

4311 South MacArthur Drive  
Alexandria, LA 71302



# Seven Locations. One College.



**Alexandria  
Main Campus**  
4311 South MacArthur Drive  
Alexandria, LA 71302  
Phone: 318-487-5443

**Winnfield (Huey P. Long) Campus**

5960 Highway 167 North  
Winnfield, LA 71483  
Phone: 318-628-4342

**Jena (Rod Brady) Campus**

521 East Bradford Street  
P.O. Box 62  
Jena, LA 71342  
Phone: 318-992-2910

**Leesville (Lamar Salter) Campus**

15014 Lake Charles Highway  
Leesville, LA 71446  
Phone: 337-537-3135

**Oakdale Campus**

117 Highway 1152  
Oakdale, LA 71463  
Phone: 318-335-3944

**Ferriday Campus**

2100 E.E. Wallace Boulevard  
P.O. Box 1465  
Ferriday, LA 71334  
Phone: 318-757-6501

**Cottonport (Ward H. Nash) Campus**

508 Choupique Street  
Cottonport, LA 71327  
Phone: 318-876-2401

# Ready 4 Work

Workforce Development Publication

WINTER 2014-2015 • VOL. 1, NO. 1



## From the Acting Chancellor



These are exciting times for Louisiana's community and technical colleges, as we align our workforce with the needs of employers by preparing residents of Central Louisiana for high-wage, high-skill, and high-demand careers.

The economic expansion forecast for Louisiana over the next five to 10 years is unprecedented. Companies are investing billions of dollars to grow their businesses, and the skilled workers these companies will need are in the tens of thousands. To meet this need, Louisiana's community and technical colleges are embarking on an aggressive, six-year plan that went into effect in October 2014.

The plan, known as "Our Louisiana 2020: Building the Workforce of Tomorrow," consists of six goals. Our goals are to double the number of graduates to 40,000 annually, double the annual earnings of graduates to \$1.5 billion, quadruple student transfers to four-year universities to 10,000 annually, double the number of students served to 325,000 annually, quadruple partnerships with business and industry to 1,000 annually, and double the foundation assets to \$50 million.

Central Louisiana Technical Community College (CLTCC) has embraced this plan, and we are confident in our ability to transform lives and advance the community through education and workforce development.

A handwritten signature in black ink that reads "Jimmy R. Sawtelle III".

Sincerely,  
**Jimmy R. Sawtelle III**  
Acting Chancellor  
Central Louisiana Technical Community College



Twitter: @jimmysawtelle



## From the Vice Chancellor of Workforce Development and Enterprise Services



As the workforce development arm of CLTCC, we strive to deliver educational programs that benefit both our corporate partners and individuals who are interested in improving their lives. Our learning opportunities promote workforce, economic, and personal development.

The inaugural edition of our **Ready 4 Work** publication highlights our new Manufacturing Center of Excellence, a new transportation grant and training initiative, customized training programs with businesses across the region, and our general workforce development training programs.

We work closely with industry leaders to stay attuned to the latest innovations and trends in the workforce. We are proud of the accomplishments we have made thus far to close the skills gap and ensure our students are **Ready 4 Work**.

A handwritten signature in black ink that reads "Brenda Thompson".

Sincerely,  
**Brenda S. Thompson, M.B.A.**  
Vice Chancellor of Workforce Development and Enterprise Services  
Central Louisiana Technical Community College

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**Ready 4 Work** is a publication of Central Louisiana Technical Community College (CLTCC). It is produced by CLTCC's Workforce Development and Enterprise Services division to communicate workforce initiatives, training programs, and economic development efforts. The publication focuses on industry partnerships and strategic alliances to build a better workforce in Central Louisiana.



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# Manufacturing Day in Central Louisiana

*Students get first-hand look at what goes on in manufacturing facility*

Ever wonder what happens in the big manufacturing plant that you drive by every day? Here's a remedy for your curiosity - it's called Manufacturing Day.

Every year on the first Friday in October, hundreds of manufacturers in North America host students, teachers, parents, job seekers, and other local community members at open houses designed to showcase modern manufacturing technology and careers and encourage job seekers to consider careers in manufacturing.

On Oct. 3, 2014, several manufacturing facilities in Central Louisiana opened their doors for tours and allowed their skilled workers and human resource managers to talk with students. The Central Louisiana Economic Development Alliance (CLEDA) coordinated the event with assistance from the Workforce Development and Enterprise Services division at Central Louisiana Technical Community College (CLTCC) and CLTCC's College and Career Transitions Coordinator LaRunda Hobbs Pierce.

"Many individuals have misconceptions about today's manufacturing environment and are unaware of the high-skill, high-wage jobs available in the manufacturing sector," said Sondra C. Redmon, Director of Workforce Development for CLEDA. "Manufacturing Day helps students connect with career opportunities that exist right here in our local communities. Tours and presentations can provide critical information on education and training required for these jobs and identify the entry-level jobs that can lead to high-salaried careers."

