

DRAFT - 2008 Fill-A-Seat Program Distribution Plan

Fill-A-Seat Program Overview	
Goals	<ul style="list-style-type: none"> ✓ Fill as many open classroom seats each term as possible ✓ Raise FTE; capture state funding; generate fee income ✓ Entice new students to Clackamas Community College ✓ Retain/convert Fill-A-Seat students to paying students ✓ Enhance employer-partner relations
Timeframe	2007-2010
TEAM	Shelly Parini, Nancy Wells, Rochelle Feltz and Diane Drebin
Target Audience	<p>CCC District preferred partners</p> <ul style="list-style-type: none"> ✓ Customized Training clients ✓ School districts ✓ Clackamas County ✓ City governments ✓ Vital contacts of CCC's 12 deans (approximately 10 each) ✓ CWE Business Partners ✓ Advisory Committees
Approved Offering	<ul style="list-style-type: none"> ✓ 5 vouchers/term per 100 employees ✓ 2 vouchers/term under 100 employees ✓ Encourage/target employees 'new' to the program; ones who have not participated before
Voucher Distribution Note: <i>Divisions are responsible for distributing and tracking vouchers</i>	<p><u>How are vouchers distributed?</u></p> <p>Deans need to request "estimated" number of vouchers for their division from Nancy Wells 30 day's prior open registration. Deans assign someone within their division responsible for distributing the vouchers on an individual basis. That person must keep an accurate record of all vouchers distributed.</p> <p><u>How are vouchers tracked?</u></p> <p>Divisions are responsible for ensuring that they document how many vouchers are distributed and who they go to. Nancy Wells will provide you with a contact spread sheet to help capture relevant information. Please return the employer/voucher information and any unused vouchers to Nancy Wells 30 days after registration closes.</p>
Budget	\$4,000 - \$5,000

Contact: Shelly Parini, Nancy Wells, Diane Drebin
 Date: January 2008

Fill-A-Seat Program Calendar of Key Activities

Spring Term, 2008

Mail postcard to employers asking them to 'watch for more information' Who: College Advancement	February 18, 2008
Make personal contact with all employers to see who would like to take advantage of fill-a-seat vouchers. Who: Deans/Division Contact	February 25-28, 2008
Deliver packets and vouchers Who: Division Contact	March 2-7, 2008
Email flyer to employers for on-site posting Who: College Advancement	March 7, 2008
Fill-A-Seat Registration Who: Enrollment Services	March 25-28, 2008
Make on-site CCC informational presentations to interested employers wanting to learn more about Clackamas Community College. Who: assigned as needed	April-May 2008
Gather data from Deans and Division representatives. Who: Nancy Wells	April-May 2008
Survey Students Who: Enrollment Services	June 2008
Report out to College Community Who: Enrollment Services & College Advancement	Fall 2008