or extensions may be given with prior approval.

Please note that before receiving services you must also:

1. Complete the UACCM Admissions process for enrollment into the college (501-977-2000)
2. Submit the Free Application for Federal Student Aid (FAFSA). (501-977-2055)

The UACCM Application for Admissions and FAFSA may be completed online at www.fafsa.ed.gov

Employability

Career Pathways is a grant funded program designed to provide resources to low income parents to obtain the education and employability skills that will lead to employment and self sufficiency.

Obtaining a Career Pathways Initiative Employability Certificate is an activity that can produce a credential for your portfolio/resume. The Employability Certificate addresses basic academic skills, career counseling, basic computer skills, and employability skills not always available in regular college classes.

Earning the CPI Employability Certificate also prepares you to take the Work Keys assessment needed for the Arkansas Career Readiness Certificate, which is a portable credential that confirms to employers that an individual possesses basic workplace skills in Reading for Information, Applied Math, and Locating Information-skills that all jobs require. The amount of time needed to complete an employability certificate will depend on your abilities upon entry to CPI and time spent working towards the certificate.

The Arkansas Career Pathways Employability Certificate is composed of several requirements:

- Attaining at least an 8th grade level in reading and math (Scoring at least a 17 on the Pre-Algebra section of the Compass, a 19 on the English section of the Compass, and an 18 on the Reading section of the Compass)
- Complete the Reading for Information, Applied Math, and Locating Information sections of Keytrain and obtain either a Silver (4) or Gold (5) level.
- Complete or update your resume
- Complete a current application for employment to be filed with the Department of Workforce Services (DWS)
- Score 20 WPM on a keyboarding program (BTC Room 209) or have previously taken and passed BUS 1213/Computer Applications with a B or better.
- Score 80% or better on Skill Port or have previously taken and passed BUS 1213/Computer Applications with a B or better.
- Complete 12 hours of Job Readiness Training or Soft Skills. Soft skills are skills that businesses recognize as necessary for success in the workplace. You can meet these requirements by:
 - Completing Plato work modules
 - Completing Work Essential skills-Online lessons at www.pbs.org/literacy
 - Completing Career Skills from the Key Train program
 - Workshops and seminars

Employability Contract

The following Employability Contract must be signed by all accepted Career Pathways Students:

- I represent Career Pathways and will present myself accordingly by putting my best face forward, treating every encounter with UACCM Staff, Faculty, and my community with the highest regard. I understand that building good relationships and quality networks are key to academic success and vital to obtaining and maintaining employment.

- I must complete the Employability Certificate in a timely manner to be eligible for Funded Services. I will consciously incorporate these valuable skills in my career/career search.
- I must participate in at least one Employability Training Workshop each semester to build my Professional Development Portfolio.
- Career Pathways will assist me with my resume, interviewing skills, and job search during and after completion of my program of study.
- I will attend Ready Set Graduate to celebrate my accomplishments and get on the fast track to employment.
- I must enter a high wage high demand occupation consistent with my initial Career Path.
- I will be a Career Pathways Success Story. Career Pathways will continue to track my accomplishments after completion.
- I will inform Career Pathways on any updates to my contact information as well as any career changes.

Funded Services

AFTER the Employability Certificate is completed the student is considered eligible for funded services. These students must adhere to the following deadlines and requirements below for continued services. Failure to adhere to these policies may result in temporary suspension or permanent loss of funded services.

- Current students must preregister, submit schedule, and Request Form EACH SEMESTER by posted due date.
- Return Borrowed Supplies- If you have any equipment that was loaned out to you in previous semesters such as a calculator tape recorder, etc. Please return these items to the CP office by the last day of finals week
- Return Borrowed Books- Your books must be returned by the designated book return day (date TBA). Failure to return books or books returned damaged may result in a charge to your student account.
- Professional Behavior- Be respectful of staff members at all times remembering that Career Pathways is a privilege and not an entitlement.
- To qualify for gas or child care assistance, class attendance and one hour of paid work must be verified per assistance period. A work verification form and attendance sheet will be provided by Career Pathways. Gas cards are for Gas use only, all receipts must be submitted to Career Pathways.

