



# Recruitment/Retention Tracking and Examples for RITA Grant

Prepared by Tamera Topp, Education & Employment Advisor



TAACCCT Round Three

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# Student Recruitment Procedure

- Applicants and inquires are checked on Mondays and Thursdays
  - Applicants are taken from the Admissions database on shared drive
  - Inquires are checked through EPM 11
    - They are entered into RITA's ETO (Efforts to Outcomes is a **software** solution designed to help you track the effectiveness of your programs, demonstrate impact to your funders and community, and improve program implementation for the betterment of all.) ETO allows us to work our prospects. Anyone we have contact with who expresses interest falls into this “prospect” category.
- Inquiry and application letters are mailed out same day or next
  - Follow up emails (Commonly asked Questions) are sent through MailChimp the next (Tues, Wed, or Thurs)
  - Applicants receive a 2nd email regarding next steps 1 week later
  - Applicants receive a next steps letter one week after next steps email.
  - Analytics from emails along with returned mail are tracked on spreadsheet as well as ETO

Hello ,

We have received your application for **XXXXXXXXXXXXXXXX** at Central Lakes College (CLC). Congratulations on taking the first step of your new career path! Information Technology (IT) programs at CLC focus on hands-on learning and practical application. Our experienced instructors prepare you to meet the current needs of employers and their demand for well-trained IT professionals. Central Lakes College has a 92% career placement rate.

CLC is part of the Rural Information Technology Alliance (RITA), a Department of Labor grant funded consortium of four colleges. Our goal is to train qualified IT workers to meet the needs of employers in rural areas, strengthening the local workforce. See how RITA is helping CLC meet the evolving information technology needs of the community by visiting us at [www.ritaconsortium.org](http://www.ritaconsortium.org), or connect with us on Facebook, Twitter or LinkedIn.

RITA has allowed Central Lakes College to:

- ❖ **Become a Microsoft IT Academy, Cisco Networking Academy, and CompTIA Authorized Academy**
- ❖ **Purchase over \$500,000 in advanced equipment**
- ❖ **Provide Education & Employment Advisors specifically for IT students**

As Education & Employment Advisors we are here to work specifically with Computer Technology students from enrollment to academics to employment. For more program specific information visit <http://www.clcmn.edu/programs-majors/>.

For your next steps to enrollment, please review the CLC website EZ enrollment page for steps on completing: <http://www.clcmn.edu/enroll/>

- ❖ **Accuplacer Assessment**
- ❖ **Financial Aid**
- ❖ **Registration**
- ❖ **Welcome Day**

Please contact one of us if you have any questions or if you need assistance in any way with the enrollment process. We look forward to having you at Central Lakes College!

Best Regards,

Tambera Topp  
Education & Employment Advisor  
218-855-8123  
[ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)



Rebecca (Becky) Best, MA  
Education & Employment Advisor  
218-855-8143  
[rbest@clcmn.edu](mailto:rbest@clcmn.edu)

**Application Received Letter – mailed to students that have applied to an IT Program**

Hello (Name),

You have expressed interest in our Computer Technology Programs at Central Lakes College (CLC). Information Technology (IT) programs at CLC focus on hands-on learning and practical application. Our experienced instructors prepare you to meet the current needs of employers and their demand for well-trained IT professionals. Central Lakes College has a 92% career placement rate for our students.

Computer Technology Programs offered at Central Lakes College include:

- ❖ **Computer Network Administration AAS**
- ❖ **Computer Information Technology AAS \***
- ❖ **Computer Network Administration – Cisco AAS**
- ❖ **Microsoft Office Professional Certificate \***
- ❖ **Computer Network Administration – CyberSecurity AAS**
- ❖ **Healthcare Technology AAS**
- ❖ **Mobile Application Development AAS**
- ❖ **Computer Support Specialist Diploma \***

**\*Program can be completed entirely online**

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RITA has enabled Central Lakes College to:

- ❖ **Become a Microsoft IT Academy, Cisco Networking Academy, and CompTIA Authorized Academy**
- ❖ **Invest over \$500,00 in computer labs**
- ❖ **Provide Education & Employment Advisors specifically for IT students**

If you are looking for a program with experienced instructors, advanced equipment and high placement rates, Central Lakes College is for you! Feel free to contact an Education and Employment Advisor if you would like to schedule a visit to learn more about our Computer Technology programs, or visit the program pages at <http://www.clcmn.edu/it>.

