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ABSTRACT

This report describes the current employment status of students who graduated from the Dutchess County (New York) Board of Cooperative Educational Services Technical Center in June, 1996. It is designed to provide summary data concerning the class as a whole, as well as information on how students from individual programs fared. The placement process is described by explaining the functions of the participants--recruiters, instructors, guidance counselors and supervisors, and employers. The procedures for obtaining the information in this report are outlined. A list of 15 placement office activities follows. The charts, graphs, and lists that make up the remainder of the report illustrate an employment summary for 1996 graduates (completers, number available and unavailable for employment, number employed, location of those unavailable for employment); distribution of 1996 graduates available for employment (employed in area of training, unemployed, total employed); employment by program area; distribution of 1996 graduates (employed, unemployed, college and technical, military, and not in labor force); firms employing 1996 graduates; and numbers enrolled in postsecondary education by two-year college, four-year college, technical schools, and military services. The report concludes with graduates' comments and the follow-up survey instrument. (YLB)

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ED 413 478

# 1996 ANNUAL PLACEMENT REPORT

# LEARNING TO MAKE DUTCHESS COUNTY WORK

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**Dutchess County B.O.C.E.S. Technical Center  
Placement Office  
578 Salt Point Turnpike  
Poughkeepsie, N.Y. 12601**

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Telephone (914) 486-4800 Ext. 307**

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## COMPONENT SCHOOLS

Arlington	Pawling	Rhinecliff Union
Beacon	Pine Plains	Spackenkill
Dover	Poughkeepsie	Wappingers
Hyde Park	Red Hook	Webutuck
Millbrook	Rhinebeck	

## PRIVATE-SENDING SCHOOLS

Our Lady of Lourdes  
Tabernacle Christian Academy  
Upton Lake Christian School

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## INTRODUCTION

For twenty-nine years, our students have entered the community work force, military services, and post-secondary colleges and universities following graduation from our programs. They have done it with class. The business and industrial community has been swelled by our graduates who have taken their places in society with positive motivations, skills, attitudes, and the desire to succeed.

Our mission and the purpose of occupational education is to prepare students to become productive, employable, and self supporting members of society. Preparation for employment is not only provided in the classroom, but also by a Placement Specialist who helps students with interview techniques, composing resumes, and effective application preparation. Job placement and career development are the goals of everyone at the Dutchess County BOCES Technical Center — students, faculty and staff. They are, in fact, the goals of the Technical Center itself: To assist students in developing a rewarding career and in obtaining employment when they graduate.

New Visions in health careers was introduced by the Technical Center to eligible high school seniors in September of 1995. The program is an in-depth study of the U.S. Health Care System and is conducted in partnership with Vassar Brothers Hospital and Sharon Hospital. Students observe staff in their actual work situations. This concept allows students to explore a variety of health careers while integrating their academic knowledge with the experience of working in a hospital. Students spend approximately three and one-half to four hours each day in department rotations throughout the hospital or in the traditional classroom setting. It provides a sense of closure to the senior year and a directed transition to the next step of professional development.

The restructuring of many of the nation's top corporations is the cause of a constant struggle between workers seeking job security and those pursuing career advancement. Downsizing, thought by some to be the plague of corporate America in the 1990s, is viewed by others as the savior of American competitiveness in a global economy.

Take Charge Consultants, a management consulting firm, recommends five steps employees can take to increase their own job security and value to an organization.

#### **SIGN UP FOR THE TEAM, IMMEDIATELY —**

Even the most ruthless downsizers value individuals who come forward to offer help during difficult times. Employees should meet with managers on a regular basis to define job descriptions, to understand the new guidelines for evaluating job performance, and to pinpoint the specific efforts that will accomplish mutually rewarding goals and objectives.

#### **PAY ATTENTION TO THE WAY THE GAME IS PLAYED —**

A surefire method for impressing management is to identify ways for improving work processes. Look for ways to streamline work, to reduce second effort, and to eliminate non-value-added work and duplicated efforts. Uncover ways to improve the quality of the end product while reducing overall cost.

#### **STAY MENTALLY AND PHYSICALLY FIT —**

Corporate change can drain mental and physical resources. To combat this, exercise both mind and body. Regular aerobic exercise has been scientifically proven to reduce the adverse effects of stress.

#### **FOCUS ON LEARNING —**

Be a lifetime learner. Develop a better understanding of the industry you work in, and the trends impacting it. Work with management to develop new skills.

#### **NEVER CONFUSE EMPLOYMENT WITH A LIFE-LONG CONTRACT —**

Individuals who flourish during times of change view themselves as independent contractors who provide needed skills at a given time. Assume personal responsibility for growth and advancement, while working toward corporate goals as if they are your own. Stay aware of opportunities that exist both inside and outside of the firm. Work hard, but never count on lifetime employment. Instead, focus on bringing life to the job and staying employable.

Our report represents the current employment status of students who graduated from the Technical Center in June, 1996. It is designed to provide summary data concerning the class as a whole, as well as information on how students from individual programs fared.

