I. Cover Memorandum:

A. Persons Preparing Request:

Clara Johnson, Director of the Interior Aleutians Campus  
Rex Goolsby, Construction Trades Technology (CTT) Academic Head  
Bryan Uher, Construction Trades Technology (CTT) Acting Coordinator

B. Brief statement of the proposed endorsement, industry objectives and abbreviated student learning outcomes assessment and implementation plan.

A large percentage of our state and federal infrastructure dollars are spent in rural Alaska communities, building and maintaining schools, utilities, and road services. A facility maintenance program can effectively utilize existing resources to reduce operating costs and save money. The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will train rural residents in the construction trade of facility maintenance to optimize funds, property, and equipment to better service rural communities.

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will train participants in dealing with challenges unique to rural villages. Training will consist of identifying, troubleshooting, and customizing solutions to a building or home need. They will also learn the importance of working with community advocates; tracking and analyzing past maintenance trends; and developing strategies for future maintenance needs.

Research shows that when general construction projects such as health clinics, new school construction or remodel, water treatment plants, fuel tank farms, power generation plants, and home construction are identified in rural villages, the contractor is likely to bring in an “outside” workforce to complete the projects. Lacking basic construction skills, the village residents often watch the “outside” workforce earn wages that are not spent in the village, thus depriving the local economy of those wages.

Many students, mostly rural males, who express an interest in the CTT program are older, non-traditional students who have had limited high school experience and may not have taken previous college courses; typically they are under-prepared for the academic rigor of the Certificate and Associates of Applied Science Degrees. These students have a strong desire to improve their occupational/constructional skills for potential new employment opportunities in and around their villages.

Participants enrolled acquire a clear understanding of construction and facility maintenance techniques through written tests while demonstrating their proficiency in a hands-on practicum. Some skills students will obtain in this endorsement are: hand and power tool
usage; construction techniques for interior and exterior repairs; moisture and finishing protection; safety concepts; drywall repair; installing floor covering; cabinets; maintaining boilers and burners; HVAC applications; and basic plumbing.

Students enrolling in the Occupational Endorsement in Facility Maintenance for Construction Trades Technology program will be expected to complete the following courses:

CTT 130 Introduction to Facility Maintenance 1 credit
CTT 131 Interior Repairs: Drywall, Woodwork Trim, Window Replacement 1 credit
CTT 132 Flooring Installations: Vinyl, Wood, and Parquet 1 credit
CTT 133 Cabinet Installation with Countertops 1 credit
CTT 135 Boiler Troubleshooting and Burner Repair 2 credits
CTT 137 Appliance Troubleshooting and Repair 2 credits
CTT 138 Troubleshooting HVAC System 2 credits
CTT 151 Introduction to Plumbing Tools and Drawings 1 credit
CTT 153 Plastic and Copper Pipe and Fittings 1 credit

Total credits – 12 credits

All of these courses have been approved by the University of Alaska Fairbanks system and will appear in the 2010-2011 catalog.

The Construction Trades Technology (CTT) program bases their overall curriculum on the National Center for Construction Education and Research (NCCER) educational coursework. NCCER is recognized as the primary training program utilized by major industrial and construction organizations through a nationally standardized and certified curriculum. This curriculum is constantly reviewed and revised by industry professionals to keep it current with industry standards. The instructors providing the training attend an intense training program that provides teaching techniques, evaluation processes, classroom administration and leadership, communication, understanding learning styles, and dealing with conflicts within the educational process.

The mission of the Occupational Endorsement in Facility Maintenance for Construction Trades Technology program is to provide accessible vocational, skill-based education through a flexible delivery method to meet the needs of rural Alaskan students.
Objective of the Proposed Program:
1. To prepare a cadre of skilled rural Alaskans to meet the current workforce needs in construction trades.
2. To provide students with usable rural occupational/constructional skills for potential new employment opportunities in and around their villages.
3. To provide a career ladder approach to securing an Occupational Endorsement leading to a Certificate and further to an Associates Degree in Construction Trades Technology.
4. To provide training to rural residents in the construction trade of facility maintenance to optimize funds, property, and equipment to better service rural communities.