Manufacturing Day gives high school and college students an opportunity to learn about career opportunities in the manufacturing sector, from production workers to computer numerical control operators to engineers.

Students from Peabody Magnet High School toured AFCO Industries. CLTCC students toured Union Tank Car Company.

"They got a first-hand look at what goes on in a manufacturing plant," said Remus Jones, Workforce Solutions Coordinator-South for CLTCC. "They also were able to ask employees questions about their work. This hands-on learning can help guide their futures."

Baker Manufacturing, Boise Cascade Engineered Wood, Kerotest Manufacturing, and RoyOMartin (Oriented Strand Board) provided tours and presented information to more than 10 regional high school classes.

**For additional information on Manufacturing Day, visit <http://www.mfgday.com>.**



**Students from Peabody Magnet High School tour AFCO Industries on Manufacturing Day.**



**CLTCC students tour Union Tank Car Company on Manufacturing Day.**

# Manufacturing Center of Excellence

*MCE will be a regional training facility for individuals who want to work in manufacturing sector*

In September 2013, Central Louisiana Technical Community College (CLTCC) was awarded a grant under the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program.

"The purpose of the TAACCCT grant is to assist workers who have been displaced by international trade specifically focusing on manufacturing in the Central Louisiana region," said Dr. Geoffrey Dean, Director of CLTCC's Manufacturing Center of Excellence (MCE). "We need to do a better job in this area. State research shows that workforce training is necessary to adequately prepare workers to meet industry demands. This grant will help us train individuals for manufacturing jobs."

The training will take place in CLTCC's new MCE.

"This is one of the most important features of the grant," said Dean. "The MCE will be a regional training facility for workforce education and development. It will support regional industries by providing a well-trained workforce with abilities and credentials that satisfy local manufacturers' labor requirements. We also will use the MCE to provide education and training to current and potential employees that result in stackable credentials," to build industrial careers."

The TAACCCT grant went into effect Oct. 1, 2013, and will continue through Sept. 30, 2017.

To date, renovation plans have been developed, and CLTCC's Workforce Development and Enterprise Services division is currently in lease negotiations for a building. Preliminary designs for the office, instructional, and laboratory areas also are complete and equipment and service specifications are being developed.

The MCE will be developed in three phases to allow for collaboration with local manufacturers.

"We want to make sure that our systems in the MCE and the associated technical education are comparable with the systems and knowledge required to operate and maintain current and future manufacturing processes in this area," said Dean.

Phase one includes the development of discrete systems for the industrial processes that will be represented, which include independent machines and systems with low levels of integration.

Phase two includes system integration and the development of processes that produce scaled products that are representative of processes used by manufacturers in Central Louisiana.

Phase three includes the development of flexible manufacturing systems that are capable of rapid re-configuration based on integrated production control and reporting systems.



CLTCC will offer both "credit" and "noncredit" programs at the MCE.

The credit programs are the conventional career and technical education programs that result in certificates and/or associates degrees.

The non credit programs are for new and incumbent workers and are designed to meet local industry labor requirements and industrial processes. Noncredit programs help individuals acquire skills quickly for immediate employment, enhance existing employee skills, and provide recognition of accomplishment either in the form of a certificate of participation and/or an industry or company-sponsored program completion certificate.

CLTCC partnered with several organizations to secure the TAACCCT grant, including Rapides Parish Workforce Investment Board, Central Louisiana Economic Development Alliance, Louisiana Economic Development FastStart, Central Louisiana Chamber of Commerce, and Northwestern State University.



On Sept. 30, 2014, Central Louisiana Technical Community College (CLTCC) and three other colleges in a multi-state consortium called the “Southeastern Transportation Network” were awarded a four-year, \$10 million grant to train workers for jobs in the transportation industry.

The \$10 million was divided among the consortium, which consists of four neighboring-state institutions in the southeast - Lawson State Community College in Birmingham, Ala., Atlanta Technical College in Atlanta, Ga., CLTCC, and Copiah-Lincoln Community College in Wesson, Miss.

Each college will receive \$2 million. Lawson State, the lead institution, will receive an additional \$2 million for administrative purposes.

The colleges worked together on the grant request in response to the expected growth in the transportation industry, the projected national growth rate for automotive technicians (approximately 17 percent between 2010 and 2020), and a shortage of qualified technicians in transportation-related jobs.

“Today’s transportation vehicles are modern and highly sophisticated,” said Brenda Thompson, Vice Chancellor of Workforce Development and Enterprise Services for CLTCC. “Our local employers have voiced concerns about a shortage of qualified technicians, and we’re working to find solutions. Because of this grant, we will be able to work with numerous employers to train and produce auto body, mobile medium/heavy equipment/diesel, marine, and motorcycle repair technicians.”