## WORKPLACE KNOW-HOW

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These are:

**WORKPLACE COMPETENCIES:** — Effective workers can productively use:

- **RESOURCES** — They know how to allocate time, money, materials, space, and staff.
- **INTERPERSONAL SKILLS** — They can work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.
- **INFORMATION** — They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- **SYSTEMS** — They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.
- **TECHNOLOGY** — They can select equipment and tools, apply technology to specific task, and maintain and troubleshoot equipment.

**FOUNDATION SKILLS:** — Competent workers in the high-performance workplace need:

- **BASIC SKILLS** — reading, writing, arithmetic and mathematics, speaking, and listening.
- **THINKING SKILLS** — the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- **PERSONAL QUALITIES** — individual responsibility, self-esteem and self-management, sociability, and integrity.

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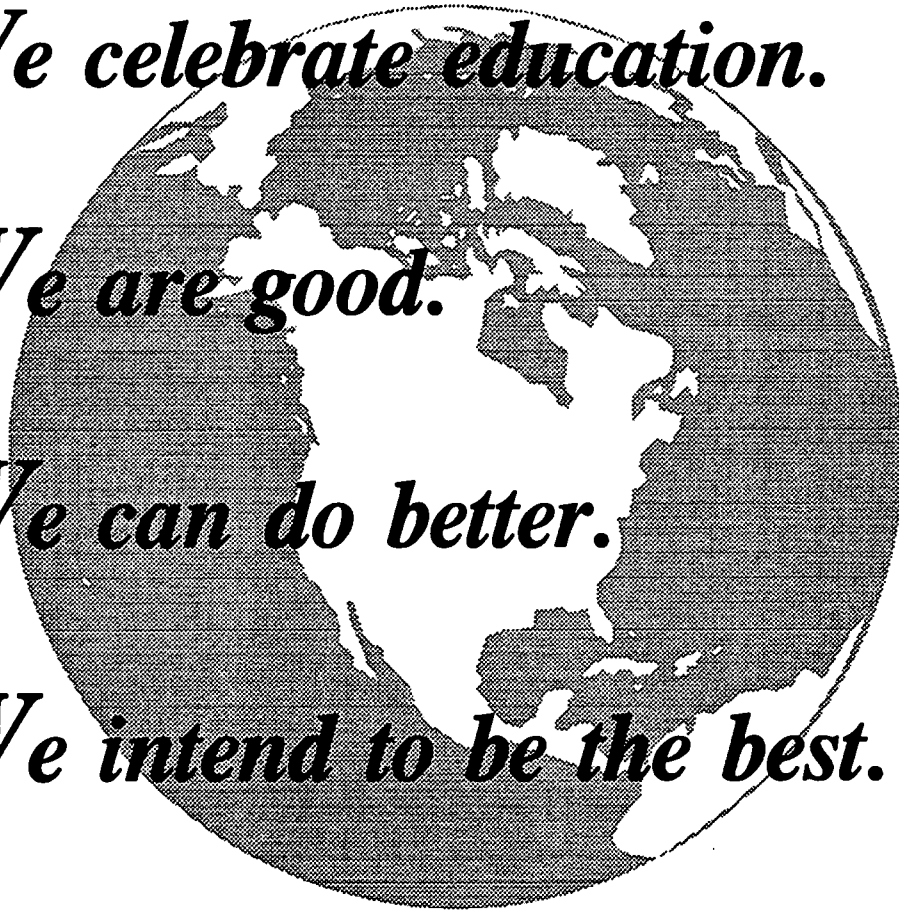
*Source:* The Secretary's Commission on Achieving Necessary Skills, United States Department of Labor. Learning A Living: A Blueprint for High Performance, A SCANS Report for America 2000. Washington, D.C.: United States Government Printing Office, April 1992.

***We celebrate education.***

***We are good.***

***We can do better.***

***We intend to be the best.***





## **THE PLACEMENT PROCESS**

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The placement process at the Dutchess County BOCES is a dynamic one, both in terms of the time span and in terms of the number of people involved. No report can adequately give credit for the many hours needed to properly prepare graduates to meet the demands required by the "*world of work*." The following description will serve to provide a picture of what actually happens by explaining the functions of the participants.

**RECRUITERS:** The placement process begins before a student enters the Technical Center. Members of the Dutchess County BOCES Technical Center's staff travel to the county's high schools to explain the programs offered and stimulate interest of the students. Guidance counselors at the high schools evaluate students' interests and aptitudes. With the permission of parents and home school guidance counselors, and after acceptance by the Technical Center, students are scheduled to attend the Center for one-half of every school day. In addition, tours are arranged for groups of interested students during the spring of every school year. Recruitment of highly motivated students is a crucial first step in the placement process.

**INSTRUCTORS:** The placement process continues in the classrooms and shops as students combine the academic knowledge of their chosen occupations with "*live work*" under the direction of instructors trained to assess the ability of their students to meet the rigorous demands of the labor market. Deficiencies are identified and extra practice and/or special instruction provided to remedy the problems so that their skills will meet business and industry demands.

**GUIDANCE COUNSELORS & SUPERVISORS:**

Guidance counselors and supervisors are available to assist students with school problems. Liaison with home high schools ensures that students can transfer programs to serve immediate or long-range needs.