C. Provision for review signatures of preparation:

____________________________________________________  ________________
Industry or advisory council representative          Date

____________________________________________________  ________________
Program head responsible for transcription and completion checklist          Date

____________________________________________________  ________________
Dean of school/college housing occupational endorsement          Date

____________________________________________________  ________________
College of Rural and Community Development Academic Council          Date

Signatures for Approval:

____________________________________________________  ________________
Curricular Affairs Committee Chair          Date

____________________________________________________  ________________
President, UAF Faculty Senate          Date

____________________________________________________  ________________
Chancellor or designee          Date

____________________________________________________  ________________
President or designee          Date
II. Identification of the Endorsement

A. Description of the Occupational Endorsement:

1. Occupational Endorsement Title
   Occupational Endorsement in Facility Maintenance for Construction Trades Technology program

2. Admission Requirements and Prerequisites:
   Admission is open to all individuals, especially those in the under-employed rural workforce. Students should have a high-school diploma or a GED, but this is not a requirement for enrollment into the program. A desire to work in the construction industry, to learn useful skills, and to gain an understanding of safe work practices is important.

3. Course description of required catalogue courses.

   CTT 130 Introduction to Facilities Maintenance          1 credit
   This course will provide students with basic safety instruction of hand/power tool and chemical use in the facilities maintenance occupation in accordance with Federal OSHA regulations. The students will be instructed in the safe work practices of Personal Protective Equipment (PPE) requirements. The safety concepts of the course support awareness of job-site hazards and protections, such as lockout/tag out and hazardous communications. Students will become familiar with the application of safety requirements as it relates to facilities maintenance.

   CTT 131 Interior Repairs: Drywall, Woodwork Trim, Window Replacement          1 credit
   This course will provide students with basic theory of drywall repair (removing, replacing, texturing, and painting). Students will learn how to use proper tools in restoring drywall; they will use these tools and learn concepts in applying trim to ceilings, walls, and door frames. Students will have face-to-face instruction and application in selecting, cutting, and fastening trim, removing and replacing damaged windows, replacing opening/closure mechanisms, and in reapplying trims and paintings. Instructor will manage class within proper safety standards and suggested manufacturing specification of installing proper drywall and insulation.

   CTT 132 Flooring Installation: Vinyl, Wood, and Parquet          1 credit
   This course will introduce students to concepts and practical applications of installing Vinyl, Wood, and Parquet flooring coverings. Students will learn how to install underlayment, vinyl flooring tiles, trim, and baseboard components. They will also be introduced to the special tools necessary for correctly installing Parquet flooring with subflooring installation.
CTT 133 Cabinet Installation with Countertops 1 credit
This course will provide students with basic concepts of installing cabinets with countertops and identify different types of cabinet construction (stock, semi-custom, and custom built). Students will be shown different types of wood products and be introduced to special shop tools. Face-to-face instruction and practical application of different techniques of installing base cabinets and top/wall cabinets will be shown.

CTT 135 Boiler Troubleshooting and Burner Repair 2 credits
This course introduces students to the basic components of boilers and burners used in industry for heating residential and commercial properties. Students will have face-to-face instructions and practical activities on the process and safety operations of combustion, boiler thermodynamics, control systems, fuel pumps, ignition systems, draft/venting principles, and boiler operation according to Alaska code. Instruction will cover operational topics dealing with high pressure steam vessels, low pressure hot water systems, proper fuel air mixtures, and temperatures which maximize BTU output. Upon completion of the training each student may sit for the State of Alaska Boiler Class 4 License.

CTT 137 Appliance Troubleshooting and Repair 2 credits
This course will provide students with conceptual and practical applications in troubleshooting and repairing appliances. Students will be instructed in diagnostic skills that support repairing and replacing components in various equipment such as refrigerators, washing machines, dishwashers, clothes dryer, and oven/cook-tops. Class activities will support critical thinking and problem solving in measuring electrical current using voltmeters, analyzing malfunctions, and other difficulties associated with common kitchen appliances.

CTT 138 Troubleshooting HVAC Systems 2 credits
The course will provide conceptual and practical applications for students wishing to become a HVAC technician in technical skills. Topics explored will be diagnosis equipment problems in operation, testing, and adjusting conventional/electronic thermostats. Students will also receive instruction on the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems.