**Your next step** to your education and IT career is to apply online at [www.clcmn.edu/admissions](http://www.clcmn.edu/admissions).

Please let us know if you have any questions or if we can assist in any way with the application process. We look forward to having you at Central Lakes College!

Best Regards,

Tambera Topp, MBA  
Education & Employment Advisor  
218-855-8123  
[ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)



Rebecca (Becky) Best, MA  
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**Program Interest Letter – mailed to potential students that have requested information on IT Programs.**



## **Glad to hear you're considering pursuing a career in IT with training at CLC!**

Most people in your position have a lot of questions, so we put together answers to four questions we get asked the most by people considering an education in IT.

### **Answers to Four Most Commonly Asked Questions:**

#### **1. How long will it take?**

If you go full time, the AAS degree program is designed to take two years, or four semesters. If you have transfer credits, it may still take two years, but you may not take a full class load each semester. For a variety of reasons, many students opt to take a lighter class load and finish in five or six semesters. It's really up to you and the timelines you set for yourself. Our program planning forms provide a course sequence for our students to follow.

#### **2. How much does it cost?**

Approximate one year of full-time tuition, books and fees\*

Central Lakes College:

\$6,384.

For comparison:

Bemidji State University:

\$9,456.

ITT Technical Institute:

\$18,048.

Saint John's University:

\$41,326

\*numbers derived from College Navigator - National Center for Educational Statistics

There are several ways to pay for college. We encourage our students fill out a FAFSA (Free Application to Federal Student Aid) to apply for Financial Aid. Each student is different in what they may qualify for. Financial Aid comes in the form of grants, loans and work-study eligibility. CLC awards assistance to 75% of the student body. We encourage you to apply early. For more info on paying for college, feel free to ask me or visit [here](#).

### **3. Will I be able to understand the material and handle the coursework?**

This is a very common question for new students to have. It really comes down to interest and commitment. Many students have entered our IT programs with little or no experience, and through hard work, have gone on to be successful. We have a College Lab Assistant and student tutors available for students who may want some extra assistance, and as an advisor, it's my job to help students be successful.

### **4. Will I get a job?**

There's no guarantee any college graduate will get a job right away, BUT by going in to a rapidly growing field like IT, the economic demand would be in your favor. The truth is some students get paid internships and jobs before they graduate, some get jobs right after graduation and some spend a couple months looking for a good job.

Here's a big factor to consider:

#### Projected employment growth from 2014 to 2024

According to the Bureau of Labor Statistics

Average for all occupations:

7%

Computer Support Specialists:

12%

Software Developers:

17%

Computer and Network Systems Admin:

8%

Information Security Analysts:

18%

If you have questions, feel free to reach out me directly, or click [here](#) to RSVP for an upcoming IT Info Session. (March 30th or April 27th at 5:30 pm)

Best Regards,

Tambera Topp  
**Central Lakes College**  
**Education & Employment Advisor**  
Email: [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)  
Phone: 218.855.8123



# Next Steps to Enrollment!



## You have been accepted to Central Lakes College... Congratulations! Now What?

Follow these steps to complete your enrollment!

Have you.....

- Filled out your FAFSA for financial aid?
- Signed up for the Accuplacer?
  - Free Accuplacer Preparation Classes available.
  - Accuplacer can be taken before OR during a registration session.
- Signed up for a registration session? OR spoke with an advisor for registration?
- Signed up for Welcome Day?

Check out CLC's [Steps to Enrollment](#) for more information.



**Accuplacer  
Assessment**

**Scheduling and  
Information**



**Financial  
Aid**

**Information and  
Directions**



**Register  
for Classes**

**Scheduling and  
Information**

### Did You Know?

Students that are registered in a Computer Technology program have advisors who are designated especially for them. Education and Employment Advisors work exclusively with students in this area and understand what it takes to be successful in these programs and this industry. If you have any questions regarding enrollment, please contact an advisor.