CLTCC plans to revitalize, enhance, and expand its automotive technology and outdoor power equipment programs with this grant at its main campus in Alexandria and at its extension campus in Leesville (Lamar Salter) for the 2015 spring semester. These programs will be expanded to other campuses as more funding becomes available.

Targeted populations to be served by the Southeastern Transportation Network include TAA-eligible workers, veterans, unemployed adult workers, low-wage or underemployed incumbent workers, adult basic education completers, and other adults.

“This grant is a major win for each state, the southeast, the workforce in Central Louisiana, our employer partners, and the communities we serve,” said Thompson.

# CLTCC and Southeastern Transportation

## Network Awarded \$10 Million Grant

Network includes higher education institutions in Alabama, Georgia, Louisiana, and Mississippi



Alford Motors

171 Nissan

"It exemplifies the role of technical and community colleges. We're here to meet the needs of our local businesses and facilitate economic growth through higher education and hands-on training."

Some of these local businesses include Cheeks Marine; Hixson AutoPlex; Loewer Powersports; Renegade Harley-Davidson; and Walker Automotive, which are all located in Alexandria; Alford Motors in Leesville; and 171 Nissan in DeRidder.

"We are excited about this training initiative because it means there will be trained individuals in our area to select from when filling technical positions," said Clint Murphy, general manager of Toyota in Alexandria. "Currently, we have to travel outside of Central Louisiana to find skilled labor, which is not our preference. We have good-paying jobs right here, and we want to hire our local workforce."

"The \$2 million grant is a great victory for CLTCC and countless others who worked very hard to secure these funds," said Rand Alford, owner of Alford Motors in Leesville. "We look forward to partnering with CLTCC to develop an on-the-job training facility for future automotive technicians. We hope some of the students choose to continue working with us after graduation and become part of the Alford Motors team."

"We are thankful for the support we received from employers and members of our local, state, and federal government agencies to obtain this grant," said Thompson. "Good things happen when we all work together."

As CLTCC continues to grow and expand, we will be collaborating with Baton Rouge Community College (BRCC) to service students in our Automotive Technology Program who may choose to transfer to BRCC's Transportation Center of Excellence in Baton Rouge, LA.

We will serve as a feeder program to BRCC as well as articulate the BRCC partnership with this initiative.

The award was announced by Vice President Joe Biden, Secretary Thomas E. Perez, and Secretary Arne Duncan in allocation of \$450 million dollars to nearly 270 community colleges across the country. The grant is part of the Trade Adjustment Assistance Community College and Career Training competitive grant program, which is co-administered by the Department of Labor and Department of Education.



# New facility for CLTCC Main Campus in Alexandria

*New campus will be located in downtown Alexandria*

The main campus of Central Louisiana Technical Community College (CLTCC), currently located on South MacArthur Drive, will be in downtown Alexandria in a few years thanks to Advancing Centers of Technology (ACT) 360 and approximately \$2.8 million in matching funds from the city of Alexandria.

Act 360 authorized the financing and construction of 29 projects in the amount of \$251.6 million for Louisiana's community and technical colleges with a required 12 percent local match for state funds. The Louisiana Legislature rightly recognized Louisiana's community and technical colleges must modernize their facilities and provide the training necessary to keep up with the needs of employers. As a result, Gov. Bobby Jindal signed the bill into law in June 2013.

The legislature authorized \$19 million in state funds and required a local match for the new main campus, making the total investment \$21.6 million.

On Nov. 6, 2013, the Facilities Corporation of the Louisiana Community and Technical College System (LCTCS), a private nonprofit 501(c) 3 organization, issued a Request for Property Proposals to select the best site for the Alexandria Main Campus. Proposals were due by Jan. 21, 2014.

On Feb. 24, 2014, after a thorough review process, the LCTCS Facilities Corporation selected the "Downtown Alexandria Now" proposal for the new Alexandria Main Campus.

On Sept. 2, 2014, the Alexandria City Council unanimously approved an ordinance authorizing Mayor Jacques M. Roy to take a variety of actions to implement the project.

Mayor Roy has called the relocation of CLTCC's main campus the city's "No. 1 project." The economic impact is projected to be approximately \$50 million during the construction phase. The long-term economic impact is expected to be in the hundreds of millions of dollars.

In an interview with the *Town Talk*, Mayor Roy said, "The decision to help fund this project is a no-brainer because of the positive impact it will have on downtown as well as on the city and region."

"We are extremely grateful for the support we are receiving from the state and the city of Alexandria," said Jimmy Sawtelle, Acting Chancellor of CLTCC. "Their commitments exemplify the confidence that they have in our ability to succeed. They are providing CLTCC with the infrastructure and tools needed to produce more highly skilled workers in Central Louisiana and bridge the workforce gap in our state."

