

Exhibit A  
STATEMENT OF WORK

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Shoreline Community College (SCC) shall provide instruction and coordination. This work shall include:

- Provide instruction in spring quarter 2016, offering students up to 20 college credits and industry-recognized NIMS certification.
- Provide coordination and technical assistance during all 3 quarters of the life of the grant, including but not limited to career pathway planning, tuition and funding planning, test preparation, referral to community partner resources, and documentation.
- Provide classes on Friday afternoons, Saturdays, and Sundays in spring quarter 2016. Classes accommodate ESL students via an I-Best design. A second instructor with basic skills expertise is embedded for 50 percent of class time. The instructor will ensure students receive additional support to achieve math and contextualized English language learning.

South Seattle College (SSC) shall provide the following services:

- Provide instruction in MFGT 105, 106, and 120 in summer and fall quarters of 2016.
- Purchase all supplies, consumables, and books required by the course.
- Collaborate with Shoreline Community College to ensure grant deliverables are being met.
- Attend meetings with the Workforce Development Council (WDC) and other program partners as necessary and provide updates on training outcomes.
- Cooperate with contract monitoring activities as required.
- Follow the WDC's service Policies, Guidelines, and Technical Assistance memoranda published on the WDC's website ([www.seakingwdc.org](http://www.seakingwdc.org)) and as established by the WDC, as applicable.
- Coordinate all logistics of the partnership, including classrooms, labs, books and supplies needed for training.
- Ensure organized, up-to-date participant files are maintained which include enrollment documentation, services, training progress and results; copies of certificates, credentials and college credits earned; other services provided, and any other documentation as required by WDC services Policies, Guidelines, and Technical Assistance memoranda.
- Submit quarterly reports to the WDC by the 15th of the month following the end of each quarter. The quarterly report will contain data and narrative information demonstrating progress towards program outcomes and diversity efforts and two customer success stories.
- Coordinate outreach, recruitment and enrollment with WIOA JD-NEG providers.
- Upon confirmation of WIOA eligibility and enrollment, SSC will enroll confirmed participants into the college and the course.

Course descriptions are as follows:

First Quarter - Basic Manufacturing (MFGT105) - 220 hours

This quarter prepares students for future employability to gain employment in entry-level manufacturing - as a Machine Operator including Assembly. It is an introduction to machining using classroom lecture, online and hands-on lab experience. The class covers conventional machining, basic blueprint reading, math, health and safety and an introduction to CNC machining. The class introduces technology sectors, team concepts, team development and problem solving.

Students who complete the first quarter earn NIMS certification - Measurement, Materials & Safety (Level 1). It is possible for a student to gain employment upon completion of the first quarter and still be able to complete the following two quarters since classes are held in the evenings and on weekends.

#### Second quarter - Intermediate Manufacturing (MFGT106) - 220 hours

This quarter prepares students as CNC machine operators. Instruction covers programming, set-up and operation of CNC machines and turning centers, blueprint reading, applied math skills including geometry and trigonometry, machine tool theory, CMM inspection, surface plate techniques and lean manufacturing geometric dimensioning and tolerance. Topics covered: Safety, Lathe Operation, Measurement, Mathematics, Speeds and Feeds Chip Formation, Engineering Drawings, Conversational Programming, Mill Operation. Pre-requisite: Successful completion of MFGT105.

Students who complete the second quarter earn NIMS certification - CNC Turning

#### Operator (Level 1). Third quarter - Advanced Manufacturing (MFGT120) - 220 hours

This quarter prepares students as CNC Machine Operators. Instruction covers advanced programming set-up and operation of CNC machining and turning centers, geometric dimensioning and tolerance, trigonometry, machine tool theory, statistical process control. Topics covered: Safety, Lathe Operation, Mathematics, Speeds and Feeds, Mill Operation, Jigs and Fixtures. Prerequisite: Successful completion of MFGT106.

Students who complete the third quarter earn NIMS certification - CNC Milling Operator (Level 1).

#### Eligibility

Participants to be served must be eligible in accordance with the requirements for WIOA Dislocated Worker (age, selective service registration, citizenship or eligible noncitizen) as outlined in WDC Policy #02-2001 WIA Adult and Dislocated Worker Eligibility, Registration, and Exit, and NEG (long-term unemployed)

**DELIVERABLES**

<b>Spring Quarter 2016 Timeline</b>	<b>Activity</b>	<b>Planned Outcome</b>
February 15- March 31, 2016	<p>SCC will develop and distribute recruitment flyers/media releases.</p> <p>SCC will host three or more timely orientation sessions at South King County WorkSource sites or at South Seattle College locations, in coordination with WorkSource Employment Specialists.</p> <p>SCC will enroll confirmed WIOA DW and NEG eligible participants in South Seattle College/cohort</p>	<p>Reviewed and approved by the WDC</p> <p>15-18 eligible participants enrolled in Spring Quarter 2016</p>
<p>April 8, 2016</p> <p>Ongoing</p>	<p>SCC will teach a cohort Spring Quarter 2016 begins</p> <p>SCC will submit report with final enrollment and attendance to WorkSource Employment Specialists and to the WDC</p> <p>Provide supplies</p> <p>In partnership, SCC and SSC will provide support to retain participants (as needed) in training</p> <p>SCC and SSC will provide support services are provided as needed.</p>	<p>15-18 participants begin</p> <p>Attendance reports are provided weekly</p> <p>Participants have all required materials</p> <p>Program is well coordinated</p> <p>Participants are engaged and well-supported</p> <p>Potential retention issues are addressed proactively</p> <p>Instructors are well supported</p> <p>Progress is shared with the WDC and WorkSource Employment Specialists</p>
June 12, 2016	Spring Quarter 2016 concludes	<p>At least 75% of enrollment participants complete the Quarter, are qualified for entry-level Machine Operator including Assembly, earn NIMS certification-Measurement, Materials &amp; Safety (Level 1), earn 20 college credits</p>