**Tamera Topp**

218.855.8123

[topp@clcmn.edu](mailto:topp@clcmn.edu)

**Becky (Rebecca) Best**

218.855.8143

[rbest@clcmn.edu](mailto:rbest@clcmn.edu)



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## RURAL INFORMATION TECHNOLOGY ALLIANCE (RITA)

The Rural Information Technology Alliance is a grant funded consortium of four colleges with a goal of training qualified IT workers to meet the needs of employers in rural areas. As a result of the grant, Central Lakes College is enhancing and adding to IT course curriculum. Additionally, every student in an IT program will be provided with one-on-one support from an Education and Employment Advisor from the time the student enrolls, through the employment search. Partnerships enabled by the grant ensure curriculum is current with industry standards and provide additional opportunities for students.

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### CONNECT WITH RITA ON SOCIAL MEDIA

Click on the links below and follow what's happening at CLC and RITA!



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*Copyright © 2016 Rural Information Technology Alliance, All rights reserved.*

You are receiving this email since you have applied to a Computer Technology program at Central Lakes College.

"This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner." Central Lakes College is an equal opportunity employer and ADA Accessible.

**Our mailing address is:**  
Rural Information Technology Alliance  
501 W College Drive  
Brainerd, MN 56401

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Hello ,

Congratulations! You have been accepted to the XXXXXXXXXXXXXXXXXXXXXXXXXXXX Program at Central Lakes College (CLC). However, additional items such as the assessment test and/or registration may be needed to complete your enrollment.

For your next steps to enrollment, please review the CLC website EZ enrollment page for steps on completing: <http://www.clcmn.edu/enroll/>

- **Accuplacer Assessment**
  - **Free Accuplacer Prep Classes available to sign up for**
- **Financial Aid**
- **Registration – Sign up for a session OR contact an advisor**

Computer Technology students have their own designated advisors. We are here to help answer any questions or assist in any way with the enrollment process. Feel free to contact us for assistance.

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**Application Letter Additional Info Needed – mailed to students that have applied but have not completed the enrollment process. This is mailed 1 week after the “Next Steps” email.**

The consortium's marketing coordinator spearheaded a pilot project which suggested that holding open, in-person program information sessions was yielding recruitment results at other campuses. The RSVP page on the college's website for these sessions also allowed us to measure the impact of specific social media ads.

### *Outcomes*

- Informal sessions hosted by an advisor and one faculty member
- Communications were sent out via mail, email (MailChimp) and Facebook ads (in area) to all students in ETO who have expressed interest and or applied to an IT program, current or previous
- When asked how attendees learned about the session, the most common response was the letter.
- Approximately 12 prospective students attended the sessions.

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Computer Technology Programs offered at Central Lakes College include:

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- ❖ Computer Information Technology AAS
- ❖ Computer Network Administration – Cisco AAS
- ❖ Computer Network Administration – CyberSecurity AAS
- ❖ Healthcare Technology AAS
- ❖ Computer Support Specialist Diploma

If you are looking for a program with experienced instructors, advanced equipment and high placement rates, Central Lakes College is for you! Come learn more about our Computer Technology program by attending an upcoming info session or the campus exploration day:

### Central Lakes College Info Sessions– Brainerd campus, South Lounge – near the cafeteria

See flyer for additional information

Tuesday,	Dec. 1	12:00 pm
Thursday,	Dec. 3	5:30 pm
Thursday,	Dec. 17	12:00 pm
Wednesday,	Jan. 6	1:00 pm
Thursday,	Jan. 7	11:00 am

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### Central Lakes College Campus Exploration Day “CLC Meet Your Destiny Event” – Brainerd Campus

Saturday, Dec. 12 11:00-1:00PM

- Explore the Campus
- Meet Faculty and Staff
- Experience Program Demonstrations
- Learn about Financial Aid and Student Services
- Free Admission to Raiders Basketball Games (optional)
- Enjoy Snacks and Refreshments
- Gift Bags and Fun Prizes
- Families and Friends are Welcome to Attend

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Program Interest Letter Info Sessions and Info Session Flyer – mailed 11.20.15<sup>12</sup>  
This went to all prospects in ETO.