The new main campus will be built from the ground up. It will be located across from the federal courthouse on Murray Street in downtown Alexandria.

***This is a conceptual drawing. It does not represent the final architectural plans.***

## Downtown Alexandria Site Phase I





Universal Plant Services dedicates new manufacturing facility.

# CLTCC Develops Millwright Training at its Rod Brady Campus in Jena to Help New Machine Services Plant

**M**erriam Webster's dictionary defines a millwright as a person whose occupation is planning and building mills or setting up their machinery, and/or one who maintains and cares for mechanical equipment (as in a mill or factory).

To meet the growing needs of industry for millwrights, Central Louisiana Community College (CLTCC), the Louisiana Workforce Commission, and the Louisiana Economic Development FastStart partnered to develop a millwright apprentice training program for Universal Plant Services Inc. (UPS), a new machine services plant in Jena.

"UPS needed help filling 40 to 50 entry-level millwright positions," said Remus Jones, Workforce Solutions Coordinator-South. "They came to us with a need, and we coordinated the resources needed to meet their need."

"When we partner with businesses like UPS to develop training programs based on their needs and then help our local workforce acquire the skills the employer wants, we're truly fulfilling our purpose as a technical community college," said Brenda Thompson, Vice Chancellor of Workforce Development and Enterprise Services.

The program provides individuals with the basic skills necessary to qualify for entry-level positions into this important and dynamic vocation.

"The trade is important, challenging and rewarding," said Rodney Russell, Workforce Development and Enterprise Services Instructor at CLTCC. "Keeping equipment running at peak performance is essential to profitability and maintaining competitiveness in the world market. Generating the tradesmen needed to continue manufacturing excellence today and in the future is an ongoing cooperative effort requiring commitment of business, education, and government institutions."

CLTCC and UPS personnel developed a curriculum that provides training in four major areas: millwright fundamentals, mechanical components, mechanical systems maintenance, and safety and health topics.

"The training is tailored to meet the needs of UPS. Emphasis is placed on working in the natural gas transmission industry. Repair and service of large engines and compressors also is key in the UPS business plan," Russell said. "The academic portion of the training is presented online. There's also discussion with quizzes for each module. Practical exercises that support this training are practiced and critiqued on trainers in the shop area."

The real-life equipment is designed to replicate situations that a millwright faces in the course of his or her work. Students receive hands-on practice via the following equipment:

- The mechanical drives trainer provides training on securing and lining up various tools with power/drive systems.
- The mechanical fabrication trainer teaches familiarization and proper use of hand tools, torque wrenches, fasteners, etc.
- The pump systems trainer teaches proper operation and troubleshooting both dynamic (centrifugal) and positive displacement (gear) pumps.
- The precision gauging trainer is used to develop and practice proficiency in the use of precise measurement tools such as calipers, micrometers, dial indicators, snap gauges, gauge blocks, step-pin gauges, bore gauges and rules.
- The metal lathe allows familiarization with turning to specific dimensions.
- The milling machine is used to familiarize leveling and setup for machining parts.

While CLTCC continues to work with UPS to refine the millwright curriculum, other companies have expressed interest in graduates of the program and are seeking individualized programs of their own.

UPS announced its plans to invest more than \$3.9 million and create 95 new direct jobs in Jena in December 2012. Construction of the facility began in August 2013. The facility officially opened for business in May 2014.

# CLTCC and AFCO Industries Develop 40-Hour Welding Training Course

Residents gain new skills and new job prospects



CLTCC students receive certificates after completing a 40-hour MIG welding class at the AFCO Industries plant in Alexandria.

**Front Row:** Judith Gambino (AFCO), Laken Reed, Christopher Simon, Richard Bruce, Omenia Owens, Julie Bonial (AFCO), and Remus Jones (CLTCC)  
**Back Row:** Marvinette Holly (CLTCC), Don Fowler (AFCO), and Mike Stuchlik (former CLTCC Welding Instructor)

The Workforce Development and Enterprise Services division of Central Louisiana Technical Community College (CLTCC) and AFCO Industries recently developed a 40-hour Metal Inert Gas (MIG) welding training course to prepare students for immediate employment opportunities with AFCO.

CLTCC provided the instructor and identified students with the following qualifications:

- **Basic welding knowledge and skills acquired in previous welding training classes taken at CLTCC**
- **Ability to pass a drug test**
- **A bronze on the WorkKeys Assessment**

AFCO provided all of the materials, supplies, and personal protective equipment for the students. AFCO also paid the students \$10 per hour while participating in the training course.

The training was conducted at the AFCO plant in Alexandria from 3:30 p.m. to 12 a.m. for a period of five days.

