

Federal Vocational Education Act Funding
in the
California Department of Corrections



133462

A DESCRIPTIVE REPORT
1989-1990

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133462

STATE OF CALIFORNIA

DEPARTMENT OF CORRECTIONS
JAMES ROWLAND
Director

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Chief Deputy Director

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For

DEPARTMENT OF CORRECTIONS
VOCATIONAL EDUCATION ACT ADVISORY COUNCIL
ON VOCATIONAL EDUCATION

1990

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DIRECTOR'S STATEMENT

The continuous need for remedies, recommendations, and strategies to resolve organizational problems will almost always include a call for public involvement. The use of ad hoc committees, blue ribbon commissions, and other types of advisory groups are proven ways of involving the public in the functions of an organization.

The potential for advisory groups in the correctional environment cannot be over estimated. To be successful and congruent with public needs, correctional programs must have a direct line of communication between those in the public, business, and industry and those engaged in the criminal justice process. Our commitment to public protection demands that, as correctional professionals, we make the strongest possible effort to slow down the revolving door between prisons and our communities while effectively providing public safety. Therefore, public involvement, as a means of improving inmate training, education, and work programs, is encouraged and highly valued by the California Department of Corrections.



JAMES ROWLAND
Director, California Department of Corrections

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INTRODUCTION



KENNETH D. WILLIAMS, Chairman
VEA Advisory Council on
Vocational Education

Vocational education has a long history of citizen involvement, particularly in the use of advisory committees. Such committees have been a key to the success or failure of occupational training and job placement, especially at the local level. Congress has reinforced this principle, placing in the Vocational Education Act (VEA), a number of requirements that should assure a broader use of lay advisory talents to complement the talents of professionals in the field.

The Department's VEA Advisory Council on Vocational Education is comprised of representatives from private business/industry; education; and law enforcement. It meets on a quarterly basis, usually in selected correctional institutions, to advise the Department on the proper and most effective expenditure of VEA grant funds.

As Chairman of the VEA Advisory Council, I am proud to present the 1989-1990 Descriptive Report on Federal VEA funding in the Department of Corrections.

The Department's VEA Grant Program, serves to supplement and enhance inmate training. The program is committed to improving the quality and quantity of this training by providing funding support to the regular vocational delivery system so that inmates who may benefit from such training will better meet public employment needs upon their release.

During the 1989 - 1990 program year, VEA funds were used to enhance the quality of training in over 60 inmate training programs located in 14 institutions. This report reflects the Council's commitment to advise the Department, Board of Education, the Board of Governors of the California Community Colleges, and the general public regarding policies they should pursue to strengthen vocational training programs in State prisons. Additionally, it is proof that the program and funding advice recommended by the Council is making a positive impact on improved training opportunities for more than 1,961 incarcerated felons.

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ADVISORY COUNCIL MEMBERS IN ACTION



VEA GRANT PROGRAM OVERVIEW

FUNDING PHILOSOPHY

Acquisition of Skills: Vocational education supervisors and instructors should ensure that every inmate who participates in training programs has the opportunity to acquire a high level of trade related and/or employable job skills.

Intrinsic Value of Work: Vocational training programs should be operated on the principle that work has intrinsic value.

Equal Opportunity: Vocational education should provide to all inmates, who may benefit, an opportunity to choose, prepare for and enter careers that will develop their potential, enhance their economic independence, provide them with a sense of satisfaction and high self-esteem regardless of race, creed, color, national origin, sex, age, economic status, handicapping condition or religious belief.

Systematic Planning Process: Vocational education should establish and maintain a planning process that provides for identification of needs; establishment of goals; provision for objectives; evaluation of programs and services; and revision of the overall vocational education delivery system.

FUNDING GOALS

Supplemental Support: Support the Department's Inmate Work Incentive Program through the purchase of training equipment for institutional vocational training programs.

Accountability: Ensure that clear and consistent Federal and State VEA policies, procedures, and standards are in effect and that an ongoing program of compliance monitoring is maintained.

Community Involvement: Ensure the VEA grant program maintains internal and external credibility by developing, implementing, and operating a pro-active advisory council comprised of representatives from private business/industry, education, and law enforcement.

Technical Assistance: Support vocational instructors and staff in their effort to stay abreast of the changing technology within their profession through participation in in-service training programs.

PROGRAM STANDARDS

Courses and Programs of Instruction: are based on the skill, knowledge, and understanding required to perform the specific tasks in the related occupation.

Courses and programs: Include a sequence of educational experiences that lead to occupational competency in specific job tasks.

Program Planning : utilizes trade advisory councils; analyses of current job market data; and organized input from in-

mates, teachers, administrators, and community representatives.

Programs of Instruction: operated in accordance with occupational goals and objectives.

Learning Experiences: of sufficient duration and intensity to enable the inmate to develop the minimum competency required for employment.

Class Enrollment: limited to sizes that ensure effective instruction and complies with federal and state health and safety regulations.

Facilities, Equipment, and Materials: of sufficient quantity and quality to provide inmates with the opportunity to achieve program goals and objectives.