**EMPLOYERS:** Without the interest and support of the county area employers, who have pride in their occupations and extraordinary patience in working with young people, our placement efforts would be frustrated. Our Technical Center sincerely appreciates the cooperation and support these employers have provided since 1967.

## **THE 1996 PLACEMENT REPORT**

Information for the 1996 Report was obtained between May, 1996 and April, 1997 utilizing the following procedures:

- 1) All full-time job openings received from April through June are referred to the students' respective instructors.
- 2) Correspondence is forwarded to all June program graduates in August advising them again of our placement services.
- 3) Graduates, who are unemployed upon graduation, receive job openings via telephone and/or mail after they leave the Center. This procedure is also followed for any employed graduate who had indicated a desire to receive the notice of openings.
- 4) Our Graduate Follow-Up Questionnaire is forwarded to all program graduates during the month of September, following their June graduation.
- 5) Telephone calls are made during the daytime and early evenings hours. In those cases where graduates are unavailable, their relatives provide assistance.

Confidentiality is maintained since graduates' names and corresponding data are not included in this report or provided to any other agency.

### **PLACEMENT OFFICE**

The Technical Center's Placement Office is staffed by a Placement Specialist and a secretary. Except for holidays, the office is open from 8:00 a.m. to 4:30 p.m. on Monday through Friday from September through July and from 8:30 a.m. to 3:30 p.m. during the month of August. The availability of staff members to provide job counseling and employment information, when needed, is one of the most important responsibilities of the Placement Office.

Our graduates are entitled to lifetime placement services. The Placement Office's involvement with occupational education students does not end upon their graduation, as numerous graduates also use the services available through Placement each year. Our graduates are encouraged to return to their Technical Center alma mater. The Center's Placement Office has even become a source for our graduates, as they become successful employers.

The conducting of the Placement Survey is only one of the activities of the Placement Office and represents an effort to maintain contact with our ever-increasing graduate population. By examining the experiences of our graduates, we gain insight in how to adjust our curricula in order to provide the best possible education for students in all of the courses of study at the Dutchess County BOCES Technical Center.