# Computer & Information Technology Careers

<b>When:</b>	Thursday,	Nov 19,	12:00pm
	Tuesday,	Dec 1,	12:00pm
	Thursday,	Dec 3,	5:30pm
	Thursday,	Dec 17,	12:00pm
	Wednesday,	Jan 6,	1:00pm
	Thursday,	Jan 7,	11:00am

**High Paying  
High Demand  
Job Security  
Full of Options**

**Where:** Central Lakes College - Brainerd campus  
South Lounge - near the cafeteria

- What:**
- 30 minute info sessions
  - Learn from IT instructors
  - Explore IT programs, certification opportunities and careers
  - Gain the information you need to make your decision

**Programs:**

Computer Information Technology	Healthcare Technology
Network Administration - Cyber	Computer Support Specialist
Network Administration - Cisco	Help Desk Specialist
Computer Network Administration	Microsoft Office Professional



## To Attend:

1. Email Becky Best at [rbest@clcmn.edu](mailto:rbest@clcmn.edu)
2. Walk-ins also welcome



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

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## RURAL INFORMATION TECHNOLOGY ALLIANCE (RITA)

The Rural Information Technology Alliance is a grant funded consortium of four colleges with a goal of training qualified IT workers to meet the needs of employers in rural areas. As a result of the grant, Central Lakes College is enhancing and adding to IT course curriculum. Additionally, every student in an IT program will be provided with one-on-one support from an Education and Employment Advisor from the time the student enrolls, through the employment search. Partnerships enabled by the grant ensure curriculum is current with industry standards and provide additional opportunities for students.

---

### CONNECT WITH RITA ON SOCIAL MEDIA

Click on the links below and follow what's happening at CLC and RITA!



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Hello **Name**,

In the last year you applied and were admitted to Central Lakes College to major in **Computer Information Technology**. We noticed that for some reason you didn't enroll. Perhaps you had other responsibilities that kept you from starting school or maybe it just wasn't the right time to start.

We would like to invite you back to explore that option again. Come and see for yourself how our Computer Technology programs at CLC focus on hands-on learning and practical application. In February, March and April, we are offering Computer Technology Information Sessions to let you come in and see for yourself if this will be a good fit for you and get you on the path to an exciting career! Perhaps **NOW** is the right time for you!

Every business needs technology, our experienced instructors at CLC teach our students the skills they need to be successful in whatever industry they choose!

#### Learn more about our Computer Technology programs!

- **Computer Information Technology AAS**
- **Healthcare Technology AAS**
- **Mobile Application Development AAS**
- **Computer Network Administration AAS**
- **Computer Support Specialist Diploma**
- **Computer Network Administration – Cisco AAS**
- **Computer Network Administration – Cybersecurity AAS**
- **Microsoft Office Certificate**

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### Computer Technology Information Sessions

Central Lakes College, Cafeteria 5:30 pm

Wednesday, February 24<sup>th</sup>

Wednesday, March 30<sup>th</sup>

Wednesday, April 27<sup>th</sup>

**\*\* Walk-ins welcome or RSVP to Becky Best at [rbest@clcmn.edu](mailto:rbest@clcmn.edu)**

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#### What you can learn from attending an Information Session?

- Visit with Faculty
- Tour the Computer Technology classrooms
- Find out next steps to enrollment
- Speak to an advisor who specializes in working with Computer Technology students
- Job Outlook/Employment opportunities in the area

**Interested in learning more but not able to attend?** Call or email one of our advisors and set up your own Information session. They assist our Computer Technology students from enrollment to academics to employment. Looking for additional information? Find it on [www.clcmn.edu/programs-majors](http://www.clcmn.edu/programs-majors). Feel free to contact us with any questions you may have.

---

#### Computer Technology Education and Employment Advisors:

Tambera Topp, 218.855.8123, [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)  
Rebecca (Becky) Best, 218.855.8143, [rbest@clcmn.edu](mailto:rbest@clcmn.edu)

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# IT INFO SESSIONS

AT CENTRAL LAKES COLLEGE

## Computer & Information Technology Programs:

Mobile App Development AAS / Computer Information Technology AAS / Computer Network Administration AAS  
Network Administration - Cisco AAS / Network Administration - CyberSecurity AAS / Healthcare Technology AAS  
Computer Support Specialist Diploma / Microsoft Office Professional Certificate / Help Desk Specialist Certificate