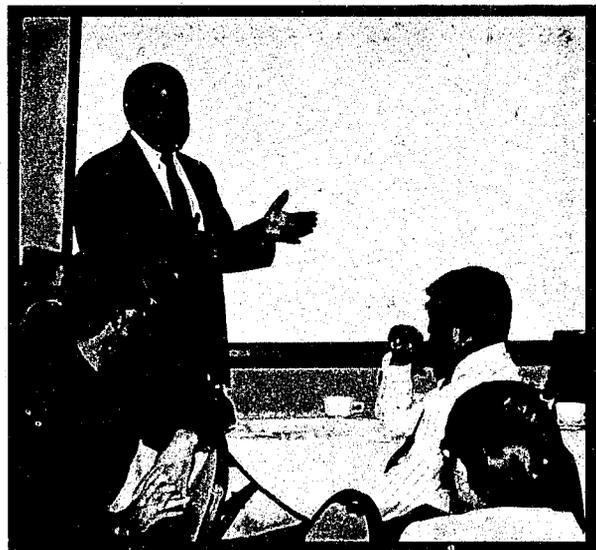
All Courses and Programs of Instruction: conducted and supervised by personnel who meet the standards necessary to teach the subject, supervise, or manage as set forth in the California State Plan for Vocational Education.

In-Service Education Training: for professional and ancillary vocational education staff.

Instructional courses and programs: are evaluated quarterly on the basis of course and program objectives and the effectiveness of the program in preparing inmates to meet labor market needs and other criteria as required.

PLANNING PROCESS

The three-year planning process for VEA supported training programs consists of: (1) information obtained from quarterly compliance reviews of VEA supported training programs; (2) information obtained from the vocational training programs by the Department's Education Services Unit; (3) information obtained from quarterly VEA Advisory Council meetings and tours of institutional training programs; and (4) information obtained from a third-party evaluation of VEA Special Projects.



Quarterly Compliance Reviews: The Department's Vocational Education Consultant reviews each VEA supported program in each correctional institution at least once every three months. The purpose of these reviews is to provide technical assistance to program operators and to maintain program standards as required by the Vocational Education Act and the California State Plan for Vocational Edu-

cation. Quarterly reviews of VEA supported programs help provide the rationale for establishing equipment needs on a Department-wide basis.

Vocational Education Program Reviews: The Education Services Unit makes annual field reviews of vocational education programs. These reviews include the evaluation of shop space, equipment, and staff training needs. Information obtained from the reviews; from monthly reports; and other Departmental sources also help provide the rationale for establishing training equipment needs.

VEA Advisory Council on Vocational Education: The Department's mandated VEA Advisory Council consists of a group of individuals selected from private business/industry; education; and law enforcement. Its mission is to advise the Department of the proper and most effective expenditure of VEA grant funds. This is accomplished through quarterly meetings and tours of institutional training programs. Quarterly institutional meetings and tours provide council members with a Department-wide perspective on training needs as they relate to meaningful employment. This perspective is injected into the planning process in the form of recommendations to the Director for program improvement.

Local Trade Advisory Councils: Chapter 7700 of the California Department of Corrections Administrative Manual requires the establishment of subject-matter trade advisory councils for each institutional training program. These councils are re-

quired to meet on a regular basis for the purpose of advising program operators of current employment trends and on the relevancy of course of study material within their specific subject matter areas. The subject matter trade advisory councils bring a unique perspective to the vocational education planning process because they are often the only source of information institutions receive on the changing technology within their training programs. The advice provided by subject-matter trade advisory council members is also injected into the VEA planning process in the form of recommendations for program improvement.

Third-Party Evaluation of VEA Special Projects: The Chancellor's Office, California Community Colleges, on an annual basis, evaluates special projects sponsored by Vocational Education Act funds. Vocational Education Act funding within the Department is identified as a special project in the Chancellor's Office. During the 1989-1990 program year, the Chancellor's Office evaluated the degree to which the objectives of VEA funding in the Department were met and determined the effectiveness and impact of such funds on institutional training programs. Selected recommendations from the evaluation report were injected into the planning process to establish a rationale for institutional vocational training needs.

Based on the information obtained through the Department's VEA planning process, the following needs for the three-year planning cycle were identified:

IDENTIFIED NEEDS

VEA Compliance Reviews: The Vocational Education Act; the California State Plan for Vocational Education; and the Chancellor's Office, California Community Colleges Grants Management Policies set forth various program standards for operating VEA supported training programs. In order to maintain federal and state compliance with the various program standards and to provide technical assistance as required, there is a need to continue the quarterly monitoring of VEA supported training programs.

VEA Advisory Council on Vocational Education: The Chancellor's Office, California Community Colleges Grants Management Policies for Vocational Education Act Funding mandates the appointment of a vocational education advisory committee. The Department's VEA Advisory Council on Vocational Education plays an integral role in providing a lay-person's perspective to the VEA planning process. There is a need to continue the financial support for the VEA Council to attend its quarterly meetings.