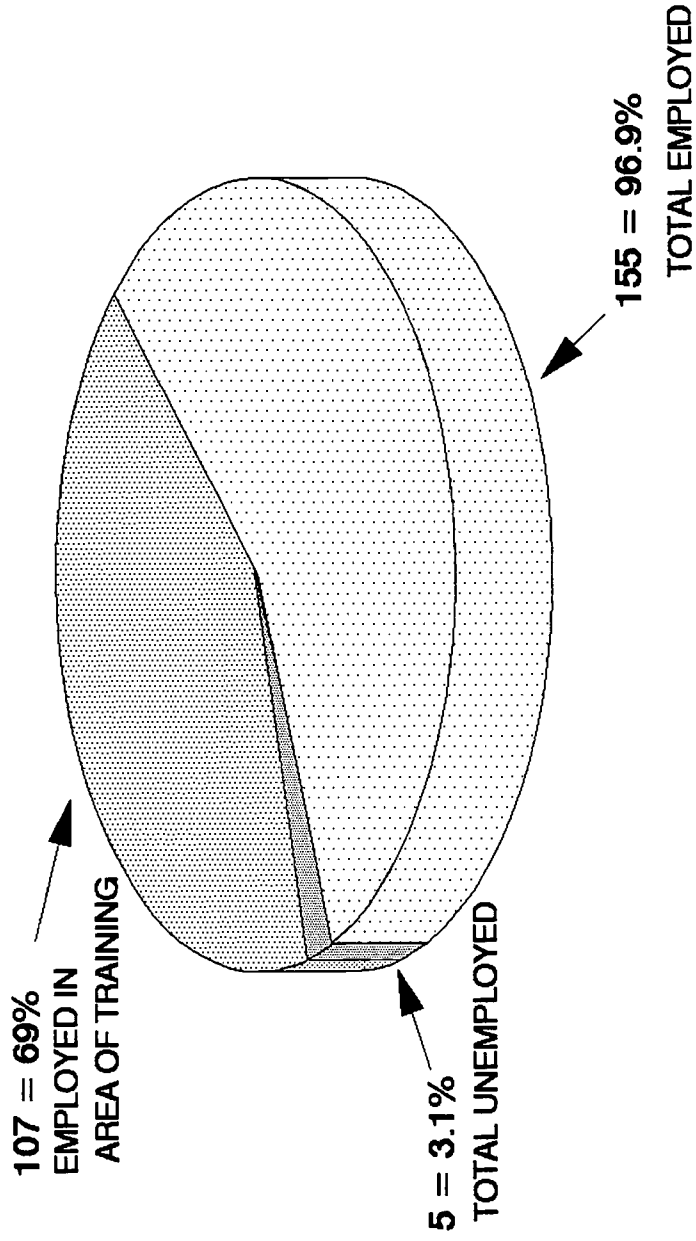
## **PLACEMENT OFFICE ACTIVITIES**

- 1) Serves as a clearinghouse for employment requests and job orders for employers, graduates, and students.
- 2) Acts as the liaison between teachers, students, graduates, and employers.
- 3) Screens potential applicants and refers them to openings.
- 4) Provides prospective employers of graduates with academic information when authorized by the graduates.
- 5) Obtains statistical data on employer needs, the labor market, and the graduate success rate.
- 6) Conducts "*Technical Center Orientation Sessions*" for interested students at their respective high schools.
- 7) Conducts and monitors the Capstone Cooperative Education Program for qualified students.
- 8) Meets with employers to acquaint them with our programs and stimulate their interest in hiring graduates.
- 9) Conducts tours of the Technical Center for employers.
- 10) Prepares the OEDS-1 Enrollment Report of Secondary Students and OEDS-2 Follow-Up Report of Secondary Students.
- 11) Prepares the Annual Placement Report.
- 12) Schedules presentations by Business/Industry and College Admission Representatives for our Technical Center students.
- 13) Assists students and graduates in preparing effective Resumes, Employment Applications and Interview Techniques.
- 14) Presentations to the Guidance Liaison Council.
- 15) Presentations to interested public service and trade organizations.

## EMPLOYMENT SUMMARY FOR 1996 GRADUATES

TOTAL NUMBER OF STUDENTS COMPLETING PROGRAMS .....	409
*TOTAL NUMBER UNAVAILABLE FOR EMPLOYMENT .....	249
TOTAL NUMBER AVAILABLE FOR EMPLOYMENT .....	160
TOTAL NUMBER EMPLOYED .....	155 = 96.9%
TOTAL NUMBER OF GRADUATES PLACED IN AREA OF TRAINING .....	107 = 69%
 *UNAVAILABLE FOR EMPLOYMENT	
COLLEGES AND TECHNICAL SCHOOLS .....	100
COLLEGES AND TECHNICAL SCHOOLS MAJOR RELATED TO TECHNICAL CENTER PROGRAM .....	67
MILITARY .....	10
MILITARY OCCUPATIONAL SPECIALTY (MOS) RELATED TO TECHNICAL CENTER PROGRAM .....	3
NOT IN THE LABOR FORCE .....	139
MEDICAL .....	1
MOVED FROM THE AREA .....	13
NOT INTERESTED IN EMPLOYMENT .....	6
RETURN TO HIGH SCHOOL TO COMPLETE GRADUATION REQUIREMENTS .....	119
 TOTAL .....	 249

# 1996 GRADUATES AVAILABLE FOR EMPLOYMENT



BEST COPY AVAILABLE

# PROGRAMS 1996

	AIRCRAFT MAINTENANCE	AUTO BODY REPAIR	AUTOMOTIVE MECHANICS	BUILDING CONSTRUCTION & MASONRY	COMPUTERIZED OFFICE SYSTEMS	COSMETOLOGY	EARLY CHILDHOOD EDUCATION	FOOD PREPARATION	GRAPHIC ARTS
TOTAL GRADUATES	4	12	24	9	18	24	28	11	21
COLLEGES AND TECHNICAL SCHOOLS	2	4	3	3	8	7	8	6	5
MILITARY	1	0	2	0	0	0	0	0	2
NOT IN THE LABOR FORCE	0	0	10	0	5	2	17	1	9
TOTAL AVAILABLE FOR EMPLOYMENT	1	8	9	6	5	15	3	4	5
EMPLOYED IN AREA OF TRAINING	0	4	3	5	3	9	1	2	2
EMPLOYED IN UNRELATED AREA	1	4	5	1	1	6	1	2	3
TOTAL EMPLOYED	1	8	8	6	4	15	2	4	5
TOTAL UNEMPLOYED	0	0	1	0	1	0	1	0	0
TOTAL PERCENT EMPLOYED	100	100	88.9	100	80	100	66.6	100	100