CTT 151 Introduction to Plumbing Tools and Drawings 1 credit
Introduction to a plumber’s basic hand and power tools, their care and maintenance, and safety procedures. Includes the basics of reading plumbing blueprints and drawings and specific plumbing drawings such as isometric and oblique pictorial drawing, orthographic drawings and schematic drawings.
**CTT 153 Plastic and Copper Pipe and Fittings**  
1 credit  
Introduction to the various types of plastic and copper pipe used in the plumbing industry. Includes various methods of joining plastic and copper pipe and a variety of fittings commonly found in commercial and residential dwellings.

**Total Occupational Endorsement**  
Credits 12

### 4. Requirements for the endorsement.

a. Sample course of study and 3-Year Cycle of Course offerings – by request these courses are offered each semester as demand warrants by partnerships.

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<th>Course</th>
<th>Fall 2010</th>
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b. Proposed Catalog Description
The Occupational Endorsement in Facility Maintenance for Construction Trades Technology program will prepare participants in various maintenance skills necessary to properly maintain a building.

The program is intended to be delivered in rural villages and enroll village residents. Admission is open to all individuals, especially those in the under-employed rural workforce. Students should have a high-school diploma or a GED, however this is not a requirement for entry into the program. Students must be willing to work collaboratively with industry employees as construction projects come to rural villages.

Students who complete the program will be encouraged to complete the academic courses required for the Construction Trades Technology (CTT) Certificate and consider continuing and completing the requirements for the Associate of Applied Science in CTT.

B. Endorsement Goals

1. Identification of objectives and means for evaluation.

Objectives:

- To prepare rural village residents for employment opportunities in the construction trades and facility maintenance.
- To contribute to the Alaskan Workforce shortage by providing a program that links work-based skills and hands-on learning to post-secondary education, particularly in rural Alaska, in keeping with the university mission.
• To provide a career ladder beyond the basic entry-level to an under-employed rural workforce particularly Alaska Native men; who are also under-represented at the University of Alaska Fairbanks.
• To recruit and retain students and faculty for a high quality program.
• To successful delivery face-to-face hands-on training in rural villages.

**Evaluation:**

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology program aims to provide entry-level skills for rural students who wish to work in the construction trades. Students who complete the program will have had training based on NCCER curriculum; an industry recognized standard in Alaska as well as the lower 48. During the course of study, students will be expected to pass the written standardized exams and complete the hands on competency-based skills testing.

• Students will demonstrate the skills and knowledge necessary to fill jobs in the facility maintenance construction field in rural Alaska.
• Student will demonstrate skills in: hand and power tool usage; construction techniques for interior and exterior repairs; moisture and finishing protection; safety concepts; drywall repair; installing floor covering and cabinets; maintaining boilers and burners; HVAC applications; and basic plumbing.
• Students will demonstrate their understanding of construction/facility maintenance and how these skills can support their rural villages.
• Students will demonstrate their understanding of how this occupational endorsement can be a stepping stone towards other certificates, associates or baccalaureates degrees.

2. **Relationship of endorsement objectives to industry needs.**

Cost-savings is the watchword for today's business/industry operations, urban or rural. This is true for facility maintenance ventures too. One of the best ways to save money is to educate and train local residents in customizing their construction needs to their village. A facility maintenance program can effectively utilize existing resources to reduce operating costs and save money in rural villages.

Many articles have been published regarding the shortage of a skilled construction Alaskan workforce. Rural communities and villages are faced with a shortage whenever construction projects are funded for rural completion. During the past several years the CTT program has had a positive impact training local residents and preparing them for village construction projects. The Interior Aleutians Campus (IAC) has focused partnerships with regional and local housing authorities who hire CTT program completers. The Interior Regional Housing Authority, the Tanacross Village Council, Copper River Basin Regional Housing Authority and the Council of Athabascan Tribal Government have hired many of the students who have completed the CTT training programs. The Aleutian Housing Authority and the Aleutian Pribilof Island Association are also involved in the training and
the hiring of program completers. Additional partnerships include: University of Alaska Corporate Programs, Alaska Housing and Finance Corporation, Weidner Investments, and J.L. Properties.

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will train rural residents in the construction trade of facility maintenance to optimize funds, property, and equipment to better service rural communities.