On-Site Welder's Certification Program: The Department establishes an annual contract with the Los Angeles City Department of Building and Safety to provide the written portion of the Welder's Certification Examination. The examination is offered in each institution providing vocational welding. Chapter 7700 of the Department's Administrative Manual requires, institutions, when practical, to make trade certifications available to vocational students--with in-

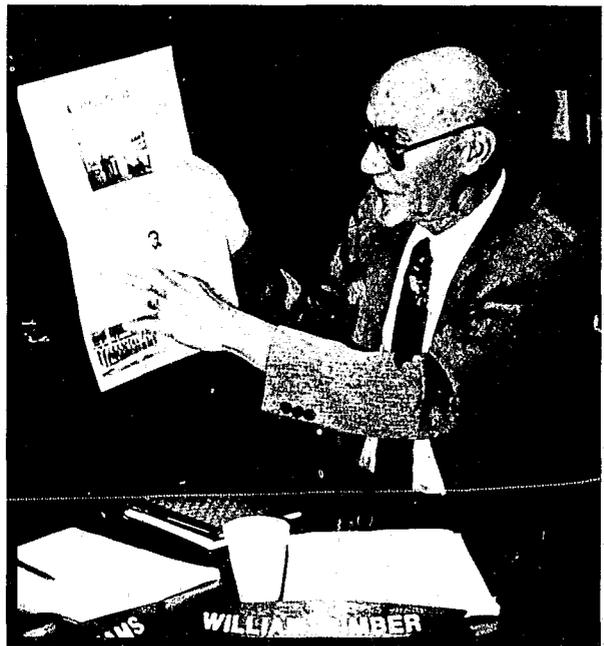
stitutions bearing the cost of such certifications. Because of the high level of success in licensing inmate welders, there is a need to continue to pay the cost of travel and per diem of Los Angeles City staff to administer the written certification examination.

Purchase of Training Equipment for New and Existing Programs: During a 1988 audit of VEA supported training programs, it was noted that some programs experience major problems in replacing training equipment through their regular budgetary process. Even though some program supervisors report success in getting funds for equipment into their capital outlay budget, emergency priorities within the institution often preclude





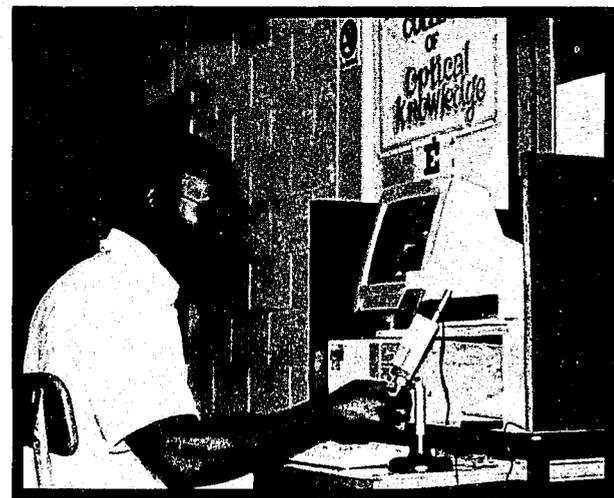
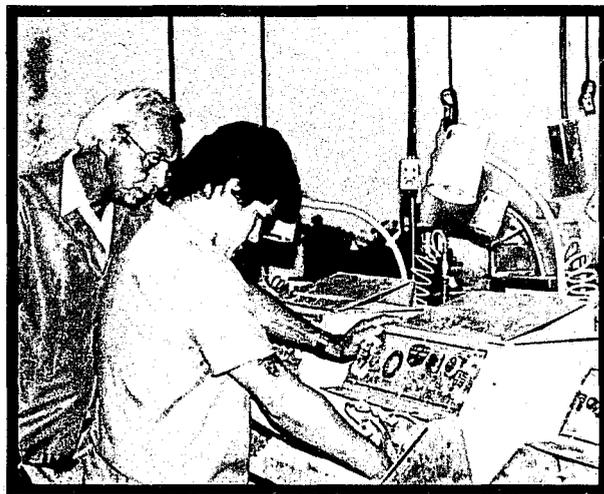
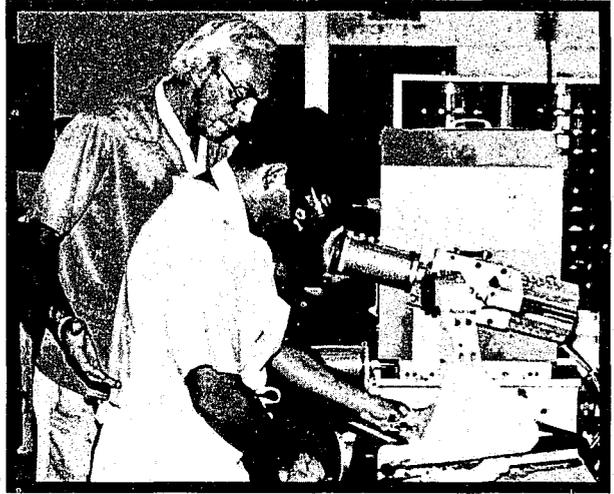
the actual purchase of such equipment. VEA funds have played a significant role in replacing old training equipment and in purchasing equipment to start new programs within the Department. There is a need to continue to use a significant portion of VEA funds to replace antiquated training equipment in selected institutions.