Academic Progression

- All students must provide 3 hours of documented study time in a campus approved lab or study area each week. Other arrangements can be made to document study time if necessary.
- Students are not required to attend full time (12 credit hours). However, students are required to complete, at a minimum, 3/4 of course load taken each semester and maintain satisfactory class attendance (as listed in course syllabi).
- Maintain satisfactory academic progress during each semester (GPA of 2.00 or above).
- Attend tutoring sessions and meet with the CP Curriculum Coordinator if mid-term grade(s) fall below a 2.0 average.
- Students are awarded up to the first Associates Degree. Students are only allowed two enrollment dates during funding cycle.

- Students must be enrolled in 6 credit hours over the period of Intercession and/ or summer I to be eligible for funded services.

Mandatory Meetings

All students approved for funded services will be required to attend a Mandatory Meeting annually (date TBA). This meeting is held prior to the beginning of the fall semester. Failure to attend this meeting will result in a loss of funded services.

- Meet with the Career Pathways Career Support Service Facilitator and Curriculum Coordinator when requested. If you cannot make your appointment please call and reschedule. The telephone number for Career Pathways is (501) 977-2186.
- Student must meet with Curriculum Coordinator once per month. This is part of our Early Warning Program which is designed to help provide you the resources that you need to be successful both academically and personally. This meeting may last 15 minutes – 1 hour depending on your needs
- Advise Career Pathways of any change of address, phone number, or school/ employment status. Check UACCM campus email at least twice per week.

Annual Application

EVERY Career Pathway students must re apply each year for continued funded services. Applicants will be screened to ensure eligibility and if students goals are aligned with the mission of the program. All eligibility documentation expires after each fiscal year July 1-June 30. You must resubmit the following documents prior to July 1st:

- Career Pathways Application
- Arkansas Drivers License or Arkansas State Issued ID
- Child(ren)'s Birth Certificate (If there is a new child in the home)
- Child(ren)'s SSN Cards (If there is a new child in the home)
- Previous year tax return

COMPUTER LAB POLICIES & REGULATIONS

The basics

- BE KIND
- BE COURTEOUS
- BE POLITE
- BE PATIENT

Using the lab

- SIGN IN and SIGN OUT at the door
- LOG OFF computers when you leave the lab
- Keep voices at an appropriate level so that others may learn

Phones & Food

- All cellular phones should be turned to SILENT MODE
- If you must talk on your phone, go to the hall or outside
- Clean up after yourself
- Keep food and drinks away from computers

Printing

- Do NOT try to fix printers yourself. Contact the Career Pathways staff
- If the printer is out of paper, ask for help
- Use only the laser jet printer for printing (Career Pathways_4250)
- If using the copier and you need to copy more than 5 pages, contact a member of the staff for approval FIRST

Computer Lab Handbook

Please consult the lab handbook for issues with

- Printers
- Email
- Campus Connect
- Angel
- Library databases
- MLA & formatting

WARNINGS:

Yellow flags may be issued to students due to non compliance of rules. A yellow flag is a preliminary warning regarding your eligibility with Career Pathways. A yellow flag is a warning; however excessive yellow flags may lead to probationary status or denial to the program. A copy of this written warning will be placed in your file. Please be aware that you must follow through with the requirements of Career Pathways in order to receive funded services. Lists of possible violations are:

Front Office & Administrative	Academics
Documentation	GPA/ Academic Progress
Compliance (Deadline concerns)	Class Attendance/ Participation
Attitude & Behavior	Choice of Major/ Certificate
Computer Lab	Compliance (Study hours)
Missed Appointment	Employability/Career Support
Compliance (CP mandatory events)	Employability Certificate

PROBATIONARY STATUS:

Students not complying with the provisions this policy handbook will be placed on Probation the following semester or for the remainder of the current semester. Services may be discontinued permanently at the discretion of the Career Pathways Director based on the area/s of noncompliance.

Students will be notified of non-compliance by letter and email. It will be up to the student to schedule an appointment with program Director to discuss area/s of non-compliance, and if corrective action required.

DENIAL TO PATHWAYS PROGRAM:

The Career Pathways staff reserves the right to deny admission into the Program.

Please be aware that funding is limited and services are not an entitlement.