Upon completion of the five-day training course, Remedy Staffing, a staffing agency in Alexandria that provides employment services to AFCO, hired the students to work at AFCO for a probationary period of 90 days. The students received an immediate salary increase from \$10 per hour to \$12 per hour. If the students are officially hired by AFCO, their salaries will increase to \$14.75 per hour with full benefits.

"It was a great learning experience and an opportunity for me to start a career," said Richard Bruce, a participant in the training program and a second-year welding technology student at CLTCC.

"These students are confident in their abilities, and they have a lot of very positive energy," said Don Fowler, President of AFCO. "CLTCC has done a great job preparing them for this opportunity. Early reports indicate that these students are ready for long-term employment with AFCO."

"This partnership is a good example of how CLTCC can help local businesses regardless of the type of request," said Remus Jones, CLTCC Workforce Solutions Coordinator-South. "We do our best to accommodate our employers, and when we work together, we put people to work, reduce unemployment, improve the lives of individuals in our community, and grow our economy."



## DIS-TRAN Steel

# Looking for Skilled Welders and Fitters



**D**IS-TRAN Steel, a subsidiary of Crest Industries, LLC, is looking for skilled welders and fitters. DIS-TRAN Steel provides engineering and manufacturing of high voltage steel structures to the utility industry. Their manufacturing facilities use state of the art production systems producing substation support structures, transmission towers and specialty structures.

The ideal candidates are individuals with at least one year of Gas Metal Arc Welding (GMAW) experience.

"Remaining competitive in our market is very important to us," said Jodie Robeau, Operations Manager. "At DIS-TRAN Steel, pay for experienced welders and fitters is up to \$25.50 per hour."

For applicants without GMAW experience, DIS-TRAN Steel is working with Central Louisiana Technical Community College (CLTCC) to develop general and intermediate level welding classes. Each class is 120 hours in length.

"We are offering several different training opportunities through our partnership with CLTCC," said Robeau. "Students who learn a trade have excellent prospects of quickly establishing themselves in a stable and satisfying career with DIS-TRAN Steel."

"We exist to expand the pool of skilled applicants for businesses like DIS-TRAN Steel, so that they can find the talent they need to grow and succeed," said Jimmy Sawtelle, Acting Chancellor of CLTCC. "One of the goals for Louisiana's community and technical colleges is to quadruple our partnerships with business and industry to 1,000 annually by 2020. Through these partnerships, CLTCC will add and modify certificate and degree programs and develop custom training programs to meet the specific needs of our employers."

In 2014, DIS-TRAN Steel in partnership with CLTCC and Louisiana Economic Development FastStart hosted several job fairs in an effort to find skilled welders and fitters.

To be considered for employment at DIS-TRAN Steel, candidates must be at least 18 years of age, a U.S. citizen, drug free, and possess at least one year of GMAW experience and be committed to the company's attendance requirements.

To become a part of the DIS-TRAN Steel team, welders must be skillful in Metal Inert Gas (MIG) welding and be able to perform full penetration welds with minimal rework on a production based shop floor. Fitters must be capable of fitting steel layouts according to specifications. DIS-TRAN Steel's test specifications can be found online at [www.crestoperations.com](http://www.crestoperations.com).

DIS-TRAN is an equal opportunity employer of individuals with disabilities and protected veterans. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, or national origin.

Crest Industries is the holding company of Beta Engineering, CNR, DIS-TRAN Packaged Substations, DIS-TRAN Steel, DIS-TRAN Wood Products, MID-STATE Supply and Millennium Galvanizing. Headquartered in Pineville, the Crest Companies serve the electric utility, commercial, and industrial electrical contractor, and forestry industries.

# Rapides Business and Career Solutions Center

RBCSC works with CLTCC to help students find jobs

## How do you assist graduating students in their employment search?

### The answer is collaboration.

The Rapides Business and Career Solutions Center (RBCSC) and Central Louisiana Technical Community College (CLTCC) are collaborating to help graduates of CLTCC find employment before they graduate.

"By working with students prior to graduation, we can help them find jobs sooner, quicker, faster," said Elaine Morace, Director of the RBCSC. "Finding a good-paying job is not easy in today's very competitive job market, so the more we can prepare these students, the better their chances will be."

"We can help them locate employers who need employees with the skills they have acquired in areas where they live or nearby," said Dara Antee, Employer Services Representative for the RBCSC. "We also can teach them how to write effective resumes, how to present themselves during an interview, and ensure they are job ready by focusing on aspects important to employers such as teamwork, discipline, and dependability.

One of the primary focus areas in the partnership will be internships.

"We will be looking for employers who are well suited for internships and are willing to accept the challenge," said Brenda Thompson, Vice Chancellor of Workforce Development and Enterprise Services for CLTCC. "Together, we also will develop curricula in partnership with area businesses to supplement classroom education with internships and work-based experiences."

To achieve these goals, CLTCC and the RBCSC recently hired an employment specialist to work directly with students and employers. The two entities are splitting the employment cost of this new position. The individual will work for both CLTCC and the RBCSC.