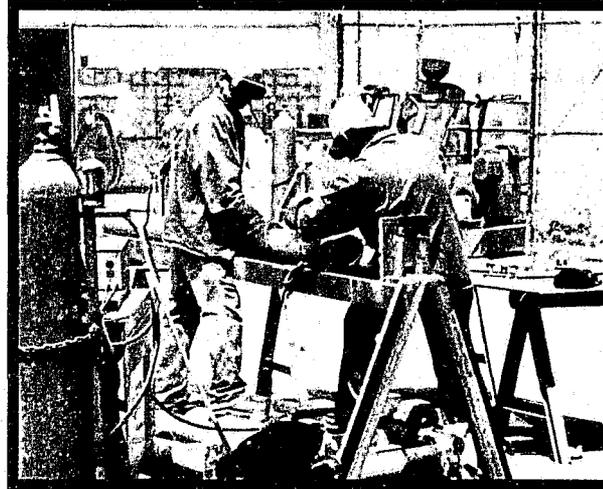
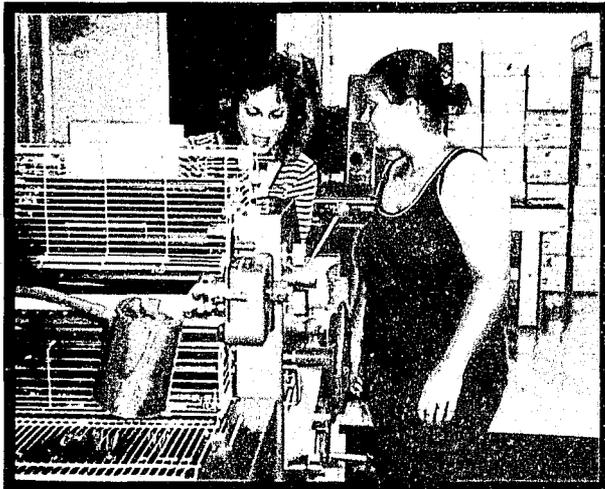
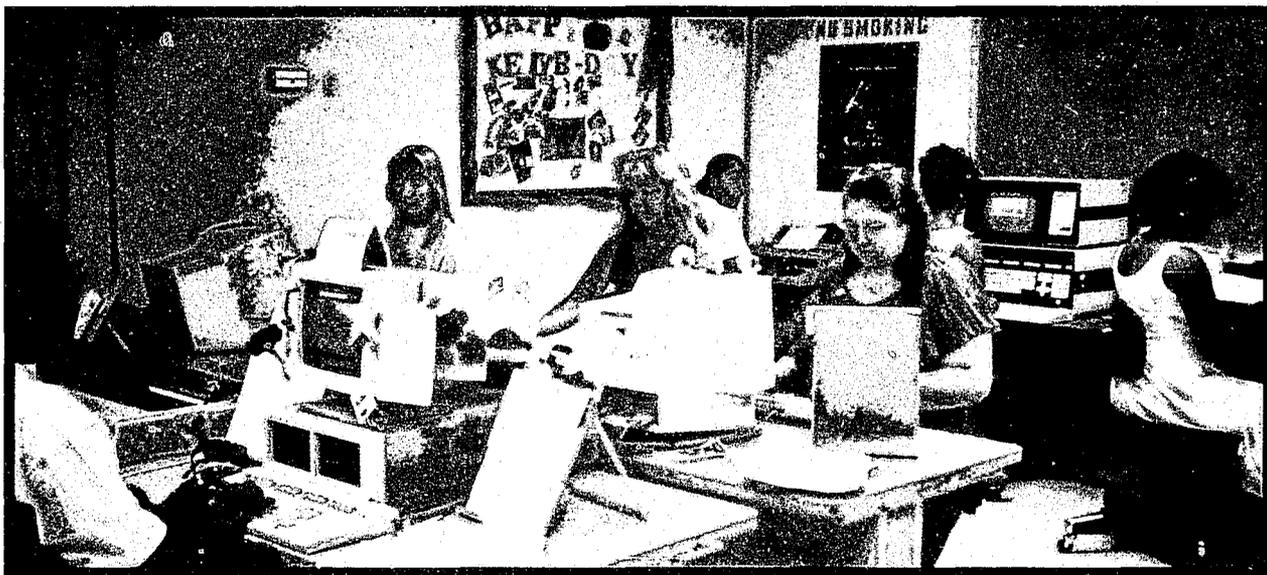
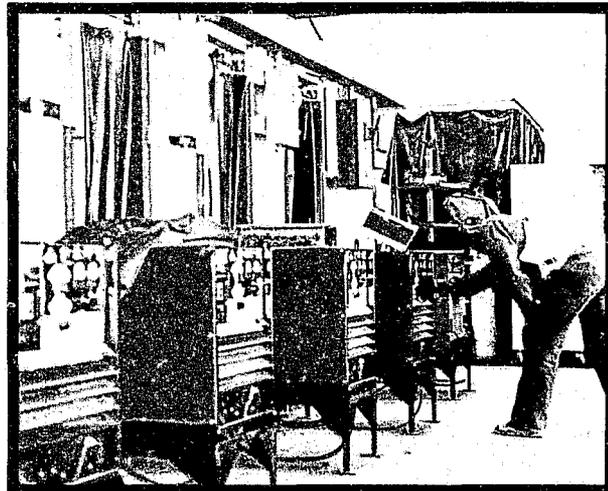
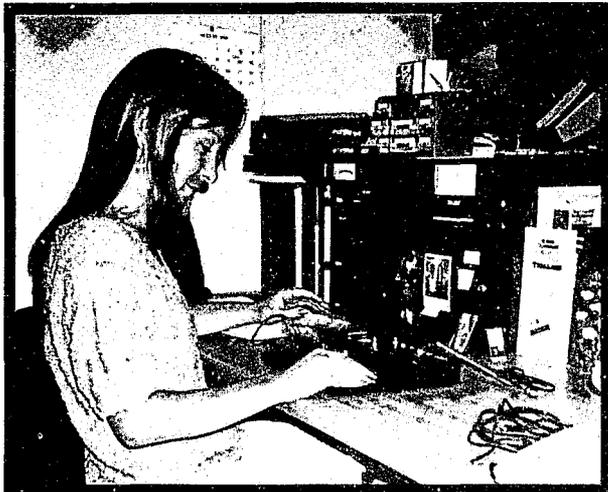