# PROGRAMS 1996

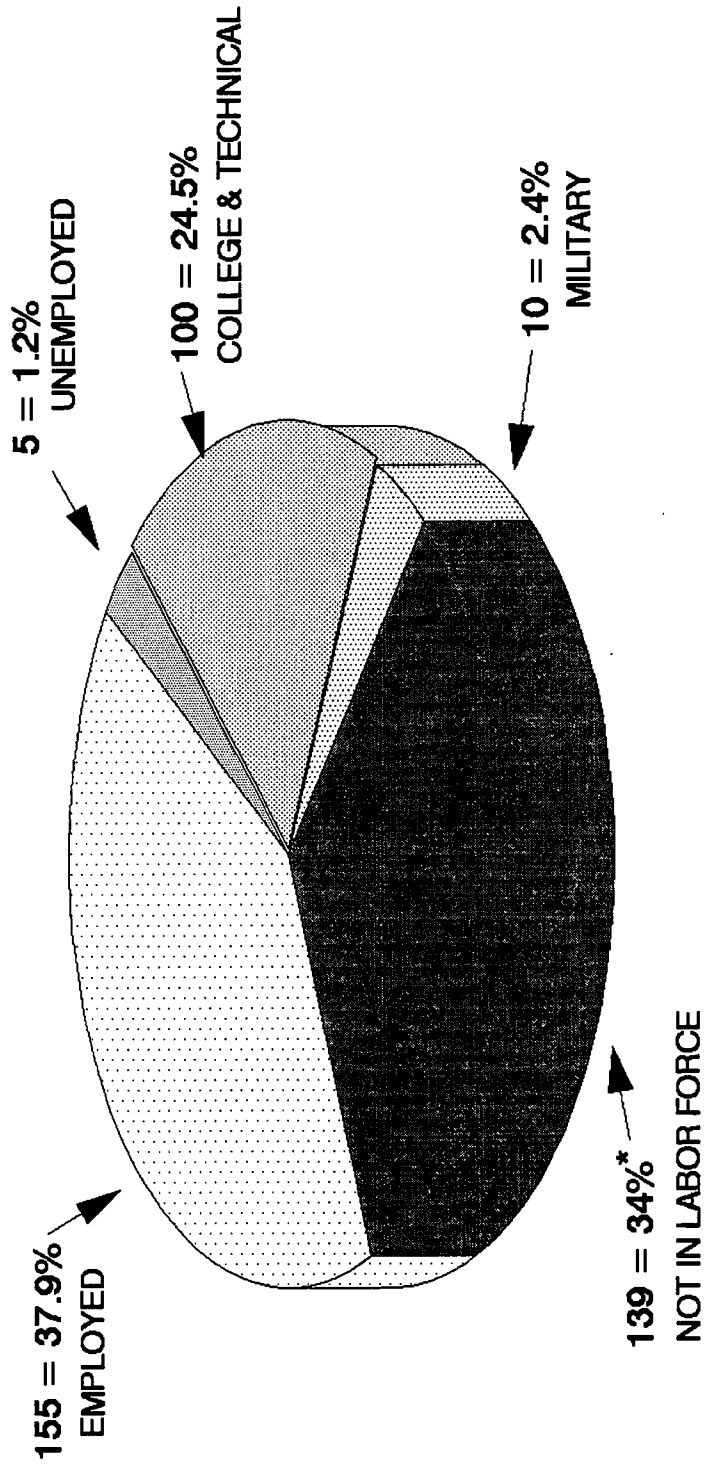
	HEALTH OCCUPATIONS	HEAVY EQUIPMENT DIESEL	INTRODUCTION TO FOOD SERVICES	LANDSCAPING AND GREENHOUSE MANAGEMENT	LICENSED PRACTICAL NURSING	PLUMBING HEATING & CLIMATE CONTROLS	RETAIL & FASHION DESIGN	SECURITY & LAW ENFORCEMENT	TECHNICAL ELECTRONICS
TOTAL GRADUATES	15	13	23	16	52	12	7	45	5
COLLEGES AND TECHNICAL SCHOOLS	1	6	0	2	10	0	3	10	1
MILITARY	0	0	0	0	1	1	0	1	2
NOT IN THE LABOR FORCE	12	3	18	11	2	3	1	22	0
TOTAL AVAILABLE FOR EMPLOYMENT	2	4	5	3	39	8	3	12	2
EMPLOYED IN AREA OF TRAINING	2	3	4	2	34	4	3	2	1
EMPLOYED IN UNRELATED AREA	0	1	1	1	4	4	0	9	1
TOTAL EMPLOYED	2	4	5	3	38	8	3	11	2
TOTAL UNEMPLOYED	0	0	0	0	1	0	0	1	0
TOTAL PERCENT EMPLOYED	100	100	100	100	97.4	100	100	91.6	100

# PROGRAMS 1996

	TRADE ELECTRICITY	COOPERATIVE WORK EXPERIENCE	NEW VISIONS	SMALL ENGINES TECHNOLOGY	TOTALS
TOTAL GRADUATES	11	37	10	12	409
COLLEGES AND TECHNICAL SCHOOLS	2	8	10	1	100
MILITARY	0	0	0	0	10
NOT IN THE LABOR FORCE	7	9	0	7	139
TOTAL AVAILABLE FOR EMPLOYMENT	2	20	0	4	160
EMPLOYED IN AREA OF TRAINING	1	20	0	2	107
EMPLOYED IN UNRELATED AREA	1	0	0	2	48
TOTAL EMPLOYED	2	20	0	4	155
TOTAL UNEMPLOYED	0	0	0	0	5
TOTAL PERCENT EMPLOYED	100	100	—	100	96.9



# 1996 GRADUATES



\* INCLUDES 119 STUDENTS RETURNING TO HIGH SCHOOL TO COMPLETE GRADUATION REQUIREMENTS

## **EMPLOYERS**

### *"Hiring Learning"*

We are particularly grateful to the firms that employ our graduates. During the past twenty-nine years, the Technical Center has developed a close working relationship with hundreds of firms who hire our students for part-time work during the year and provide full-time employment upon graduation.

These firms hire our students and graduates because they can do the job, and in essence, earn their keep with the company. We sincerely appreciate the cooperation and support of the business — industrial community.