The new employment specialist also will connect with local employers to learn about their open positions and make students aware of them. By working with employers, the employment specialist also can communicate the skills needed for various positions. CLTCC can then adjust its curricula to ensure its students are receiving the academic and technical skills employers are looking for to grow their businesses.

## CLTCC Partner Spotlight

### Rapides Business & Career Solutions Center (RBCSC)

- The RBCSC assists employers throughout Central Louisiana by matching qualified job seekers with open positions and screening those applicants.
- The RBCSC provides assessment services to employers by testing the job skills of candidates using assessment tools such as SAGE, WorkKeys and Kenexa. These assessment tools can test for basic reading and math skills as well as the aptitude of candidates. Employers frequently want to know about a candidate's teamwork, stability, work discipline and creativity.
- CLTCC and the RBCSC have an ongoing partnership with the Orchard Foundation, a nonprofit local education fund, to provide WorkKeys to employers' job candidates. WorkKeys is a job skills assessment that measures foundational and soft skills. The Orchard Foundation, which is funded by The Rapides Foundation, pays for the entire cost of WorkKeys.
- The RBCSC posts employer jobs on their website at [www.laworks.net](http://www.laworks.net).
- The RBCSC also displays labor market information for Central Louisiana and the state on their website at [www.laworks.net](http://www.laworks.net).
- The RBCSC will be offering seminars in 2015 on how to understand and utilize this labor market information.
- The RBCSC can provide customized business reports for employers.



Amy Guillot, employment specialist, for CLTCC and the RBCSC



P&G employees (left to right) Greg Bunting, Jamie Lewis (Technical Department Manager), Marvin McClain, Matt Arnold, Danny 'J.R.' Welch, Matt Barker, Jason Ross, Eric Stoker, and Jason Tassin received training from CLTCC on hand and power tools, pneumatics, pumps and seals, and hydraulics.



## CLTCC Provides Customized Training for Employees at Proctor and Gamble's Alexandria Plant

The Workforce Development and Enterprise Services division of Central Louisiana Technical Community College (CLTCC) partnered with Proctor & Gamble (P&G) of Alexandria to provide customized industrial maintenance training for P&G's newly hired operators and advanced technical resource members.

CLTCC provided two training sessions for 52 employees. The employees received training on hand and power tools, pneumatics, pumps and seals, and hydraulics. The advance technical resource members also received an additional 160 hours of machine shop training.

"This was a collaborative effort between CLTCC instructors and team leaders of P&G," said Jamie Lewis, Soluble Unit Dose Technical Department Manager. "The mechanical training received from CLTCC was outstanding. Our teams left the facility feeling empowered and motivated to execute with excellence."

"Our job is to find creative ways to provide educational training to business and industry in Central Louisiana," said Remus Jones, CLTCC Workforce Solutions Coordinator-South. "We work with employers to provide customized, hands-on training that will help them succeed."

"At P&G, visual and hands-on training is a must when working to achieve mastery in any aspect of life," Lewis said. "Confucius, one of the greatest philosophers of all time, said 'What I hear, I forget. What I see, I remember. What I do, I understand.' This is a way of life for P&G. Training that allows you to see and touch is the best kind of training for our employees."

If you need workforce training, contact Workforce Development and Enterprise Services.

**Email:** [workforcedevelopment@cltcc.edu](mailto:workforcedevelopment@cltcc.edu)  
**Phone:** (318) 487-5443

# Cenla Work Ready Network Provides CLTCC, Others Free Access to Job Skills Assessment Products

Central Louisiana Technical Community College (CLTCC) is one of the colleges in Central Louisiana with free access to ACT workforce products that help prepare students for jobs.

Through the Cenla Work Ready Network program, CLTCC can utilize three products:

- 1) Career Ready 101:** a web-based, career training course that prepares students for certification with WorkKeys assessments.
- 2) WorkKeys:** a job skills assessment that measures foundational and soft skills. Assessment through WorkKeys can lead to a National Career Readiness Certificate (NCRC).
- 3) NCRC and NCRC Plus:** a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success. The NCRC Plus adds a soft skills component that links personal characteristics to work-related behaviors.

The Cenla Work Ready Network is funded by The Rapides Foundation through a grant to The Orchard Foundation, a nonprofit local education fund that works with school districts, businesses, and communities to improve educational opportunities in Central Louisiana.

The program is designed to link education and workforce development efforts and align them with regional economic needs. The Cenla Work Ready Network region includes Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Vernon, and Winn parishes, all of which make up CLTCC's nine parishes except for Natchitoches.

"We're grateful that we have access to these workforce development resources," said Brenda Thompson, Vice Chancellor of Workforce Development and Enterprise Services at CLTCC. "The Rapides Foundation has been a great supporter of CLTCC. The Cenla Work Ready Network is a good example of this support."