FISCAL SUPPORT

OBJECT	VOCATIONAL INSTRUCTION	ADMINISTRATION	GRAND TOTAL
1. Administration	---	\$22,570 (7.0)*	\$22,570 (7.0)
2. Instructional Aides	\$4,320 (1.0)	---	\$4,320 (1.0)
3. Contracts (Services)	12,700 (4.0)	---	\$12,700 (4.0)
4. Travel/In-Service Training	16,000 (5.0)	---	\$16,000 (5.0)
5. Equipment Purchases	266,849 (83.0)	---	\$266,849 (83.0)
TOTAL	299,869 (93.0)	\$22,570 (7.0)	\$322,439 (100.0)

*Percentage of Total Budget

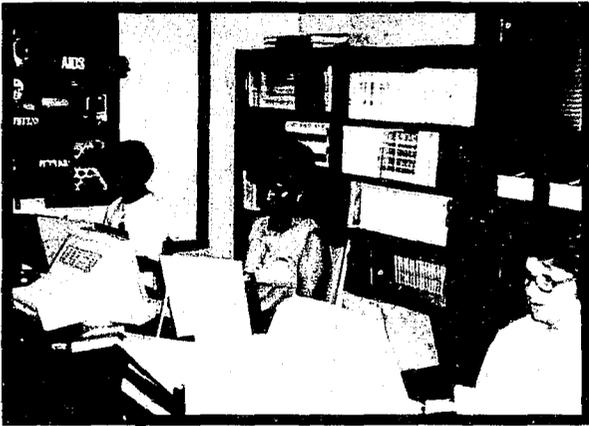
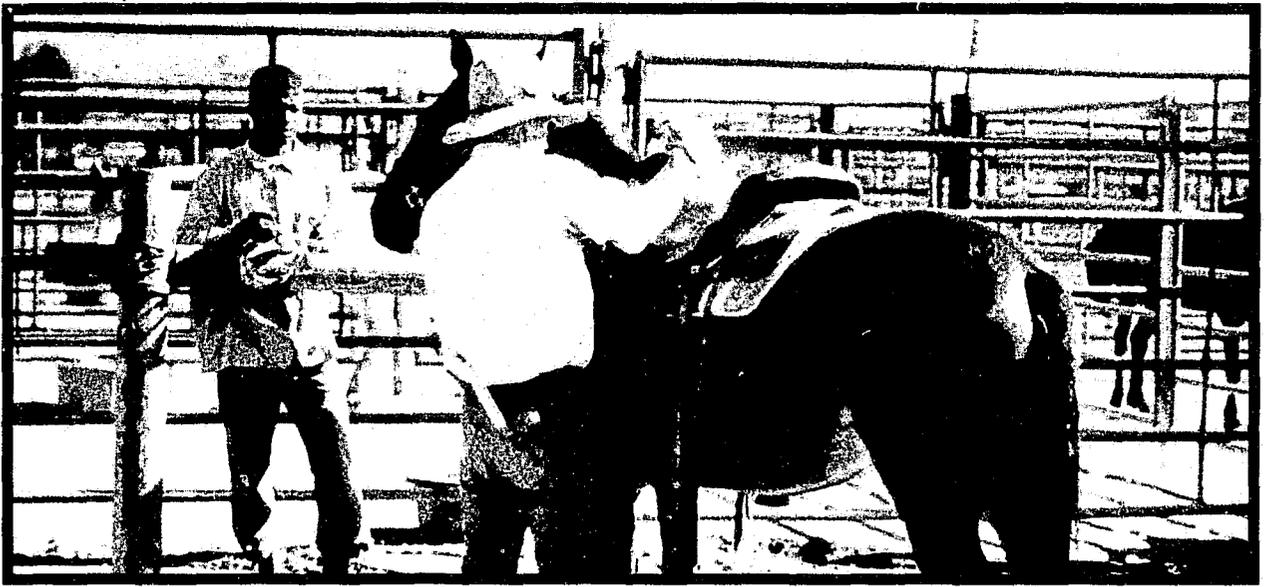


