



2008 ANNUAL REPORT

**401 LINDEN STREET FORT COLLINS, CO 80524
970.482.4357**

A MESSAGE

Welcome. We are pleased to offer you our year in review. Our hope is that this annual report will serve as a tool help you learn about our organization, who we serve, and how we serve.

In existence since 1966, ELTC has a long history, due in large part to our flexibility in evolving to meet the needs of the workforce. This responsiveness to the needs of our community has enabled us to continue to be relevant to the low-income demographic in our community. The other factor contributing to our long history is the support we have received on so many levels from our community.

We know that education is a key component in the cultivation of productive members of society. The Council for Adult and Experiential Learning (CAEL) and the National Center for Higher Education Management Systems (NCHEMS) report that in Colorado, working-age residents with college degrees are 30 percent more likely to

participate in the workforce than those with less than a high school diploma. And their earnings over a lifetime are twice as much – a substantial personal benefit as well as a benefit to the state with respect to more taxable resources, fewer health problems, lower rates of crime, and greater levels of civic engagement.

These are the facts surrounding adult education, but the reality is even more basic than that. Providing relevant education to low-income adults, which will enable them to engage in a better standard of living and progress toward the goal of self-sufficiency, is simply the *right thing* to do.

Read on, and see how this little agency of ours is engaging in the *right thing*.



Tracy Mead,
Executive Director



Yvonne Myers,
Board President

MISSION STATEMENT

It is ELTC's mission to successfully mentor, train and add to the skills sets of individuals needing to financially and/or personally transition upward in a way that is relevant, meaningful, and immediately useful to their livelihood.

VISION

ELTC envisions a community where all are empowered to succeed through education.

ORGANIZATION GOALS

Build a foundation for lifelong learning by providing nontraditional education and ancillary support for disadvantaged individuals.

Make meaningful and measurable improvements in outcomes for individuals/families who are least likely to succeed by equipping them to move up the economic ladder.

Strengthen the community and its social capital by helping to create asset-building individuals/families who contribute to its growth and vitality.



HISTORY

During the 1960's, a group of like-minded citizens formed a community-based organization using experienced volunteers to meet the needs of people living in poverty in the Fort Collins area. The Volunteers Clearing House (VCH) was incorporated in 1966, becoming one of the region's first nonprofit organizations. Initial life skills training and activities included English instruction, childcare, teen/young mother parenting counseling, transportation for the elderly, cooking and nutrition, sewing. As the demand for services and the stature of the adult education program increased, a more formalized education delivery service was developed.

ELTC administered the Northern Colorado Refugee Program and Immigration Education in the early 1990s. Computer classes were added in response to the increasing importance of technology in the workplace. A medical office component was developed to take advantage of local employment opportunities.

In 1994, the VCH changed its name to the Education & Life Training Center to better reflect its new mission and programs. Both the computer and medical programming have expanded in scope and are the cornerstone of our employment skills training. Today ELTC draws clients from government agencies such as the Larimer County Workforce Center and Division of Vocational Rehabilitation, as well as individual and local nonprofit referrals.

When I first learned about ELTC I could not believe it. I was so happy to be able to take classes that I could afford and that would really help me find a job. ELTC gave me the confidence to apply for a job as a medical secretary at Poudre Valley Hospital. I have now worked for PVH for 11 years.

I have recently had the opportunity to become a member of the board at ELTC and I hope to be able to help and encourage as many people to take advantage of the wonderful school.

Testimonial from Linda Gonzales

ORGANIZATION PROFILE

The overarching goal that ties all of our programs together is the quest for relevant innovation. We continually adapt materials and resources that address multiple learning styles and incorporate related technologies. We strive to provide our students with the skills and abilities that are in demand in today's workforce.

Language and Literacy

This training focuses on communication and reasoning skills and incorporates language, mathematics and technology.

GED preparation involves critical thinking, mathematics, reading and writing as the basis of classes that prepare students to obtain a General Education Development diploma and function more successfully in work and in the community.

English as a Second or other Language (ESL) students learn the fundamentals of communicating in English and, at the same time, are able to explore community resources. Student goals range from general education to job preparedness.

Spanish for the Workplace incorporates relevant coursework designed to provide employers, co-workers, and service providers of Spanish speakers with skills they can put to immediate use in their workplace.