*"As a technical and community college, our primary goals are to educate and train," said Brenda Thompson, Vice Chancellor of Workforce Development and Enterprise Services at CLTCC. "We can advance the community through education and workforce development. When we achieve these goals, we transform lives and improve the economic well-being and quality of life for all of our communities."*

CLTCC's goal and the goals of the Cenla Work Ready Network are deeply connected.

"As a technical and community college, our primary goals are to educate and train," said Thompson. "We can advance the community through education and workforce development. When we achieve these goals, we transform lives and improve the economic well-being and quality of life for all of our communities."

"The Rapides Foundation supported the creation of the Cenla Work Ready Network with the understanding that workforce is the driver for economic development and income growth," said Joe Rosier, President and CEO of The Rapides Foundation. "The components of the network can help students prepare for and measure real world skills that are valuable for any occupation - skilled or professional - at any level of education."



# What are Career Ready 101, WorkKeys, and the NCRC, and How Do They Fit Together?

## STEP 1

### CAREER READY 101



Career Ready 101 is a training course that prepares you for certification with the WorkKeys Assessment. This is your first step. You will be tested in these 3 core areas:

- ★ Applied Mathematics
- ★ Locating Information
- ★ Reading for Information

Then if you need to brush up on any of these skills, you can do so with lessons designed just for you.

## STEP 2

### WorkKeys®



WorkKeys is a job skills assessment system that can lead to the National Career Readiness Certificate (NCRC).

Your WorkKeys scores in the 3 core areas will determine what level of the NCRC you are eligible to earn.

A new certificate called the **NCRC Plus** ranks individuals in the following soft skills categories:

- ★ **Work Discipline:** Productivity and dependability
- ★ **Teamwork:** Tolerance, communication, and attitude
- ★ **Customer Service Orientation:** Interpersonal skills and perseverance
- ★ **Managerial Potential:** Persuasion, enthusiasm, and problem solving

Individuals can earn the NCRC Plus by taking the WorkKeys Talent Assessment.

## STEP 3

### NATIONAL CAREER READINESS CERTIFICATE (NCRC)

This portable, evidence-based credential measures your essential workplace skills and is a reliable predictor of workplace success.

<b>Bronze</b>	score at least level 3
<b>Silver</b>	score at least level 4
<b>Gold</b>	score at least level 5
<b>Platinum</b>	score at least level 6

## STEP 4

### WHY SHOULD YOU EARN THE NCRC?

Here are four good reasons why:

- ★ Stand out from other applicants
- ★ Show potential employers concrete evidence of your workplace skills
- ★ Learn which workplace skills you can improve
- ★ Build your earning power





# WELDING TRAINING COURSES

## 2015 Workforce Development Welding Schedule

### Alexandria, Winnfield, Jena, Ferriday, Oakdale, and Leesville Campuses

Class	Start Date	End Date	Dates	Times
8 Weeks, Ready 4 Work <b>General</b> Welding	Jan. 5, 2015	Feb. 27, 2015	M,T,W,R,F	5 p.m. to 10 p.m.
8 Weeks, Ready 4 Work <b>Intermediate</b> Welding	March 2, 2015	May 1, 2015	M,T,W,R,F	5 p.m. to 10 p.m.
8 Weeks, Ready 4 Work <b>General</b> Welding	May 4, 2015	June 26, 2015	M,T,W,R,F	5 p.m. to 10 p.m.
8 Weeks, Ready 4 Work <b>Intermediate</b> Welding	June 29, 2015	Aug. 21, 2015	M,T,W,R,F	5 p.m. to 10 p.m.
8 Weeks, Ready 4 Work <b>General</b> Welding	Aug. 31, 2015	Oct. 23, 2015	M,T,W,R,F	5 p.m. to 10 p.m.
8 Weeks, Ready 4 Work <b>Intermediate</b> Welding	Oct. 26, 2015	Dec. 18, 2015	M,T,W,R,F	5 p.m. to 10 p.m.

**NOTE:** This schedule is subject to change based on availability of facility, instructor, enrollment, and/or satisfying customer/student requirement without notice.

### Alexandria, Winnfield, Jena, Ferriday, Oakdale, and Leesville Campuses

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# CAREER TRAINING COURSES



**ed2go is online education available to you 24/7! You can take an online noncredit course anytime and anywhere via your personal computer.**

**Seven reasons why ed2go courses are so popular:**

- Courses are reasonably priced.
- Courses are instructor-facilitated.
- Courses begin monthly.
- Courses contain tutorials and group discussions.
- Participants receive a certificate of completion.
- Courses run for six weeks with a two-week grace period at the end of the course.
- Courses are project-oriented with lessons, quizzes, hands-on assignments, discussion areas, and supplementary links.

