

NISGTC DOL

PARTICIPANT

BENEFITS

The following benefits are available to students who sign the Participant Form for the DOL Grant but are limited for those who do not:

- **Free access to Transcender Test Preparation Software** for courses they have taken and are taking – to help them prepare for industry certification exams. (Non-participants may share one license in the tutoring center.)
- **Free tutoring through the Tutoring Den** at Spring Creek, Preston Ridge, and by request at Courtyard Center campus by appointment or by drop-in. (Note that because of high demand for tutoring and workshops, non-participants cannot schedule appointments; they may drop in for 30 minutes at a time if a tutor is available.)
- **Free help with resume preparation** with priority given to participants
- **Free help with interviewing skills** with priority given to participants
- **Free workshops on technical skills** such as subnet masking, mobile application development, and other topics with priority given to participants

How the DOL participant forms are protected, and how the data is used:

The Department of Labor requires the grant office to follow up on employment statistics for students receiving benefit from DOL funds under this grant. Those who refuse to allow Collin to access Texas Workforce Commission employment data will show as a failure (even though they may be extremely successful) as they will show as not having procured employment or even a wage increase as a result of education at Collin.

NISGTC FORM FACTS:

Collin's Banner system (Student Information System) carries student social security numbers, and access is extremely limited to those who have a need to know.

The Texas Workforce Commission has employee social security numbers and the records of wage data for wages earned in Texas, but access outside of TWC staff is limited to those to whom employees consent to have access.



MORE FORM FACTS:

For Collin to obtain employment data, it is NOT necessary for a student to provide his or her social security number on the NISGTC DOL participant consent form; it is necessary for the student to sign the form allowing the social security number to be filled into the form from Banner should the TWC request a copy of the consent form.

The NISGTC DOL participant forms are kept under lock and key in the grant office for no more than 2 business days at which time they are turned over to Admissions and Records for scanning into the BDMS portion of the Banner system.

The forms are then given back to the grant office to verify that they were scanned correctly because sometimes the scanner automatically pulls multiple forms and therefore skips a form. Once a student's form is verified as scanned properly, the original form is shredded. If a form has to be rescanned, it is given to Admissions and Records in the next batch of participant forms for rescanning.

Employment wage data must be pulled from the TWC for all participants for quarterly reporting.

The data sent to TWC is sent via a secure connection similar to that used for online banking. For each student who has signed the consent form, it includes:

Social Security Number
Student Proxy ID

What is returned does not even have the social security number. We have asked TWC to remove the Social Security Number to improve the security of the data.

Student Proxy ID
Quarter identifier
Quarterly total earnings
NAICS code that identifies the industry code for the employer

The employment data is combined with academic data using ONLY the proxy ID and is then provided to The Office of Community College Research and Learning (the evaluator for the DOL grant) that then combines Collin data with data from the other 6 colleges in the grant for filing with the DOL.

If you have any questions regarding the security of the data, use of the data or any other question at all, please contact **Debbie Miller, Reporting Manager, 972-377-1564** or **Ann Beheler, Executive Director of Emerging Technology Grants 972-377-1649.**