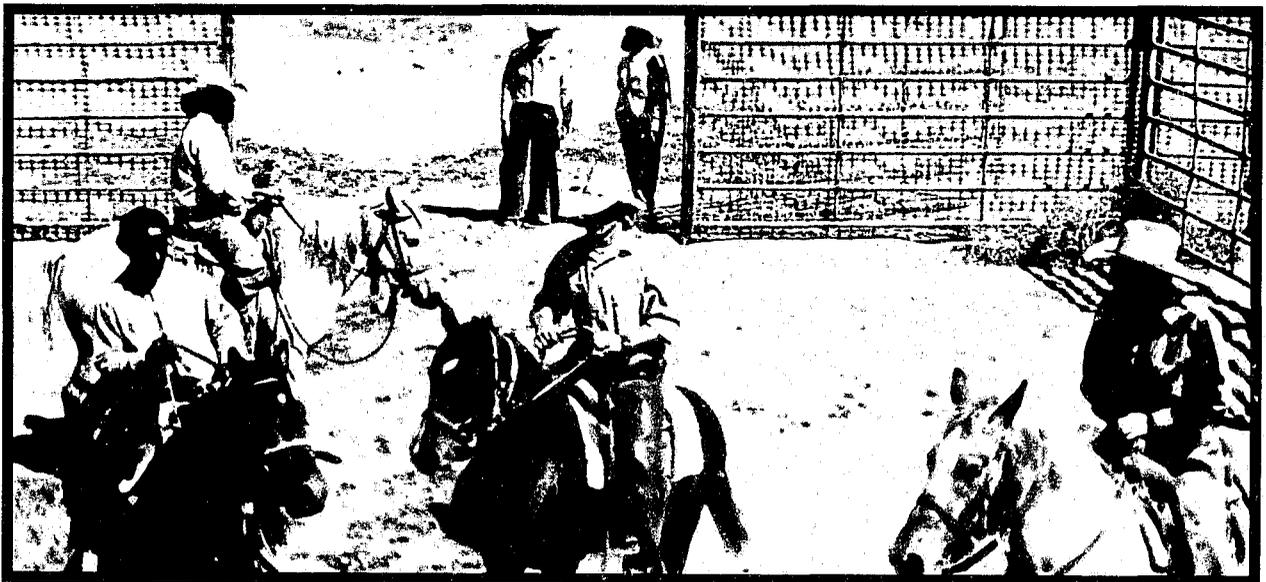
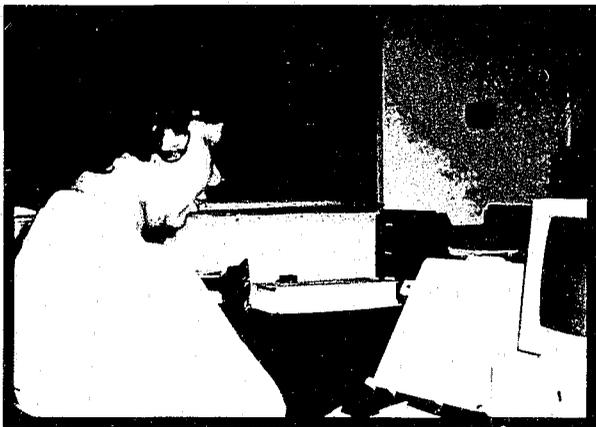
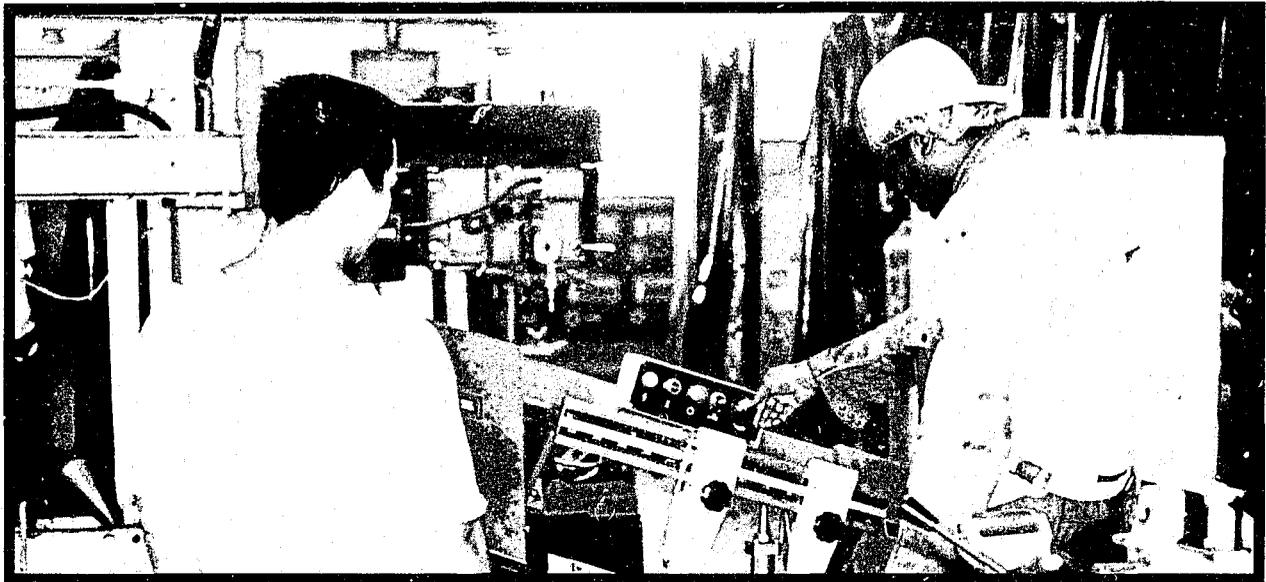


PROGRAM SUPPORT

PROGRAM	Students Served	INSTITUTIONS													
		CCC	CCI	CIM	CIW	CMC	CMF	CRC	CTF	DVI	FOL	NCWF	RJD	SQ	SCC
1. Auto Body & Fender	48					48									
2. Auto Mechanics	492	180	96	24		24		48	24	24	24			48	
3. Building Maintenance	24							24							
4. Computer/Related Tech	120				24	24			24			24		24	
5. Computer Repair	48					48									
6. Commercial Diving	24			24											
7. Diesel Mechanics	24										24				
8. Dry Cleaning	24													24	
9. Electronics	120				24	48	24		24						
10. Eyewear Manufacturing	48												48		
11. Graphic Arts	101			24	24			20			33				
12. Horse Training	24	24													
13. Household Appl. Rpr.	24								24						
14. Machine Shop	72			24							24			24	
15. Drafting	240	48	24	24		24	24	48	24		24				
16. Mill & Cabinet	48						24				24				
17. Office Machine Repair	24													24	
18. Office Services	144				24		24	48				24			24
19. Plumbing	24													24	
20. Refrigeration	24			24											
21. Sewing Machine Repair	48		24			24									
22. Upholstery	24		24												
23. Welding	216	48		24		24							48		48
TOTAL (Students Served)	1,961	300	168	168	96	264	96	188	120	24	153	48	96	120	120

