

Guidance for Community College Involvement in the Development and Operation of WIA Comprehensive One-Stops

In March 2008, agencies operating workforce development programs signed a statewide MOU for the development of comprehensive one-stops under WIA. The MOU outlines requirements for agencies to participate in the development and operation of comprehensive one-stops across the state. As a recipient of Carl Perkins postsecondary funding the VCCS is designated as a workforce entity. The MOU describes the following basic requirements for community colleges: (1) acting as an anchor program, (2) maintaining a physical presence at the one-stop, (3) participating in the one-stop management team, and (4) contributing to the operation of the one-stop through a fair share cost allocation model. In addition to the MOU, the Senior Advisor to the Governor for Workforce issued a Business Model Plan to act as a resource for the initial phase of development and implementation of comprehensive one-stops. Both documents are available on the Senior Advisor's website (<http://www.workforce.virginia.gov/>).

The Governor has identified six comprehensive one stop sites to be developed by 2010. These sites include: South Boston (DCC/SSVCC), Roanoke (VWCC), Harrisonburg (BRCC/LFCC), Wytheville (WCC), Danville (DCC), and Tri-Cities (JTCC).

Frequently Asked Questions Regarding Participation in the Development of One Stop Systems

What is the role of community colleges and the development of comprehensive one stops that are not part of the list provided above?

The intent of the statewide MOU is to develop at least one comprehensive one stop in each of the WIB regions. At this time, the primary focus is on the six one-stops listed above. Additional centers may be identified at a later time. The list does not preclude other WIBs from developing comprehensive one-stops in their area. Interested WIBs should contact the Senior Advisor's office for additional information and guidance.

What obligation does a community college have as an 'anchor program'?

The VCCS, DRS, and VEC are designated anchor programs. The MOU outlines that "anchor one-stop partners, along with other partners, develop comprehensive one stop center plans in cooperation with the WIB." The primary intent is that anchor programs actively participate in the early planning phases of the comprehensive one-stop center, which are organized and led by the WIB Director and the one-stop operator. Colleges should designate an individual to serve as the lead contact for this initiative.

How should a college provide a physical location at the one-stop?

To meet the Perkins obligation, at a minimum, colleges must provide information on the types of programs offered. This should include college catalogs, schedules of classes, college staff directory, applications for admission, program specific brochures, etc. In addition, colleges should have personnel present at the comprehensive one-stop center. This could be through a designated staff member or through a variety of staff members.

If a staff member is present at the one-stop, what are the services he or she could provide?

There are a variety of services that a staff member could provide that would benefit the college and the one-stop system. The following is a list of services provided by some colleges that are actively involved in their local one-stops.

- Act as one-stop operator or enter into a consortium to operate the one-stop
- Administer WorkKeys assessments and provide remediation training to one-stop participants
- Provide career coaches or administer career coach training for case managers
- Offer work seminars for rapid response participants
- Assist in collaborative grant writing initiatives that benefit the community college, one-stops, and other partners
- Provide pre- and post-employment training on a contractual basis
- Administer workforce training courses at the one-stop
- Provide professional development and training opportunities for one-stop staff
- Partner in or lead the administration of the youth program

What are benefits to my college of participating in the one-stop system?

Colleges that are actively involved in the one-stop system report several benefits. These include: access to grant initiatives; improved partnerships with community agencies, K-12, four-year universities, and other workforce groups; new enrollments at the college; additional revenues for contract services provided at the one-stop; and access to support services and training vouchers offered through various workforce programs.

What are the expected costs of having a presence at the one stop?

The amount each college must contribute depends on the costs identified in the fair share cost allocation plan. All partners outlined in the statewide MOU must contribute to the costs of the one stop, including shared space, such as labs, reception areas, meeting rooms, etc. At a minimum, in developing the fair share plan, colleges should use data and space needs based on postsecondary Perkins as this is the federally mandated partner program.

What funds can be used to meet the staffing and resource sharing requirements?

Colleges may use a variety of funding sources depending on the type of services provided. For example, colleges that act as the one-stop operator may use a combination of shared one-stop and community college staff time. Workforce development departments may have some staff work with the one-stop in providing the outreach to business for rapid response and ongoing training needs. Perkins administrators may use funds as allowed under the grant. This may include providing an employment counselor or career coaching services, purchasing instructional equipment, or providing supportive services for special populations.

If a college uses Perkins funds how will the activities improve Perkins Performance Measures?

VCCS is currently in the process working with other states and USDOE on how activities at the one-stop could align with the new measurement approaches provided in Perkins IV. Additional information will be provided in the coming months.