### **FIRMS EMPLOYING 1996 GRADUATES**

**ADAMS FAIRACRE FARMS INC.  
AIRCO HEATING AND COOLING CO., INC.  
ALL STAR WATER CONDITIONING COMPANY  
ARNOFF MOVING AND STORAGE, INC.  
A SNIP IN TIME  
A & T AUTO PARTS**

**B & D EXCAVATING CORP.  
BAPTIST HOME  
BARD COLLEGE  
BEAVER POND FARM  
BEST WESTERN MOTOR INN  
BURNS INTERNATIONAL SECURITY SERVICES  
BYRNES MESSAGE BUREAU, INC.**

**C AND B PLUMBING  
CARDINAL HAYES HOME FOR CHILDREN  
CINNAMON TREE CHILDREN CENTER  
COMMAND SECURITY CORP.  
COMMUNITY HEALTH PLAN  
CONCEPTS HAIR DESIGN TEAM  
CONTEMPO CASUALS  
CRESTPARK OF WYNNE  
CULINARY INSTITUTE OF AMERICA**

**DATAHR REHABILITATION INSTITUTE  
DEL'S DAIRY QUEEN  
DOVER UNION FREE SCHOOL DISTRICT  
DR. INDU LAL  
DUTCHESS COUNTY BOCES  
DUTCHESS COUNTY HEALTH CARE FACILITY**

**EDEN PARK NURSING HOME  
ELITE LANSCAPING  
ENTIRELY YOU  
EXPRESSLY PORTRAITS**

**FASHION BUG  
FERNCLIFF NURSING HOME CO., INC.  
FISHKILL HEALTH CENTER  
FOOT LOCKER  
FOX AND THE HARE**

**GOR-DUNS EAST  
GRAND UNION  
GREAT BEGINNINGS  
GREEN MANOR NURSING HOME  
GREYSTONE PROGRAMS, INC.**

**HAHN FARM  
HAIR LACOY SALON, INC.  
HAMEL'S AUTOMOTIVE  
HARMON AND CASTELLA PRINTING, INC.  
HILSNER ELECTRIC, INC.  
HOME TOWN BUFFET  
HUDSON RIVER PSYCHIATRIC CENTER  
HUNT COUNTRY FURNITURE, INC.  
HYDE PARK BREWING COMPANY  
HYDE PARK NURSING HOME, INC.**

**I. G. A.  
INSTITUTE OF ECOSYSTEM STUDIES  
INTERNATIONAL BUSINESS MACHINES CORP.**

FIRMS EMPLOYING GRADUATES (Cont.)

J AND J LOG AND LUMBER CORP.

K MART

LASERCRAFT CONSTRUCTION COMPANY  
LE COLLAGE

LOCAL 137 OPERATING ENGINEERS

LOMASNEY COMBUSTION, INC.

LOVELY HILLS NURSING HOME

LUMELITE PLASTICS CORP.

MABBETTSVILLE MARKET PLACE

MARYKNOLL SISTERS

MATERIAL DAMAGE ADJUSTMENT

MCDONALD'S RESTAURANT

MCKEE CONSTRUCTION COMPANY

MEDICUS

MERCHANTS PRESS, INC.

MICROTECH COMPUTER SERVICES

MID-HUDSON ALCOHOLISM

RECEIVING CENTER

MID-HUDSON VALLEY CONFERENCE CENTER

MILLBROOK DELI

MILLBROOK MEADOWS

MILLBROOK TRIBUTE GARDENS

MINUTE MEN CONSTRUCTION COMPANY

MODERN CABINET COMPANY

MOORE'S LAWN MOWERS AND

SMALL MOTOR REPAIR

NECKLES BUILDERS

NEWBURGH AUTO AUCTION

NEW HORIZONS RESOURCES, INC.

NEW WAVE HAIR DESIGN

NORTHERN DUTCHESS RESIDENTIAL

HEALTH CARE FACILITY

PIT STOP

POUGHKEEPSIE JOURNAL

PRICE CHOPPER

PUTNAM COUNTY HUMANE SOCIETY

PUTNAM NURSING AND

REHABILITATION CENTER

RED LOBSTER

REVCO

RHINEBECK HARDWARE AND  
EQUIPMENT, INC.

SALON DES ARTISTES

SEARS ROEBUCK AND CO.

SERVICE MERCHANDISE

SHOP-RITE HYDE PARK, INC.

SHOP-RITE POUGHKEEPSIE, INC.

SODEXHO FOOD SERVICE

ST. FRANCIS HOSPITAL

STOP AND SHOP FLORIST

STORM KING SCHOOL

STRANG AUTO BODY

TACO BELL

TACONIC NORTH SUPERETTE

TEN BROECK COMMONS

THE CUTTERY

TOWN OF RHINEBECK

HIGHWAY DEPARTMENT

TRADE SECRET

TRAILER KING

ULSTER COUNTY RESIDENTIAL

HEALTH CARE FACILITY

UNLIMITED CARE

VETERANS ADMINISTRATION

MEDICAL CENTER (CASTLE POINT, NY)

VICTORY LAKE NURSING CENTER

VILLAGE ANIMAL HOSPITAL

VILLAGE RESTAURANT

WAL-MART

WELLESLEY INN

WENDY'S

WILLIAM D. SYLVESTER, INC.

WINGDALE DELI

## COLLEGES AND TECHNICAL SCHOOLS

We are proud of our graduates who continue their education at colleges and technical schools. Many of them reported that they entered post-secondary education because of the success achieved and preparation received at the Dutchess County BOCES Technical Center.