<b>Summer Quarter 2016 Timeline</b>	<b>Activity</b>	<b>Planned Outcome</b>
May-June, 2016	SSC will develop and distribute	Reviewed and approved by

	<p>recruitment flyers/media releases</p> <p>SSC will host three or more timely orientation sessions at South King County WorkSource sites or South Seattle College locations, in coordination with WorkSource Employment Specialists.</p> <p>SSC will enroll confirmed WIOA DW and NEG eligible participants in South Seattle College/cohort</p>	<p>WDC</p> <p>15-18 eligible participants enrolled in Summer Quarter 2016</p>
June 27, 2016	<p>Cohort Summer Quarter 2016 begins</p> <p>SSC will submit report with final enrollment and attendance to WorkSource Employment Specialists and to the WDC</p> <p>SSC will provide books/supplies</p>	<p>15-18 participants begin</p> <p>Attendance reports are provided weekly</p> <p>Participants have all required materials</p>
August 19, 2016	Summer Quarter 2016 concludes	At least 75% of enrolled participants successfully complete the quarter, earn NIMS certification – CNC Turning Operator (Level 1), earn 20 college credits
Ongoing	In partnership, SCC and SSC will provide support to retain participants as needed in training	<p>Program is well coordinated</p> <p>Participants are engaged and well supported</p> <p>Potential retention issues are addressed proactively</p> <p>Instructors are well supported</p> <p>Progress is shared with the WDC and WorkSource Employment Specialists</p>

Fall Quarter 2016 Timeline	Activity	Planned Outcome
August – September, 2016	<p>SSC will develop and distribute recruitment flyers/media releases</p> <p>SSC will host three or more timely orientation sessions at South King County WorkSource sites or South Seattle College locations, in coordination with WorkSource Employment Specialists.</p>	Reviewed and approved by the WDC

	SSC will enroll confirmed WIOA DW and NEG eligible participants in South Seattle College/cohort	15-18 eligible participants enrolled in Summer Quarter 2016
September 26, 2016	<p>Cohort Fall Quarter 2016 begins</p> <p>SSC will submit report with final enrollment and attendance to WorkSource Employment Specialists and to the WDC</p> <p>SSC will provide books/supplies</p>	<p>15-18 participants begin</p> <p>Attendance reports are provided weekly</p> <p>Participants have all required materials</p>
Ongoing	<p>In partnership, Shoreline and South will provide support to retain participants (as needed) in training</p> <p>SSC will support services are provided as needed</p>	<p>Program is well coordinated</p> <p>Participants are engaged and well supported</p> <p>Potential retention issues are addressed</p> <p>Instructors are well supported</p> <p>Progress is shared with the WDC and WorkSource Employment Specialists</p>
December 16, 2016	Fall Quarter 2016 concludes	At least 75% of enrolled participants successfully complete the Quarter, earn NIMS certification – CNC Milling Operator (Level 1), earn 20 college credits

### REPORTS REQUIRED

Spring quarter report on grant activities, including number of students served and number and type of certifications earned.

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### Attachment B BUDGET

The parties have estimated that the cost of accomplishing the work herein will not exceed \$58,879.00

### MONTHLY FEE

	April	May	June	July	August	September	October	November	December
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Instruction		\$33,084							
Navigation and coordination	\$2866	\$2866	\$2866	\$2866	\$2866	\$2866	\$2866	\$2866	\$2867

Monthly fee includes amounts to cover instruction for the month of May 2016 any navigation and coordination for the month of April through December 2016. No other charges or costs may be applied to this Agreement.

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN**

**Office of Budget and Accounting**

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**MEMORANDUM**

DATE: May 31, 2016  
TO: Guy Hamilton  
FROM: Ann Martin-Cummins  
SUBJECT: New Budget Number

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The following budget number and title has been assigned.

<u>APPR INDEX</u>	<u>BUDGET #</u>	<u>TITLE</u>
145	112-6B8G	Contract with South Seattle College WDC Aerospace Cohort - NEG

**Amount:** \$ 58,879

**Funding:** WDC / South Seattle College

**Dates:** April 8, 2016 – December 31, 2016

**Billings:** Monthly

All expenditures related to this budget are to be charged to this budget number as approved by you as Dean following regular purchasing and institutional Human Resources employment procedures.

If you have any questions, please email me at [amartin4@shoreline.edu](mailto:amartin4@shoreline.edu).

cc: Stuart Trippel      Dawn Vinberg      David Pinter  
Jennifer Fenske      Satoko Prigmore      Delene Bryant  
Ruslana Chernetska      Ellen Pincus      Lauren Hadley  
Julie Bathke