3. Occupational/other competencies to be achieved.

The CTT program is focused on providing training in industry required high demand rural workforce skills in the following areas:

- Carpentry
- Plumbing
- Electrical
- Facilities Maintenance

4. Relationship of courses to the endorsement objectives.

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology program targets trades that have been identified by both the State of Alaska and national workforce agencies as having a “critical shortage” of skilled workers, consequently Alaska has a high number of “non-residents” workers.

The program prepares participants for entry-level positions and encourages completion of other academic courses; such a CTT Certificate and CTT Associate of Applied Science. The program allows students to explore several career opportunities in a variety of trades.

III. Personnel Directly Involved with the Program

A. List current faculty teaching the required and elective courses and titles, including brief statement of duties and qualifications.

College of Rural and Community Development

All instructors are journeymen or have extensive knowledge and experience in their related trade areas and are approved as UAF adjunct faculty.

- Robert Kountz C,E,P, HE
- Robert Parker C
- Hilmer Kiser C, E, P
- Curtiss Erhart C
- Leonard Huntington C
- Morris Lynus C
- Rex Goolsby C, E, P
- Dennis Dishon C,E,P
- Tim White E
- Jorge Simmons C
- Christopher Mangrum C
- Stanley Edwin C, I
Blake LaPlant  C       Edward Paulus  C
Michael Brinkmeyer  C       Kerry Jones  W
Mario Gho  C, E       Leland Monroe  C

(C=Carpentry - E=Electrical - P=Plumbing - I=Instrumentation - HE=Heavy Equipment Operations - W=Welding)
All of the above listed Certified Instructors are also certified to instruct Core Curriculum CTT 100. (Basic Safety, Blueprints, and Hand and Power Tools)

Administrative and Coordinating Personnel

1. Clara Johnson, Director, Interior Aleutians Campus
2. Rex Goolsby, Construction Trades Technology (CTT) Academic Head
3. Bryan Uher, (CTT) Acting Coordinator
4. Adjunct Faculty (see list above)
5. Classified Personnel
   One administrative assistant is available to the program. Additional administrative support will continue to be supplied from within IAC.

IV. Enrollment Information

A. Projected Enrollment

The targeted student population is the under-served and under-employed rural Alaska Native males. The target population is the six IAC center areas: Aleutians-Pribilof, Nenana, McGrath, Tok, Yukon Flats, and Yukon-Koyukuk.

Anticipated enrollment is estimated at one cohort from each of the six IAC center areas, additional cohorts are expected as the need arises. Other enrollment is expected outside of these center areas.

Seemingly, there will always be a need for training of facility maintenance in rural homes in Alaska. The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will train participants in dealing with challenges unique to the rural villages.
B. How determined/who surveyed/how surveyed

Student enrollment is determined by the construction and industry need for training. Through conversations with our IAC centers and housing partnerships CTT found a specific need for facility maintenance training in the rural areas. Many of the rural homes and building are older and in need of maintenance and repair. Many elderly and low-income residents need help in the general upkeep of their homes, thus adding to their quality of life.

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will assist residents/students in completing an intensive hands-on program focused on saving money and repairing buildings of commercial and/or residential use. This knowledge will support communities by reducing dependency on outside construction workers and stimulating economic development in low-income communities.

C. Maximum enrollment which endorsement can accommodate (endorsement capacity)

The maximum enrollment in a class or cohort can vary from 8 to 20 students. Over time, there is no limit to the number of classes or cohorts IAC and Construction Trades Technology (CTT) can offer. The occupational endorsement can accommodate multiple enrollments capacities.

V. Need for Occupational Endorsement

A. Employment Market needs:

1. Who surveyed? How? (Standard procedures with industry/advisory council listed)

Formal and informal conversations over the last several years with our IAC centers and housing partnerships reveals a real need/market for facility maintenance training in the rural areas. IAC, IAC centers, and housing partners have witnessed first hand the need to repair and maintain homes/buildings in rural areas of Alaska using local workers.

2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, state surveys, periodic review will ensure the currency.)

Rural Alaska homeowners will continue to need facility maintenance training and skills in their local village, now and in the future. Many rural homes/building are old and need regular upkeep and repairs. These skills are essential in maintaining the quality of life of rural residents.
3. **How have positions been filled to date?**

Unfortunately, unless outside workers are brought in from outside the community to support the maintenance and repairs of rural homeowners, many homes are simply neglected. Thus when they are repaired the cost and expense is higher because of the previous inattention.