**When:** Wednesday, February 24, 5:30pm  
Wednesday, March 30, 5:30pm  
Wednesday, April 27, 5:30pm

**What:** 30 minute info sessions  
Speak with an IT instructor and an advisor  
Explore IT programs, careers and certification opportunities  
Gain the information you need to make your decision

**Where:** Central Lakes College - Brainerd campus  
Main cafeteria

**To Attend:** Email Becky Best at [rbest@clcmn.edu](mailto:rbest@clcmn.edu) or walk-ins also welcome

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# Additional Campaigns

- Registration/Assessment needed
- Previous year applicants – back since 20153
- Students who have dropped since 20153
  - Mail Campaign in May
  - Will do another mail and email campaign in July.

Hello ,

Congratulations! You have been accepted to the XXXXXXXXXXXXXXXXXXXXXXXXXXXX Program at Central Lakes College (CLC) for Fall 2016 and have also completed the Assessment as part of your enrollment. Your **next step** is to register for classes!

Registration can be done one of two ways.

- Sign up for a registration session. All Program Registration Sessions begin June 2<sup>nd</sup>. You can sign up by going to [www.clcmn.edu/registration](http://www.clcmn.edu/registration). Sessions can last 2-3 hours.
- Contact an advisor and schedule a one-on-one registration session. Contact information below.

Computer Technology students have their own designated advisors. We are here to help answer any questions or assist in any way with the enrollment process. Feel free to contact us for assistance.

Questions on completing any steps to enrollment, please review the CLC website EZ enrollment page <http://www.clcmn.edu/enroll/>

- **Financial Aid**
- **Registration – Sign up for a session OR contact an advisor**

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We look forward to having you at Central Lakes College!

Best Regards,

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**Application Letter Registration Needed – Emailed 5.20.16 to students that applied for Fall 2016**

Hello ,

Congratulations! You have been accepted to the XXXXXXXXXXXXXXXXXXXXXXXXXXXX Program at Central Lakes College (CLC) for Fall 2016. Your **next steps** to enrollment is to take the assessment and register for classes!

These can be completed one of two ways:

- Take your assessment and register for classes separately on two different dates.
  1. Sign up to take the assessment, and get more information at <http://www.clcmn.edu/admissions/assessment/>. (Test prep classes are available)
  2. Sign up for a registration session. All Program Registration Sessions begin June 2<sup>nd</sup>. Sign up by going to [www.clcmn.edu/registration](http://www.clcmn.edu/registration). Sessions can last 2-3 hours.
- Take your assessment and register in the same day.
  1. Sign up for a registration session. All Program Registration Sessions begin June 2<sup>nd</sup>. Sign up by going to [www.clcmn.edu/registration](http://www.clcmn.edu/registration). Sessions can last 3-5 hours.

\*\* If you are unable to make one of the designated registration sessions, you can also schedule a one-on-one session to register with an advisor. Contact Information is below.

Computer Technology students have their own designated advisors. We are here to help answer any questions or assist in any way with the enrollment process. Feel free to contact us for assistance.

Questions on completing any steps to enrollment, please review the CLC website EZ enrollment page <http://www.clcmn.edu/enroll/>

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We look forward to having you at Central Lakes College!

Best Regards,

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[rbest@clcmn.edu](mailto:rbest@clcmn.edu)

Hello **Name**,

A while back, you applied and were admitted to Central Lakes College to major in **Computer Information Technology**. We noticed that for some reason you didn't enroll. Perhaps you had other responsibilities that kept you from starting school, or maybe it just wasn't the right time to start.

We would like to invite you back to explore that option again. Come and see for yourself how our Computer Technology programs at CLC focus on hands-on learning and practical application. Meet with an advisor who specifically works with students in Computer Technology programs and see for yourself if this will be a good fit for you, and get you on the path to an exciting career! Perhaps **NOW** is the right time for you!

Every business needs technology. Our experienced instructors at CLC teach our students the skills they need to be successful in whatever industry they choose! Our programs may have expanded since the last time you looked at CLC, check out all we have to offer!