## Career Training Courses

### **Accounting Fundamentals I and II**

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, these two courses will give you a solid foundation in managing financial matters.

### **QuickBooks 2011, 2012, 2013, or 2014**

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who prefers a more traditional approach to accounting. You'll gain hands-on experience as you learn how this well-designed accounting program can make it a snap to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

### **Effective Business Writing**

Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

### **Project Management Fundamentals**

An unprecedented demand for project management practitioners exist in today's workforce. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. You'll become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project. You'll learn about project politics and ethics, project measurements, and project closure. You'll be able to develop all sections of a project plan, you'll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

### **Six Sigma: Total Quality Fundamentals**

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost

of non-quality, variation, and total employee involvement. Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

### **Medical Terminology: A Word Association Approach**

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

### **Medical Transcription**

Take your first step toward a lucrative career as a medical transcriptionist! In this course, you'll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. You will go through each of the nine main report types, their formatting requirements, the components of each one, and how they are used in the clinical setting. The knowledge obtained in this course will help prepare you to work almost anywhere in the medical field—doctors' offices, clinics, public health facilities, and hospitals. Hands-on exercises will help you determine if this field is for you. By the end of this course, you'll know the basic report types, have clinical knowledge of major diseases, be able to correct grammar from dictated reports on the fly, and know the next steps you'll need to take!

**Enroll today at**  
**<http://careertraining.ed2go.com/cltcc/>**

# PROFESSIONAL DEVELOPMENT COURSES

## **Certified Nursing Assistant**

Begin a career in health care by completing this 8-week course. The class consists of theory and a clinical experience in a hospital or long-term care facility. The first 75 hours is the theory component (in-class lecture and lab). The last 80 hours consists of a mandatory geriatric clinical rotation. Students completing this course will be certified as a Nurse Assistant by the State of Louisiana.

Background Check: \$35

Students must complete a background check form and provide a \$35 money order before acceptance in the course.

Other Requirements: Certified Nursing Assistant students must provide proof of high school graduation or GED when registering for the class.

Class Duration: 155 Hours

Class Meeting Time: TBA

Class Cost: \$650 (includes required textbooks)

## **Forklift Certification**

Obtain a Forklift Certification in this 8-hour course. This class provides training on sit down counterbalance forklifts. Operators will learn the benefits from a formal operator training course, the requirements of OSHA that are related to forklift operations, and how to recognize potential hazards while operating. The course includes:

- Written Testing
- Hands-On Evaluations
- Wallet-Size Operator Permit Card (good for three years)
- Certificate of Completion

Class Duration: 8 Hours

Class Meeting Time: Saturday, 8 a.m.- 4 p.m.

Class Cost: \$100

## **Occupational Safety and Health Administration (OSHA)**

Today, many jurisdictions, employers, and unions require general industry outreach training to work on job sites and to fulfill their safety training goals. This training program is intended to provide entry-level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards at a job site. The training covers a variety of general industry safety and health hazards that a worker may encounter. Upon completion of this course, students will receive a 10-hour OSHA card in General Industry Safety.

Class Duration: 10 Hours

Class Meeting Time: Saturday, 8 a.m. - 4 p.m.

Class Cost: \$165

## **Basic Business Writing: "Write it Right"**

Improve your written communication in this one-day Basic Business Writing course. The instructor will cover spelling, grammar, and basic sentence structure, including proper punctuation. Participants also will learn how to write emails, letters/memos; how to proofread; and how to format meeting agendas, basic proposals, and reports. There will be several hands-on exercises and activities. This course is for individuals who need a review of basic business communications. The overall goal of this class is to improve your written communication skills and give you that extra edge in the workplace. Students will need a copy of the Associated Press Stylebook, writing paper, and ink pens for this course.

Class Duration: 15 Hours

Class Meeting Time: TBA

Class Cost: \$125

## **Team Dynamics/Creative Leadership**

The course provides eye-opening, insightful, yet practical training for today's and tomorrow's supervisors, managers, business professionals, and leaders via a three-day seminar structured to enhance individual and team performance. This program was constructed with the sole intentions of moving the needle ahead in building your management skills, job performance, morale, and ability to guide others in a direction that will improve the overall organization. The cost is composed of several modules that actively engage all participants which will make learning the material an enjoyable and enlightening experience. Participants will be tasked with real world scenarios.

Class Duration: 15 Hours

Class Meeting Time: TBA

Class Cost: \$125



**CENTRAL LOUISIANA  
TECHNICAL COMMUNITY  
COLLEGE**

# Happy New Year!

from the  
**Workforce Development and  
Enterprise Services team at CLTCC**



## **Workforce Development and Enterprise Services**

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\* Not pictured

Ready 4 Work



**Front Row:** Marvinette Holly (left), Brenda Thompson, and Geoffrey Dean  
**Back Row:** Aman Al Masri and Remus G. Jones