
Procedure Title: Industry Training – Locations and Transactions
Procedure Number: 05-2004-0008
Board Policy Reference: IV.A.

Accountable Administrator: VP for Economic Development
Position responsible for updating: VP for Economic Development
Original Date: August 2004
Authorizing Signature: *Signed original on file*
Dated: 09-07-04
Revised:

Purpose:

The Industry Training Department (ITD) develops and delivers training programs in a variety of locations to meet specific needs of business clients and to upgrade the skills of their workforce. This process requires a consistent procedure for sharing administrative responsibility, recognizing revenue, authorizing expenditures, and managing program related operational and financial records.

Procedures:

Opportunities for Industry training projects can originate in the ITD or any BMCC location. Some projects can be resourced and managed entirely by local campus staff. Other projects benefit from collaboration between ITD and other BMCC staff.

The success of all industry training project components, from initial client contact through project review and reporting, is ultimately the responsibility of the ITD. To fulfill this responsibility, ITD and other BMCC staff follow the procedures in this document, and request revisions to these procedures through the Vice President of Economic Development as needed to improve training outcomes and program quality.

This procedure is linked to and compatible with Administrative Procedure 05-2004-0007, Industry Training – Client Contact and Program Development.

1. BMCC campus or center originated project
 - 1.1. Campus / center staff contact, or are contacted by, the prospective client with an idea or request for Industry training.
 - 1.2. Campus / center staff e-mail client contact information and project notes to ITD staff for entry in the client tracking and project management systems to establish or update client and project records.
 - 1.3. Campus / center staff discuss project needs with ITD staff, and schedule joint work as needed on client follow-up, proposal development, contract terms, and program delivery and administration.

- 1.4. Campus / center staff code registration and financial transactions related to the project using industry training revenue and expense accounts assigned to the ITD. Expenditure authority and responsibility follow the accounts assigned to the project. ITD campus / center staff secure grant funding (if applicable) and add administration of the grant contract to project tasks.
- 1.5. Campus / center staff communicate project updates to ITD staff including client conversations and correspondence, and forward via inter-campus or U.S. mail, project contract(s) to be signed by the BMCC President in compliance with Oregon statutes. ITD staff manage the required approvals and distribution of documents to the President's office, Business Office, and others as required by the terms of the project.
- 1.6. ITD or campus / center staff manage delivery of training according to contract terms, and keep administrators apprised of progress and opportunities for improvement.
- 1.7. ITD and campus / center staff provide ongoing program updates needed to fulfill project and grant reporting requirements. Staff provide these updates to each other, administrators, and other departments (Business, HR, etc.) as required by contract(s).
- 1.8. ITD and campus / center staff meet periodically with the client's designated representatives to insure program quality and to develop the relationship between the client and the college.
2. ITD-Initiated project in local campus / center service area
 - 2.1. ITD staff contact, or are contacted by, the prospective client with an idea or request for Industry training.
 - 2.2. ITD staff enter client contact information and project notes into the client tracking and project management systems to establish the project records, and e-mail initial information to local campus / center staff in the service area(s) of the client.
 - 2.3. ITD staff discuss project needs with campus / center staff, and schedule joint work as needed on client follow-up, proposal development, contract terms, and program delivery and administration.
 - 2.4. ITD staff code registration and financial transactions related to the project using Industry training revenue and expense accounts assigned to ITD. Expenditure authority and responsibility follow the accounts assigned to the project. ITD training or campus / center staff secure grant funding (if applicable) and add the administration of the grant contract to project tasks.
 - 2.5. ITD training staff communicate project updates to campus staff including client conversations and correspondence, and maintain files of project contract(s) signed by the BMCC President in compliance with Oregon statutes.
 - 2.6. ITD staff manage the required approvals and distribution of documents to the President's office, Business Office, and others as required by the terms of the project.

- 2.7. ITD and / or campus staff manage delivery of training according to contract terms and keep administrators apprised of progress and potential problems.
- 2.8. ITD training staff provide ongoing program updates needed to fulfill project and grant reporting requirements. Staff provide these updates to each other, administrators, and other departments (Business, HR, etc.) as required by contract(s).
- 2.9. ITD and / or campus staff meet periodically with the client's designated representatives to insure program quality and to develop the relationship between the client and the college.

SPECIAL FORMS:

Business Office Invoice Request
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