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**Computer Information Technology AAS \***  
**Mobile Application Development AAS**  
**Computer Network Administration AAS**  
**Computer Network Administration – CISCO AAS**  
**Healthcare Technology AAS**  
**Computer Support Specialist Diploma \***  
**Microsoft Office Specialist Certificate**

\* **NEW** Computer Information Technology AAS and Computer Support Specialist Diploma can be taken **completely online!**

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#### What Can You Learn?

- Go through program information
- Review sequence of classes to build a timeline
- Find out next steps to enrollment
- Learn about industry certifications
- Explore job outlook/employment opportunities in the area

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**Interested?** Call or email one of our advisors and set up a 1-1 session. The advisors assist our Computer Technology students from enrollment to academics to employment. Looking for additional information? Find it on [www.clcmn.edu/programs-majors](http://www.clcmn.edu/programs-majors). Feel free to contact us with any questions you may have.



#### Computer Technology Education and Employment Advisors:

Tambera Topp, 218.855.8123, [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)  
Rebecca (Becky) Best, 218.855.8143, [rbest@clcmn.edu](mailto:rbest@clcmn.edu)

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Previous Apps Not Enrolled – Mailed 5.20.16 to students that applied for semesters 20153, 20155, 20161, 20163, 201065 but did not enroll.

Hello **Name**,

A while back, you were enrolled at Central Lakes College pursuing a degree in **Computer Information Technology**. We noticed you did not complete your studies. Sometimes life gets in the way and plans have to be put on hold for a while. Maybe, just maybe, you have been thinking about coming back and picking up where you left off.

We would like to invite you in to explore that option. Simply set up a time that is convenient for you to meet with an advisor who specifically works with students in Computer Technology programs and see if this could be a good fit for you again. Perhaps **NOW** is the right time for you!

Every business needs technology. Our experienced instructors at CLC teach our students the skills they need to be successful in whatever industry they choose! Our programs may have expanded since the last time you have attended CLC, check out all we have to offer! Looking for additional information? Find it on [www.clcmn.edu/programs-majors](http://www.clcmn.edu/programs-majors).

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\* **NEW** Computer Information Technology AAS and Computer Support Specialist Diploma can be taken **completely online!**

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### What Can You Learn?

- Find out your current standings and what you need to do to return to CLC
  - Review your progress and program information
  - Look into new programs to determine interest
  - Not only work with and advisor, but also have access to Financial Aid or Business Office if needed
  - Explore job outlook/employment opportunities in the area
- 

**Interested?** Call or email one of our advisors and set up a 1-1 session. The Advisors assist our Computer Technology students from enrollment to academics to employment. Feel free to contact us with any questions you may have.

### Computer Technology Education and Employment Advisors:

Tamera Topp, 218.855.8123, [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)  
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Previous WD Letter – mailed 6.15.16 to students that were enrolled but withdrew in 2013, 2014 and 2015

# New program campaign Application Development 8/2015

- Emails were sent out to all prospects
- Communication was sent to all of our industry partners, grant partners and local contacts
- CLC students who were an AA major
- Targeted Facebook ads in the area

**New Application Development courses offered this fall at CLC!**



Add Application Development to your Tech Guru toolbox, with three new courses starting this fall at CLC.

Now you can grow your skillset and learn to create apps for the devices that are essential to our tech-driven world.

Starting this fall, the three new App Development courses will be offered conveniently in the evenings.

**For details on Application Development courses offered this fall at CLC, click the following:**

[Database Design Fundamentals](#)

[Programming in C#](#)

[Problem Solving Using Logic](#)

Find and register for these classes by logging onto [E-Services](#) and selecting APPD - Application Development in the subject field.

If you have questions about CLC's new Application Development courses, I can help. Feel free to call or email me: [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)

Regards,

Tambera Topp  
Education & Employment Advisor  
Central Lakes College

# Retention Tracking

- Retention is tracked by the year.
  - IT programs consistently lose approximately 50% of students enrolled during the school year.
  - During a NACADA conference, I attended a session on retention, during which the speaker asked the who, what, when, where, why, how?
  - I have information on 14-15 and 15-16 and consistently looking to identify trends.
    - Intrusive advising has allowed me to have relationships with students to get this information.
- Other factors in tracking students
  - Faculty D2L.
    - Weekly, we review each class and identify any students who may be slipping or not turning in homework. We then reach out to the students.
  - RITA NetWorks/MailChimp analytics.
    - RITA NetWorks (examples below) is a newsletter sent out to all IT students, with pertinent information and job postings. I am able to see who is opening the emails and clicking on links.
      - Opened the lines of communication
  - Work with CLA to identify who is coming in for assistance