CCC-California Correctional Center • CCI-California Correctional Institution • CIM-California Institution for Men • CIW-California Institution for Women
 CMC-California Men's Colony • CMF-California Medical Facility • CRC-California Rehabilitation Center • CTF-California Training Facility
 DVI-Deuel Vocational Institution • FOL-Folsom State Prison • NCWF-Northern California Women's Facility • RJD-Richard J. Donovan Correctional Facility
 SQ-San Quentin State Prison • SCC-Sierra Conservation Center

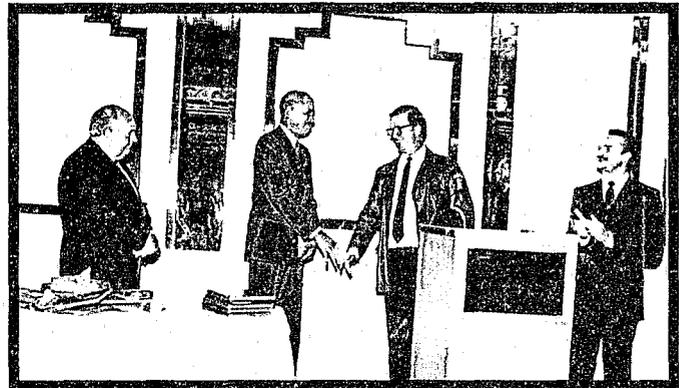




**RECIPIENTS
OUTSTANDING VOCATIONAL INSTRUCTOR AWARD
FOR
1988-1989 PROGRAM YEAR**

AWARDEE	PROGRAM	INSTITUTION*
CAROLE DAVIS	MECHANICAL DRAWING	CMF-SOUTH
JACK DUFUR	UPHOLSTERY	CCI
EDWARD HAMILTON	WELDING	SCC
LARRY HOULE	OFFSET PRINTING	CRC
HERBERT JOHNSON	DIESEL MECHANICS	OLD-FOLSOM
EVA MARIE	OFFICE SERVICES	CMF-MAIN
MASAO MITSUYASU	OFFICE MACHINE REPAIR	SQ
MONTY MARTINEZ	WELDING	SCC
JOEL PARKS	APPLIANCE REPAIR	CTF
VIOLET POWELL	OFFICE SERVICES	NCWF
JERRY SCOTT	DRAFTING	CMC-EAST
NORMA WELLS	OFFICE SERVICES	CIW
PAUL WOODLEY	COMMERCIAL DIVING	CIM

* NOTE: Refer to legend under VEA Program Support Chart on Page 17 for institution codes.



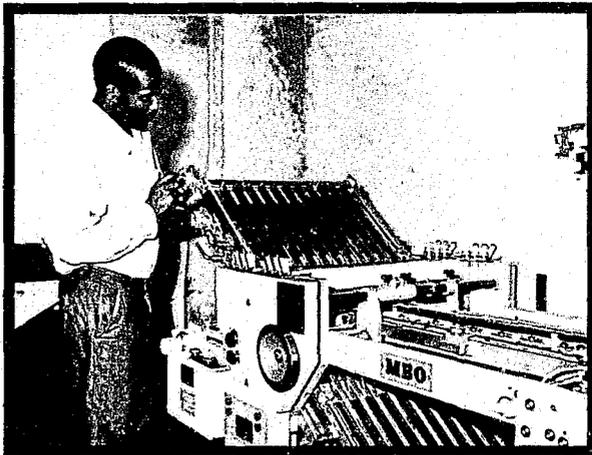
MILESTONES

Objective, Activities, and Outcomes:

1.0 Provide one supervisor to administer the VEA contract and to conduct quarterly compliance reviews of VEA supported vocational training programs.

Activity

1.1 During the 1989/90 program year, the Vocational Consultant conducted three compliance reviews in each VEA supported training program.



Outcome

1.2 In general, each VEA supported training program was found to be operating well within the guidelines of the Vocational Education Act and the California State Plan for Vocational Education.

This objective was achieved, as measured by the quarterly compliance review reports on file in the Office of Community Resources Development.



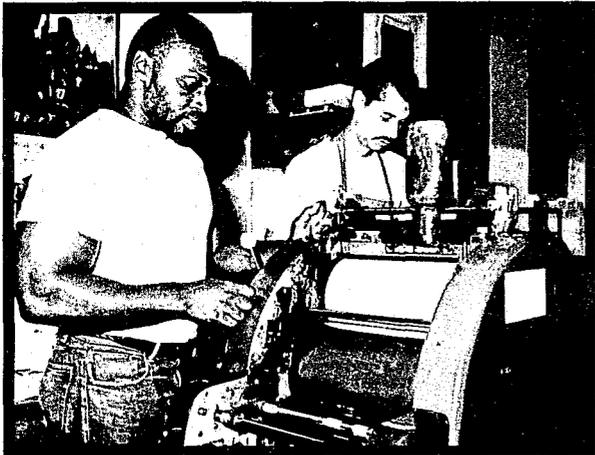
2.0 Replace antiquated equipment and/or purchase new equipment for new programs in selected institutions.

