



## Final Report

### Community Education Council of Elk and Cameron Counties 2014-2015

The Community Education Council of Elk and Cameron Counties has continued to expand higher education opportunities to the region for the 2014-2015 program year. More than 30 different credit courses and almost 70 different non-credit courses were offered through our facility, serving nearly 3,400 total enrollments throughout the year. Degree programs from Gannon University/Education Consortium of the Upper Allegheny include Associates in Business and Liberal Studies. Penn State DuBois offered credit courses for general education and as part of the RN to BSN completion program. Non-credit programs range from Microsoft Office courses to Quality Audit and Supervisory Skills to GED® preparation courses. The CEC delivered over 40 GED® section exams and 225 other professional certification exams through our Pearson VUE Testing Center; other exams include the Pharmacy Technician Certification, Pennsylvania Educator Certification and Emergency Medical Technician exams. Adult students, whether they are utilizing our services for credit or non-credit programs, often require additional assistance when it comes to navigating educational opportunities. We continue to provide college and career advisement services and respond to inquiries regarding higher education in general.

The CEC's focus this year was on maintaining and fine-tuning some new programs, a new operational structure and securing financial sustainability beyond the PDE grant. We have expanded the number of individuals served through our Pearson VUE Test Center. Our second location in Cameron County is home to the county's only computer lab. We continued to offer computer courses and adult basic education at that site. We operate the region's only business and education committee – the DISCOVER Partnership. In its second year of operation, the DISCOVER Partnership has multiplied the number of students, teachers, and private companies the CEC partners with. Our two-year fundraising campaign entered its 2<sup>nd</sup> year in April 2015. To date, we have raised over \$57,000 from private companies. We have also provided support to the ECUA-new Rural Regional College of Northern PA Boards as an officer and trustee on both boards. Our rebranding is complete with a new logo, website, and marketing campaigns.

As always, we have continued to utilize the PDE funding as the foundation on which we diversify our revenue and our services. In accordance with the PDE program objectives identified for the community education councils, the PDE funding covers a majority of our operational costs related to facilities, utilities, and some operational staffing costs. But the PDE funds are not adequate to offer all of the services required by our communities, so we have sought out additional revenue sources and more than doubled the financial resources available to us. Our revenue is supplemented with grants from various private foundations as well as professional services contracts, and additional public sector grants.

**Services and programming offered by the CEC during the 2014-2015 fiscal year were:**

- The CEC works with the Educational Consortium of the Upper Allegheny (ECUA)/Gannon University to provide an Associates in Business and Liberal Studies;
- Pitt Bradford continued to offer Microsoft Office computer courses (Elk and Cameron sites)
- Penn State DuBois and Penn State Altoona have continued to offer courses leading to an RN to BSN degree at the CEC;
- Continued to offer the Medical Billing and Coding Certificate (online)
- Evening GED® classes provided by the IU9
- GED® Computer-based test center
- Authorized Pearson VUE Test Center (almost 1,000 individual exams delivered since September 2012)
- Certified Quality Technician (COT) training offered through Penn State DuBois
- Blueprint Reading and Geometric Dimensioning and Tolerancing through Penn State DuBois;
- OSHA Regulatory Compliance & Safety trainings through the Northwest Industrial Resource Center;
- Clarion Small Business Development Center offers seminars on business start-ups
- CEC facilities has four ITV units that are used by the universities to offer programming and businesses for meetings and interviews;
- provides computer lab space for students taking classes with our partner schools;
- provides computer labs for various companies to use for computer training;
- grant writing workshops in conjunction with Pitt Bradford, and DCNR;
- basic and advanced computer classes offered;
- Serv Safe Certification course series
- Partnered with the North Central WIB Jobs 1<sup>ST</sup> grant to offer business-education connection activities;
- Supervisory Skills classes offered by the Manufacturer's Association;
- specialized computer classes for industry;
- PA Liquor Control Board training for local restaurants and state liquor stores;
- PHEAA provided FAFSA workshops on completing the student financial aid forms;
- The CEC facility provides the professional atmosphere and equipment for the universities and businesses to use to offer classes;
- The CEC continues to offer access to the ed2go online classes;
- The CEC proctors exams for our in-house universities as well as visiting students that need the assistance of a proctor for colleges from all over the country;
- The CEC operates the Leadership Elk County (LEC); the adult leadership program completed the eighth year with an alumni network totaling 114 graduates;
- The CEC and the Elk County Community Foundation coordinated and hosted the second annual *Non-Profit Academy: Working to Empower Non-profits and Keep Communities Strong* in the Fall of 2014 – this one day workshop is an affordable professional development experience for local non-profits;
- periodic meetings with our providers are held;
- the CEC is a partner with the Powdered Metal Initiative. This initiative is to help improve educational access for area powdered metal manufacturers. We are one of three partners cooperatively offering training and workforce development seminars and courses in St. Marys and DuBois.
- CEC coordinated one-on-one interviews for dislocated workers with hiring companies