**Sample of RITA NetWorks, the monthly newsletter sent to the RITA program’s student participants**



## **Registration for Fall Semester is now OPEN!**

2016-17 program planning forms are listed below. You can check your DARS for your degree progress and register by logging into your [E-Services](#). 2014-15 and 2015-16 planning forms follow the same path as 2016-2017. \*\* If you are following a planning form prior to 2014-15, make sure you are working with one of us, or checking your DARS to ensure you are taking the right classes. Please see Tambera or Becky if you would like assistance with registration, we are here to help!

[Computer Information Technology](#)

[Computer Network Administration](#)

[Network Administration - Cybersecurity](#)

[Network Administration - Cisco](#)

[Mobile Application Development](#)

[Computer Support Specialist](#)

[Microsoft Office Professional Certificate](#)

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## **CLC Fall 2016 Scholarships now open!**

Central Lakes College Fall 2016 Scholarship Application is now open. Visit the [CLC Scholarship page](#) for more information and directions on applying.

### **Minnesota STEM Scholarship**

Applications are being accepted for the Minnesota High Tech Association Foundation (MHTF) Scholarship for students in STEM disciplines. Find eligibility requirements [here](#). Awards range from \$2,500 to \$5,000. Deadline is April 1st.

It is NEVER too early to create a resume, you never know when that opportunity will arise. Don't miss out on a job or an internship because of lack of preparation. Resumes are a constant work in progress. Contact Becky or Tambera for assistance!



## [Brainerd Lakes Community Job Fair](#)

**Thursday, April 7th from 3:00-6:00 pm**  
**Friday, April 8th from 10:00 am -1:00 pm**  
**Central Lakes College - Brainerd**

This is a chance to network and sell your skills.  
Dress clean and professional, bring your resume.

**“THERE’S A DIFFERENCE BETWEEN  
INTEREST AND COMMITMENT.**

**WHEN YOU’RE INTERESTED IN DOING  
SOMETHING, YOU DO IT ONLY  
WHEN IT’S CONVENIENT.**

**WHEN YOU’RE COMMITTED TO  
SOMETHING, YOU ACCEPT NO  
EXCUSES; ONLY RESULTS.”**

**– KENNETH BLANCHARD**

# Employment Opportunities

**\*\* Job postings are searched for within 50 miles of Brainerd, if you would like assistance in searching outside of this area, please email Tambara Topp. [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)**

## IT Postings

- [IT Technician](#) - Grand View Lodge, Nisswa
- [Information Security Administrator](#) - Essentia Health, Brainerd
- [Clinical Database Analyst/Server Engineer](#) - Riverwood Healthcare, Aitkin
- [IS Technology Learning and Support Analyst](#) - Essentia Health, Brainerd
- [Network Support-Help Desk/Technician](#) - Morrison County, Little Falls
- [IT Support Specialist I](#) - National Joint Powers Association, Staples

## MOS Postings

- [Front Desk Receptionist](#) - Pine Eye Associates, Pine City
- [Administrative Assistant](#) - Robert Half, company located in Foley
- [Front Desk Receptionist](#) - Breezy Point
- [Receptionist \(Temporary\)](#) - Employment Resource Center, company in Brainerd Lakes Area
- [Office Support Specialist](#) - Aitkin County, Aitkin

## Advisor Contact Information

### **Rebecca (Becky) Best**

218-855-8143

[rbest@clcmn.edu](mailto:rbest@clcmn.edu)

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### **Tambara Topp**

218.855.8123

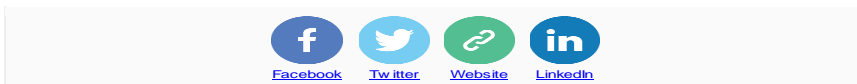
[ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)

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## CONNECT WITH RITA ON SOCIAL MEDIA

Click on the links below and follow what's happening at CLC and RITA!