Computer Technology and Skills Training

ELTC has a variety of computer classes, offered at three levels, to build skills and increase confidence in working with computers. Our hands-on approach allows students to spend much of their class time on an actual computer. Working with the Larimer County Workforce Center and businesses, ELTC has identified the computer skills most businesses require. Our curricula are based on these needs. Because many companies prefer or require on-line job applications, use of both the internet and email are taught in the basic class. These are critical skills that prepare our clients for a broader view of the world. Classes are structured to build on previously learned skills with application to a business setting. This builds confidence and prepares students for getting a job, retaining a job and for some, moving on to post-secondary education training.



Medical Occupational Training

The Department of Labor projects a 30% increase in the number of health care jobs between now and 2014 (4,700,000 new jobs). ELTC will help to meet this demand with a growing number of allied health care classes, especially in fields that are office-oriented, such as insurance, medical records, and billing and coding.

Other classes offer basic medical knowledge that builds an “all-around” knowledge of medical health, including Medical Terminology and Anatomy & Physiology. These classes fit hand-in-glove with the office-oriented classes to create a solid knowledge base for many entry-level positions in a medical office. Many students use our beginning classes as stepping stones into other health care careers. Once they have the “basic training” and know that they enjoy the health field for them, they have gone on to train for careers in nursing, transcription, and emergency medicine.

Traditionally, many of our healthcare courses have been knowledge or skill-focused, but because most office healthcare positions require computer skills, we incorporate computer usage into the medical classes to better prepare students for job demands.

Social Enterprise

ELTC now offers on-site computer classes, customized to business needs on a for-profit basis. The income earned from this activity is used to fund our nonprofit side. In this manner, we expand our core competency of adult education to develop and provide a sustainable source of income for the agency.

Pack2School Community

Assistance Project – For more than 30 years, ELTC’s Pack2School Program has provided grade-appropriate new school supplies and backpacks to Larimer County low-income youth in grades K-9. Originating as a service to our students, the program (formerly called Back to School) caught on quickly and has expanded over the years to include disadvantaged youth throughout Larimer County.



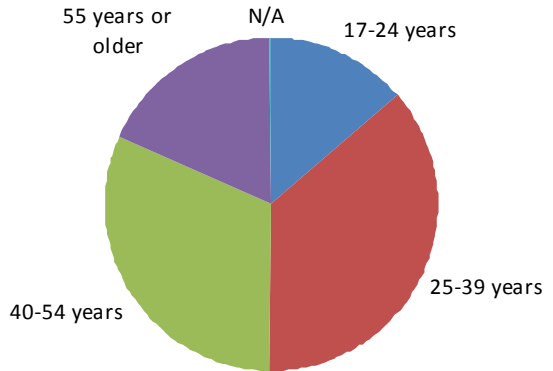
Pack2School is unique in that kids actually shop for their preferred styles and colors of supplies from our inventory. This not only gives them a sense of pride and ownership, it alleviates the embarrassment of having to ask a teacher or school administrator for supplies.

Additionally, the families pay just \$5 per backpack, which clearly does not cover the cost of the supplies, averaging between \$50 and \$60 per backpack, but works to instill a sense of ownership and demonstrates accountability to the children. The program promotes literacy at an early age and aligns with ELTC's philosophy of instilling and enhancing self-esteem and self-confidence.

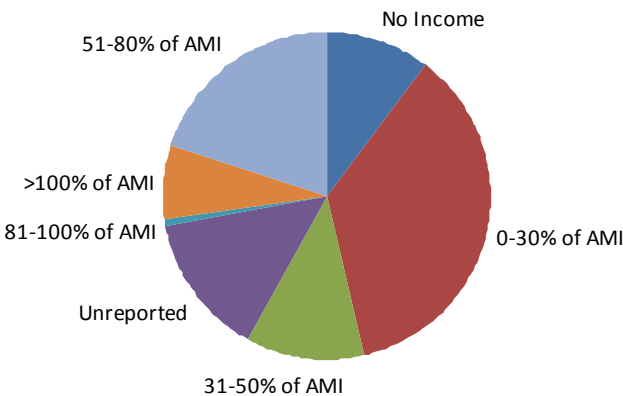
Computer-Aid Project

This project assists low-income clients attempting to enter the computer age who cannot afford to bring technology into their home. ELTC collects used computer systems, then refurbishes them and makes them available to our low-income students at a very economical price.