The Community Education Council is also involved with many partnerships and boards throughout the state of Pennsylvania and locally:

- Board Member of the Family Resource Network Collaborative Board
- Member of the Elk County Employer Consortium
- Powder Metal Initiative member
- Member of the North Central Youth Council
- Member of the Elk/Cameron Business Service Team
- Trustee & Officer for the Education Consortium of the Upper Allegheny
- Trustee & Officer for the new Rural Regional College of Northern Pennsylvania
- Career Development Leaders Network (PDE, Bureau of Career and Tech Ed)
- Elk County Catholic Business Advisory Committee
- University of Pittsburgh Bradford Outreach Board
- St. Marys Area School District Occupational Advisory
- St. Marys Area Chamber of Commerce Board of Directors and Industry Committee
- Elk County Council on the Arts Board of Directors & Officer
- Leadership Elk County Advisory Board
- Local Housing Options Team
- Butler County Community College, BC3 @ Brockway Advisory Board
- Junior Achievement program for Elk and Cameron Counties
- NC WIB Career Pathways Task Force
- Elk County Gas Task Force
- Headwaters Charitable Trust Living Greener Job Training Steering Committee
- Stackpole-Hall Foundation Long Range Planning Committee Chair

**CEC FACILITIES AND PROGRAM USAGE**

Service	Summer	Fall	Spring	Total
Credit Enrollments	20	44	33	97
Non-Credit Enrollments	251	333	156	740
Enrichment Enrollments	52	279	442	773
Individuals Attending Meetings	220	620	602	1442
Internal/External Proctoring Conducted	22	43	11	76
GED® Tests Administered	3	20	19	42
Other Pearson VUE Tests Administered	98	43	84	225
<b>Total</b>	<b>666</b>	<b>1382</b>	<b>1347</b>	<b>3395</b>

## 2014-2015 CEC Budget

### Income

PDE Allocation	\$167,477
Stackpole-Hall Reorganization Grant	\$34,200
Admin Dollars from Other Grants	\$15,000
Interest & Dividends	\$3,500
Fee for Service/Programs	\$19,000
Rent From All Tenants	\$44,595

<b>Total Income</b>	<b>\$283,772</b>
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### Expense

Employee Costs	\$144,000
Mortgage Payment	\$42,000
Other Building Costs	\$42,000
Equipment Costs	\$7,000
Insurance - Employer Liability	\$2,500
Marketing	\$10,000
Memberships & Subscriptions	\$2,500
Office Supplies & Misc	\$5,000
Postage	\$1,000
Professional Fees	\$2,500
Program Costs	\$3,000
Telephone & Internet	\$15,000
Travel, Meals, Lodging & Prof Dev	\$4,500

<b>Total Expense</b>	<b>\$281,000</b>
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<b>Net Gain (or Loss)</b>	<b>\$2,772</b>
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**Includes Stackpole-Hall grant earmarked for two staff positions.**

**Excludes other earmarked grants - except for administrative dollars.**

**Excludes LEC (Leadership Elk County) Program.**

**Excludes Umbrella Campaign donations.**

**Excludes depreciation.**