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You are receiving this email since you are enrolled in a CLC Computer Technology course or program.

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**Our mailing address is:**  
Rural Information Technology Alliance  
501 W College Drive  
Brainerd, MN 56401

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## CONGRATULATIONS GRADUATES!

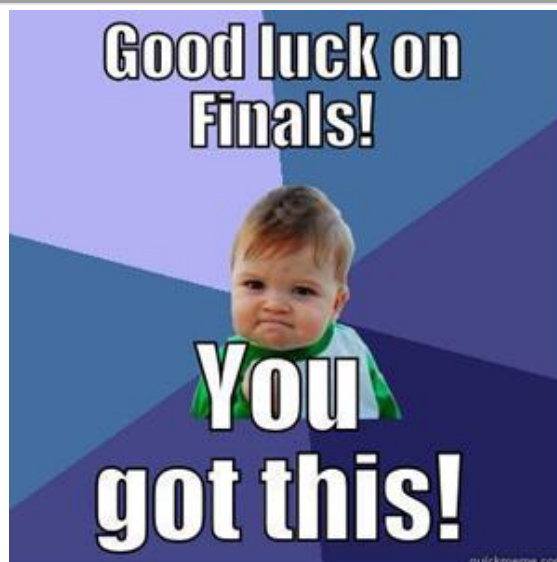
We are proud of your accomplishments, and have enjoyed working with you. Good luck on your future career paths.

May 12th is Commencement at Brainerd High School for more details click [here](#).

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## Please Register for Fall Semester!

If you have not registered for Fall Semester, PLEASE do so ASAP! Classes can be cancelled due to low enrollment. Ensure you are getting the classes you want! Becky and Tambera are available to assist with registration.



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# CLC COMPUTER CLUB - YOU ARE INVITED

The CLC Computer Club will be meeting throughout the summer break - All are invited and welcome to attend! The next meeting will be **Wednesday, May 25th at 12:00 noon.**

**Questions? Contact Phillip Granley, Club President - [-gran4209@go.clcmn.edu](mailto:-gran4209@go.clcmn.edu) or Sam Espana, Faculty Advisor - [sespana@clcmn.edu](mailto:sespana@clcmn.edu)**

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## Fall 2016 Scholarships Due June 1

Central Lakes College Fall 2016 Scholarship Application is now open. Visit the [CLC Scholarship page](#) for more information and directions on applying.



**DEADLINE TO APPLY IS JUNE 1st!**

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## Work Study Positions - Summer and Fall Computer Commons

Summer term: 1 position maybe 2

- Must be able to work all Fridays during the Summer (8 hours)
- 15-20 hours per week (Flexibility in scheduling is possible except for Fridays)

Fall Semester:

- 4-5 positions will be open for Fall Semester
- Flexible scheduling

For more information on workstudy click [here](#).

For more information on the Computer Commons positions or to apply contact or see Liz Tinsley. [ltinsley@clcmn.edu](mailto:ltinsley@clcmn.edu) or 218.855.8200.

# ISD #181 Brainerd Internships Available

## Several Positions Open

The technology team at ISD #181 has a large workload over the late spring and summer and is looking for assistance. Gain some experience and build your resume! Learn from a great team!

- Create your own flexible schedule.
- Have the ability to work with different areas of your choosing or explore them all.
  - Software
  - Hardware
  - Web Design
  - Networking
  - Management
- This is an unpaid internship, but will provide valuable experience.
- Hiring all skill levels of students.

Please send your resume with an email of interest to the Director of Technology, Sarah Porisch at [sarah.porisch@isd181.org](mailto:sarah.porisch@isd181.org)

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**If you would like to be sent employment leads  
over the summer break, please email  
Tambera. [ttopp@clcmn.edu](mailto:ttopp@clcmn.edu).**

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### Advisor Contact Information

**Rebecca (Becky) Best**

218-855-8143

[rbest@clcmn.edu](mailto:rbest@clcmn.edu)

C119

**Tambera Topp**

218.855.8123

[ttopp@clcmn.edu](mailto:ttopp@clcmn.edu)

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Click on the links below and follow what's happening at CLC and RITA!



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**Our mailing address is:**

Rural Information Technology Alliance

501 W College Drive

Brainerd, MN 56401

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