Activity

2.1 During the 1989/90 program year, the Department's VEA Advisory Council on Vocational Education recommended the expenditure of approximately \$266,849 in VEA funds to: (1) purchase word processing equipment for the California Institution for Women and the California Rehabilitation Center; (2) Desktop Publishing systems for five graphic arts programs; (3) Welding equipment for the California Institution for Men, the California Men's Colony, and the California Correctional Center; and (4) Equipment for three auto mechanics programs.

Outcome

2.2 The objective was achieved, as measured by equipment purchase orders and vendor invoices on file in the Department's accounting office.



3.0 Provide financial support for the Department's VEA Council and support staff's travel and per diem.

Activity

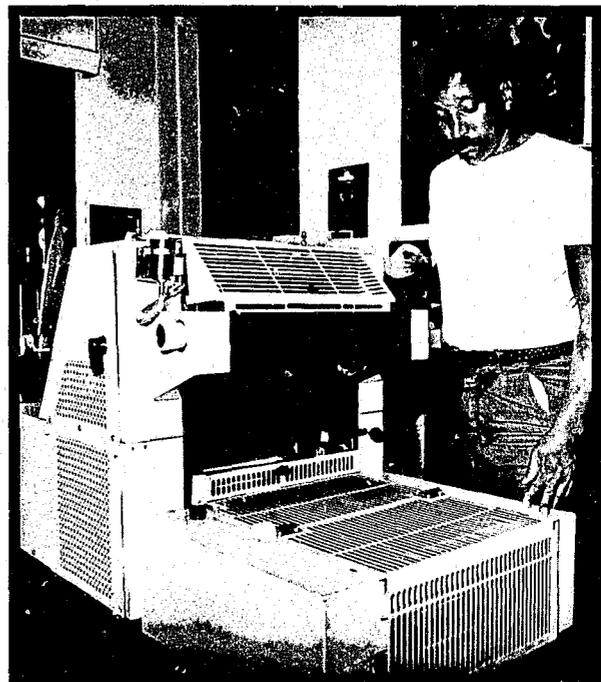
3.1 The VEA Advisory Council of Vocational Education, (whose role it is to advise the Department on the proper expenditure of VEA funds; program development and implementation; and employment) held four meetings during the 1989/90 program year. The meetings, usually held in correctional institutions, afforded Council members an opportunity to personally observe vocational training programs as well as under-

stand the constraints within which they operate.

Outcome

3.2 The Council's most significant accomplishment was its recommendations to the Department on the most effective expenditure of \$266,849 in VEA funds for vocational training equipment.

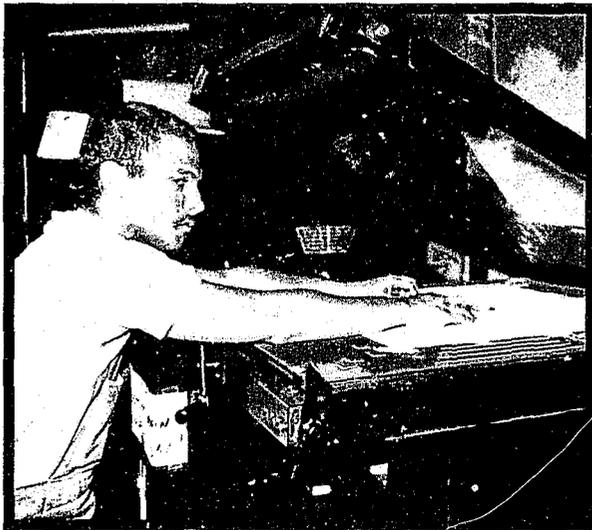
This objective was achieved, as measured by the Advisory Council minutes on file in the Department's Office of Community Resources Development.



4.0 Provide financial support for on-site welder certification of inmates in institutions offering vocational welding training programs.

Activity

4.1 VEA funds were used to establish a contract with Los Angeles City Department of Building and Safety to provide structural steel welding certification examination in six correctional institutions. The contractor: (1) maintained complete control of all welding certification examination procedures and material while providing on-site certification services; (2) proctored and evaluated all welding certification examinations; and (3) issued Los Angeles City Welding Certificates to each inmate who successfully completed the certification criteria.



Outcome

4.2 The pass/fail ratio for the inmate on-site welder certification program was 95 inmates passing with 11 failing.

This objective was achieved, as measured by the Los Angeles City Department of Building and Safety invoices for services rendered on file in the Department's accounting office.

5.0 Provide financial support for six inmate student aides to provide technical training/remedial instruction for disadvantaged and limited English speaking inmates enrolled in vocational training programs at the California Institution for Women.

Activity

5.1 VEA funds were used to support the salaries of six inmate aides in the California Institution for Women's vocational training programs. The aides were primarily involved in providing remedial instruction to disadvantaged and limited English speaking inmates enrolled in the word processing, computer, graphic arts, and electronics programs.

Outcome

5.2 This objective was achieved, as measured by quarterly compliance review reports on file in the Office of Community Resources Development and by salary invoices on file in the Department's accounting office.

Thank you...

Thank you for your interest in the California Department of Corrections.
The 1989-90 VEA Descriptive Report summarizes the major activities and programs of
the VEA Grant Program.