**VI. Other**

**Any justification for the endorsement, which might not fit under III and IV above.**

Rural Alaska homeowners will continue to need facility maintenance training and skills in their local village, now and in the future. Many rural homes/building are old and need regular upkeep and repairs. These skills are essential in maintaining the quality of life of rural residents.

**VII. Relations of Endorsement to other programs with the System**

The classes for the Occupational Endorsement in Facility Maintenance encompass UAF approved courses. All of these courses will appear in the 2010-2011 Catalog. These classes can be rolled into other CTT Certificate and Associate degrees.

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<th>Course</th>
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CTT 137 Appliance Troubleshooting and Repair | X | X | X | X | X | X | X

CTT 138 Troubleshooting HVAC System | X | X | X | X | X | X | X

CTT 151 Introduction to Plumbing Tools and Drawings | X | X | X | X | X | X | X

CTT 153 Plastic and Copper Pipe and Fittings | X | X | X | X | X | X | X

VIII. Implementation/Termination

This occupational endorsement will fall under the current CTT program and will utilize current CTT funding resources. It is anticipated that this endorsement will open new doors for rural residents who are beginning their education in the construction field. This endorsement will give these students credentials and knowledge which they can build on in the future.

The CTT Program has expert faculty and adjuncts trained and approved by the UAF System. They are experienced and knowledgeable in the latest methods and trends in construction.

A cohort model is used to ensure students bonding and the sharing of essential village knowledge. A cohort gives students academic and practical hands-on support to complete the program, learn construction skills, create references, and build local support.

A. Data of implementation

The start date will be Fall of 2010.

B. Plans for recruiting students

IAC and its six centers residents in Aleutians-Pribilof, Nenana, McGrath, Tok, Yukon Flats, and Yukon-Koyukuk are the initial target population for the cohorts. This does not exclude other areas of Alaska that have used CTT programs, such as the Bristol Bay Campus in Dillingham, AK.

Plans for recruiting students consist of new advertisement across target population areas, working with the rural residents of the six IAC centers, local housing authorities, and contacting other construction representatives.
C. Plans for phasing out endorsement if it proves unsuccessful

There is no need to phase out the program since the Facility Maintenance endorsement falls under the CTT program, classes can be used in other capacities.

D. Assessment of the endorsement. (Include a Student Outcome Assessment Plan)

The basic curriculum of the program is NCCER founded. The NCCER educational coursework is recognized as the primary training program utilized by major industrial and construction organizations through a nationally standardized and certified curriculum. This curriculum is constantly reviewed and revised by industry professionals to keep it current with industry standards. During the course of study, students will be expected to pass the written standardized exams and complete the hands-on competency-based skills testing based on the NCCER curriculum.

Student Outcome Assessment Plan

• CTT Instructor and CTT Student will document class outcomes, written exams, and hands-on practicum
• CTT Instructor and CTT Student will work together in a cohort/team approach
• CTT Instructor and CTT Student will work with local housing authorities for employment and sponsoring opportunities
• CTT Instructor and CTT Student will review future educational training such as: certificates and associates
• CTT Instructor and CTT Student will work with rural villages and community members to ensure the needs of the village is being met
• CTT Instructor and CTT Student will review attitudes, behaviors, and work ethics necessary in the cohort and essential in the construction field
• CTT Student leaving the program will have an exit interview, formal or informal

IX. Program Approval Summary Form

The President requires the completion of BOR program Approval Summary Form.

University of Alaska Board of Regents
Program Approval Summary Form

MAU: University of Alaska Fairbanks
Title: Occupational Endorsement in Facility Maintenance
Target Admission Date: Fall 2010

How does the program relate to the Education mission of the University of Alaska and the MAU?

This program is proposed by the University of Alaska Fairbanks-Interior Aleutians Campus. It supports the University of Alaska by targeting the under-served and under-employed male students in rural Alaska areas. This occupational endorsement aligns with both the State of
Alaska and national workforce agencies as having a “critical shortage” of skilled workers and Alaska having a high number of “non-residents” workers.

