

TO: Executive Committee

DATE: 5/04/09

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Employment Skills Lab (Merced Adult School)

PROPOSED MOTION(S): Approve Employment Skills Lab with Merced Adult School to serve WIA eligible participants at Castle Learning Center and East Campus, and direct staff to negotiate the resulting source contracts. The classes will be held for at least one year and no longer than 21 months.

DISCUSSION: The Merced Adult School has proposed staffing 2 Employment Skills Labs over the summer months. The labs have 11 separate training modules: Basic Business Skills, Record Keeping, Accounting, Quickbooks, Computer Use in Medical Offices, and Microsoft applications (Excel, Word, Access, PowerPoint, Publisher, Outlook). Time in each module is either 30 or 60 hours.

- **One lab to be held at the Castle Learning Center will have 23 computer stations. The cost would be up to \$109,623.25 for 21 months.**
- **One lab to be held at the Merced Adult School's East Campus will have 28 computer stations. The cost would be up to \$98,859.25 for 21 months.**

ATTACHMENT(S): None