### TWO YEAR COLLEGES

Alfred State College of Technology .....	3
Columbia Greene Community College .....	4
Culinary Institute of America .....	4
Dutchess Community College .....	58
Fashion Institute of Technology .....	1
Hudson Valley Community College .....	3
Johnson and Wales University .....	1
New Hampshire Technical College .....	1
Sage Junior College .....	1
SUNY College of Agriculture and Technology at Cobleskill .....	3

### FOUR YEAR COLLEGES

Cazenovia College .....	1
Guilford College .....	1
Hood College .....	1
Bob Jones University .....	1
Loyola College .....	1
Marist College .....	1
Mount Saint Mary's College .....	1
Northeastern University .....	1
Nova Southeastern University .....	1
Quinnipiac College .....	1
Saint John Fisher College .....	1
SUC at New Paltz .....	1
SUNY at Albany .....	1
SUNY at Binghamton .....	2
Syracuse University .....	1
Western State College of Colorado .....	1

### TECHNICAL SCHOOLS

Bryant and Stratton Business Institute .....	1
Lincoln Technical Institute .....	2
Ohio Auto Diesel Technical College .....	1

### MILITARY SERVICES

Air Force .....	2
Army .....	2
Marine Corps .....	2
Navy .....	4

## **GRADUATES' COMMENTS**

It is gratifying to know that so many of our graduates are successfully employed or continuing their education. The success of our Technical Center is reflected in the comments of the graduates.

As part of the *Follow-up Questionnaire* forwarded to all graduates completing programs in June of 1996, we asked:

**"PLEASE STATE BRIEFLY YOUR FEELINGS ABOUT THE BOCES TECHNICAL CENTER."**

---

*"The BOCES Technical Center is a great school and has made an important impact on my life."*

*"I encourage every high school student to attend the Technical Center."*

*"It is a very good step towards focusing on your future career and is an excellent trade/technical school."*

*"It was a good learning experience for me."*

*"They started me in the right direction and gave me a goal."*

*"I would highly recommend BOCES to anyone who is serious about wanting a career."*

*"I was very pleased with the education I received."*

*"The school is a great opportunity."*

*"I would recommend the BOCES Technical Center to anyone."*

*"It helped me choose a career and college major."*

*"During my two years at the Technical Center, I was introduced to a number of experiences and people I will never forget."*

*"The skills I learned at BOCES helped me in my present job."*

*"Because of my Technical Center course, I am now working. I liked the rules and regulations at the Center."*

*"The Tech Center is very safe and learning becomes enjoyable."*

**GRADUATES COMMENTS** (Cont.)

*"I enjoyed and appreciate the training I received. I was well prepared for my college major. The Placement Office is doing an excellent job."*

*"If it were not for the Tech Center, I probably would have quit school. Today, I am in college."*

*"The Technical Center helped me obtain a job."*

*"The BOCES Technical Center was a good experience for me."*

*"I enjoyed my two years at the Technical Center and would recommend it to others."*

*"I really enjoyed the Food Preparation Program. It was comprehensive and has an outstanding teacher."*

*"It taught me to be a better student."*

*"It is a great asset for my future."*

*"A true learning experience for life."*

*"It gives students of any age an opportunity to improve themselves."*

*"It's a great learning experience."*

*"It is the best school I have attended."*

*"The teachers take the time to explain and show students how to do the tasks of their trade and are helpful in solving problems."*

*The Tech Center gives students an opportunity to pursue their careers and jobs in their field."*

*"My program gave me confidence and the knowledge necessary to obtain my job."*

*"It has good programs to assist people with their future careers."*

*"I am proud to have been a student and graduate. My program had an excellent teacher."*

DUTCHESS COUNTY  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

578 SALT POINT TURNPIKE  
POUGHKEEPSIE, NEW YORK 12601-6599  
(914) 486-4800  
FAX# (914) 486-4816



DUANE E. HUTTON, Ph.D.  
DISTRICT SUPERINTENDENT

CLARE C. GARVEY  
DIRECTOR  
OCCUPATIONAL EDUCATION

TECHNICAL EDUCATION CENTER

EDWARD W. HEENAN  
JOB PLACEMENT SPECIALIST

August 30, 1996

Dear Technical Center Graduate:

Congratulations on the successful completion of your Technical Center Program this past June.

If I can be of any assistance regarding your employment needs now or in the future, please contact me at telephone number (914) 486-4800, Ext. 307. We will provide life-time placement services.

Enclosed is my business card for your future reference.

Very truly yours,

  
Edward W. Heenan  
Job Placement Specialist

Enclosure

DUTCHESS COUNTY  
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JOB PLACEMENT SPECIALIST

CLARE C. GARVEY  
DIRECTOR  
OCCUPATIONAL EDUCATION

TECHNICAL EDUCATION CENTER

September 30, 1996

Dear Program Graduate:

Our Technical Center is conducting a Follow Up Survey of all 1996 program graduates.

The purpose of the Survey is three-fold, namely:


- 1) To collect information about you,
- 2) To determine your employment or educational status,
- 3) To assist us in evaluating our current programs.

Your answers to the questions are confidential, and your name will not be associated with any of your responses.

