

SETTING UP A CAREER CENTER

BUDGET SCENARIO #1

Dear Adult Education Administrator:

Congratulations, your application for a career-counseling grant has been accepted. You are eligible to receive up to \$125,000 to set up a new career center for your adult students. As required in the grant, the center must be open year-round and must serve students during both day and evening hours. As outlined in your proposal you will be providing the following services to students:

- Career assessment
- Job development
- Job placement and follow-up

Because of recent budget cutbacks in the k-12 system, there are several full-time staff members who must be placed in other positions throughout the system. A full-time guidance counselor has been assigned to your center. The counselor is a long-time employee of the system and his salary will be \$52,000 for next year (not including approximately 25% in matching benefits). The counselor must be included in your budget.

Please prepare your career center budget and submit to the finance department. You must include all personnel, equipment, supplies and other costs as part of your budget.

Sincerely,

Superintendent

SETTING UP A CAREER CENTER

BUDGET SCENARIO #2

Dear Adult Education Administrator:

Congratulations, your application for a career-counseling grant has been accepted. You are eligible to receive up to \$75,000 to set up a new career center for your adult students. As required in the grant, the center must be open year-round and must serve students during both day and evening hours. As outlined in your proposal you will be providing the following services to students:

- Career assessment
- Workforce Readiness classes for LEP, ABE and GED level students

Unfortunately, due to a steady increase in the number of students on campus, you must identify an alternate site for your career center. The college facility department has identified a potential site located two blocks from campus. The site may be leased for \$1,000 per month and includes 2 classrooms, a reception area, a small conference room, restrooms and two small offices. The facility meets all ADA requirements.

As you develop your budget for personnel, equipment, supplies and other related costs, please keep in mind that part-time salaries will be increasing effective next month. Part-time counselors must be paid at the rate of \$22.50 per hour, part-time teachers at \$21.00 per hour. Any employee working more than 20 hours per week must be provided matching benefits at 18% of their total weekly wages.

Please prepare your career center budget and submit to the finance department. You must include all personnel, equipment, supplies and other costs as part of your budget.

Sincerely,

College President

SETTING UP A CAREER CENTER

BUDGET SCENARIO #3

Dear Adult Education Administrator:

Congratulations, your application for a career-counseling grant has been accepted. You are eligible to receive up to \$60,000 to set up a new career center for your adult students. As required in the grant, the center must be open year-round and must serve students during both day and evening hours. As outlined in your proposal you will be providing the following services to students:

- Career assessment
- Workforce Readiness classes for LEP, ABE and GED level students

Two classrooms are available on campus and may be converted into a career center. You will need to fully equip both rooms. The rooms have been wired for Internet access if you chose to pay the monthly access fee of \$5.00 per computer. As a school that is heavily focused on the use of technology, it is strongly recommended that you purchase a minimum of 10 computers for your center and provide Internet access for each one. The technology coordinator will assist you in this process. Please note, that due to a recent cut in prices we are now able to purchase computers and printers through the XS Company for \$1,600 per computer and \$245 per printer.

As you develop your budget for personnel, equipment, supplies and other related costs, please keep in mind that part-time salaries will be increasing effective next month. Part-time teachers must be paid at a rate of \$18.00 per hour. Any employee working more than 20 hours per week must be provided matching benefits at 18% of their total weekly wages.

Please prepare your career center budget and submit to the finance department. You must include all personnel, equipment, supplies and other costs as part of your budget.

Sincerely,

Superintendent

SETTING UP A CAREER CENTER

BUDGET SCENARIO #4

Dear Adult Education Administrator:

Congratulations, your application for a career-counseling grant has been accepted. You are eligible to receive up to \$200,000 to set up a new career center for your adult students. As required in the grant, the center must be open year-round and must serve students during both day and evening hours. As outlined in your proposal you will be providing the following services to students:

- Career assessment
- Workforce Readiness classes for LEP, ABE and GED level students
- Job development
- Job placement and follow-up

Three classrooms are available on campus and may be converted into a career center. You will need to fully equip both rooms, including all employee and student furniture, computers and other necessary equipment.

As you develop your budget for personnel, equipment, supplies and other related costs, please keep in mind that part-time salaries will be increasing effective next month. Part-time teachers must be paid at a rate of \$24.00 per hour. Any employee working more than 20 hours per week must be provided matching benefits at 28% of their total weekly wages. It is recommended that you employ at least 1 full-time staff member to coordinate all activities within the center. The starting salary for a coordinator is \$45,000 for a 12-month contract with a 3% increase for each year of experience.

Please prepare your career center budget and submit to the finance department. You must include all personnel, equipment, supplies and other costs as part of your budget.

Sincerely,

College President