The Occupational Endorsement in Facility Maintenance for Construction Trades Technology will assist these new students in completing an intensive hands-on program focused on cost saving maintenance and repair of rural buildings of commercial and/or residential. This training will support rural communities by reducing energy dependence, stimulating economic development in low-income communities, and create an educational pathway to future educational classes.

IAC Construction Trades Technology training is unique in that it provides place based education in the students communities. Providing training in rural villages enables IAC and CTT to work with rural employers like local housing authorities and tribal councils, identify and advise local students, see and understand first hand village resident training needs, create community and tribal support, work with village elders, and support village student participants in their homes.

Since 2007, IAC CTT Program has been very successful in meeting the educational construction needs of rural Alaska. CTT has trained over 600 individuals in over 55 villages. 57 students have received their CTT Certificates and 7 students have received their CTT AAS degrees.

CTT educational pathways are also illustrated by the training in rural high schools; 41 high school students have taken CTT 100: Construction “Core” in three different school districts and 25 high school students have taken CTT 106: Construction Math, since spring 2007.

Data and research shows an Occupational Endorsement in Facility Maintenance for Construction Trades Technology will meet the need of the targeted rural population; the under-served and under-employed male student in rural Alaska areas.

What State Needs met by this program.

The need for construction trade workers within the state is well-documented. This occupational endorsement aligns with both the State of Alaska and national workforce agencies as having a “critical shortage” of skilled workers.

A large percentage of our state and federal infrastructure dollars are spent in rural Alaska communities, building and maintaining schools, utilities, and communities. Over the past several years, there has been a shortage in a local skilled labor force. Since 2007, the CTT program has helped trained a rural workforce; experienced workers are now available to support rural construction projects.

At the same time, our rural communities have experienced high rates of unemployment, which means there is a group of good available workers in rural Alaska. Since construction training fits well in the rural lifestyle and an available workforce is waiting to be trained, it is logical that more construction training is necessary. Specializing construction training in
facility maintenance will add another dimension of help to rural communities in efficiency energy saving measures for buildings and homes.

**What are the Student opportunities and outcomes? Enrollment projections?**

Many students who express an interest in the CTT program are non-traditional. They have dropped out of high school, are in their twenties and thirties, and may not have taken any college courses. Many of these students do live in rural villages and have a strong desire to gain new occupational/vocational skills to help increase their income and/or future employment opportunities.

Students enrolled in the Occupational Endorsement in Facility Maintenance for Construction Trades Technology will acquire a clear understanding of construction techniques through written tests while demonstrating their proficiency in a hands-on practicum. Some skills students will obtain in this endorsement are: hand and power tool usage; construction techniques for interior and exterior repairs; moisture and finishing protection; safety concepts; drywall repair; installing floor covering and cabinets; maintaining boilers and burners; HVAC applications; and basic plumbing.

Some outcomes from the training will consist of:

- Students will demonstrate the skills and knowledge necessary to fill jobs in construction fields in rural Alaska.
- Students will demonstrate skills in flooring, roofing, drywall, exterior and interior finishing, and moisture protection.
- Students will demonstrate their understanding of facility maintenance -construction and how these skills can support their rural villages.
- Students will demonstrate their understanding of how this occupational endorsement can be a stepping stone towards other certificates, associates or baccalaureates degrees.

Student enrollment/projection is determined by the construction and industry need for training. Through conversations with our IAC centers and housing partnerships CTT found a specific need for training in the rural areas. Many of the rural homes and building are older and in need of maintenance and repair against the harsh Alaska winters.

IAC and its six center residents in Aleutians-Pribilof, Nenana, McGrath, Tok, Yukon Flats, and Yukon-Koyukuk are the initial target population for the cohorts. This does not exclude other areas of Alaska that has used CTT programs, such as the Bristol Bay Campus in Dillingham. We anticipate delivering the O.E. at many rural sites across Alaska working with regional partners.

**Describe Research opportunities:**

Not applicable to this occupational endorsement program.
Describe Fiscal Plan for development and implementation:

We do not seek any additional funding in order to develop, implement or maintain this program. All courses currently exist and are taught on a routine basis. Those faculties are supported by general fund revenue. An administrative assistant provides support to the CTT program. The technology, classroom, labs, and offices are available.