In the event you are unemployed and seeking employment, please telephone or visit the Placement Office on Monday through Friday between 8:00 a.m. and 4:30 p.m.

Please take a few minutes to complete the "Questionnaire" and return it in the enclosed stamped envelope *AS SOON AS POSSIBLE*. Your personal attention to our Survey is sincerely appreciated.

Very truly yours,

  
Edward W. Heenan  
Job Placement Specialist

jr

Enclosure



**Dutchess County BOCES Technical Center  
Placement Office  
578 Salt Point Turnpike  
Poughkeepsie, New York 12601**

**TECHNICAL CENTER GRADUATE FOLLOW-UP QUESTIONNAIRE**

Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Technical Course Completed \_\_\_\_\_ Year Completed \_\_\_\_\_

1. *If employed, please answer the following questions:*

Is your present job related to the Technical Center Program in which you were enrolled?

YES                       SOMEWHAT                       NO

How many hours a week do you work?     under 20                       35 or More

Did the skills that you learned in your Technical Center Program prepare you for this job?

YES                       SOMEWHAT                       NO

What is your hourly wage before deductions?

\_\_\_\_\_ \$ 4.25 to \$ 6.00 per hour  
\_\_\_\_\_ \$ 6.01 to \$ 8.00 per hour  
\_\_\_\_\_ \$ 8.01 to \$10.99 per hour  
\_\_\_\_\_ \$11.00 or more per hour

How did you find your present job?

\_\_\_\_\_ BOCES Technical Center Placement Office  
\_\_\_\_\_ BOCES Technical Center Teacher  
\_\_\_\_\_ Newspaper/Periodical  
\_\_\_\_\_ Family or Friends  
\_\_\_\_\_ New York State Employment Service  
\_\_\_\_\_ Private Employment Agency  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

Where do you work?

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Your Job Title \_\_\_\_\_

Were you working for this company while you were enrolled in the Tech Center Program?

- YES                       No

2. Do you want the Placement Office to continue to forward job openings?

- YES                       No

3. *If unemployed, are you:*     Seeking Employment                       Not Seeking Employment  
If seeking employment, do you have transportation?     YES                       No

4. *If you are now or will be enlisted in the military service, please check the branch of service.*

- Air Force                       Coast Guard                       Merchant Marine  
 Army                               Marine Corps                       Navy

5. *If you are now enrolled as a student at a high school, trade school, community college, junior college or university:*

Are you a . . .                       full-time student                       part-time student

Is your field of study related to your Technical Center Program?

- YES                       SOMEWHAT                       NO

Please check the program in which you are now enrolled:

- Bachelor's Degree                       High School Diploma/Certificate  
 Associate Degree                       Certificate (2 year college)  
 Apprenticeship                       Other

Name of present school \_\_\_\_\_

College Major/Course of Study \_\_\_\_\_

6. What specific things about your Technical Center Program have you found to be most useful to you in your present job?

\_\_\_\_\_  
\_\_\_\_\_

7. Based on your experiences, what suggestions do you have for improving this Technical Center Program?

\_\_\_\_\_  
\_\_\_\_\_

PLEASE STATE BRIEFLY YOUR FEELINGS ABOUT THE BOCES TECHNICAL CENTER.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADVISORY COUNCIL

A close working relationship between the education system and business and industry has always been a key characteristic of occupational education programs. It is only through working with business and industry that educators can determine what skills students should be taught and what occupations have favorable employment opportunities. The principal role of the council is to serve as a link between your Technical Center and the business and industrial community. This linkage is needed for the purpose of maintaining, developing, improving and expanding our programs designed to prepare secondary and adult students with the skills necessary to become employable and productive citizens.

### TECHNICAL CENTER ADVISORY COUNCIL MEMBERS 1995-96

MADELINE BALOG ..... Dutchess County BOCES  
LAURIE BISACCHIA ..... J. C. Penney  
JOHN BREAM ..... Painter's Union  
JOHN DENNIS ..... Richmor Aviation  
BRIDGETT GODDARD ..... Dutchess County Department of Social Services  
KEN HARRIS ..... International Union Of Elevator Constructors  
LES HULCOOP ..... Cornell Cooperation Extension  
RUTH HURD ..... Dutchess County BOCES  
MARY KELLY ..... Ferncliff Nursing Home Co. Inc.  
ANNETTE MANES ..... VESID District Office  
MARY MUCCI ..... Dutchess Community College  
SHAHNA NOLFO ..... Strandz Inc.  
FRITZ SONNENSCHMIDT ..... Culinary Institute of America  
THOMAS STALKER ..... Plumbers and Pipe Fitters Local 201  
STANTLEY STILL ..... Town of Poughkeepsie Police Department  
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Signature: <b>Edward W. Heenan</b>	Printed Name/Position/Title: <b>EDWARD W. HEENAN, JOB PLACEMENT SPECIALIST</b>
Organization/Address: <b>DUTCHESS COUNTY BOCES TECHNICAL CENTER 578 SALT POINT TURNPIKE POUGHKEEPSIE, NY 12601-6599</b>	Telephone: <b>(914) 486-8001-X307</b> FAX: <b>(914) 486-4816</b>
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