Students by Age



Students by Area Median Income



A YEAR IN REVIEW FY2008 – July 1, 2007 - June 30, 2008

Accomplishments:

- A new logo and an updated vision and mission demonstrate efforts of staff and board to communicate that the agency is on a new track, one which includes renewal and growth, and a results-oriented focus on quality and continuous improvement.
- ELTC enrolled 433 students during the 2007-08 school year and served an additional 475 in its off-site educational programs. With the start of this fiscal year, the agency began a formal outcomes tracking process whereby each student is surveyed for success in obtaining identified goals at 3, 6 and 12 months post-class. This new system will provide critical feedback to the agency regarding effectiveness of its programming, as well as provide true accountability to donors.
- In spring 2008, ELTC commissioned CSU's Center for Research & Development for Student Achievement to conduct a community-wide needs assessment. Our stakeholders – businesses, community-based agencies and organizations, students, volunteers, instructors, and donors-- participated in focus group discussions and completed written surveys on areas of programming, customer service, and marketing. Our Board of Directors is using the results of this assessment as a guide in its plan for the future.
- ELTC added two additional new ESL classes during the day and two additional GED classes in the late afternoon to serve more students.
- Social enterprise, an additional way to fund ELTC's nonprofit side, was successfully launched with off-site classes provided for the employees of three local businesses – Bath Nursery, Triple Crown Sports and the Fort Collins Area Chamber of Commerce.

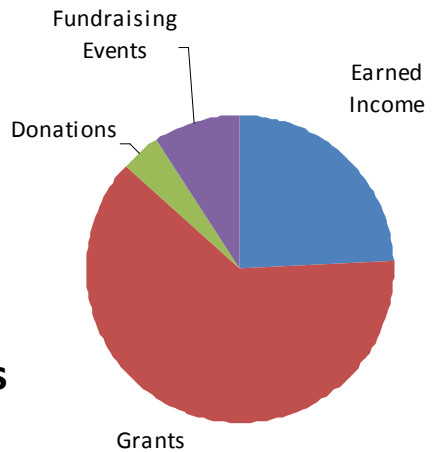
“Classes are cost effective and ELTC provides a quality learning environment. The instructor came to our office, allowing for minimal time away from the workplace. The classes I took will benefit me in my position and allow me to work more efficiently. I look forward to my next class.”

*Scott Hapner,
Fort Collins Chamber of Commerce
Membership Account Executive*

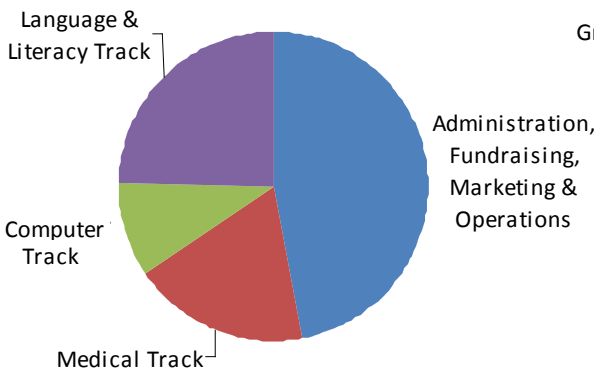
- True to our goal of continuous improvement, ELTC actively supported professional development for its instructors by paying for their attendance in educational conferences and workshops including CoTESOL, CAEPA, and Bridges Out of Poverty. Many instructors also attended in-house professional development training.

- Computer class offerings and content were completely revamped and updated to address current needs of the workplace.
- In response to a void in workplace communication, ELTC developed a practical curriculum and now offers two levels of Spanish for the Workplace, customizable to specific industries and job functions.
- 235 Larimer County Detention Center (LCDC) inmates participated in ELTC's "Read-A-Book" program, where inmates are recorded reading a children's book aloud. Both the book and the recording are sent home to the child. This program supports literacy and facilitates the parent-child connection. Our Literacy Specialist at LCDC also supported 122 inmates who took GED classes.
- Back to School, in its 37th year, was successfully rebranded and transformed into a community service fundraiser for the agency. Pack2School 2007 was a great success and provided backpacks filled with new school supplies and books to 654 low-income kids, grades K-9 in Larimer County, up from 400 in the previous year.
- The Life Skills component is being formalized to include soft skills training as well as other relevant offerings communicated from the needs assessment.

FY2008 Income



FY2008 Expenditures



WHY SUPPORT ELTC?

The cycle of poverty can be broken through the acquisition of hard and soft cognitive skills that lead to jobs with a living wage, benefits and an opportunity for advancement. For many at-risk individuals, ELTC is the last and only opportunity at a second chance for an education. ELTC serves a demographic not served in the traditional educational institutions. By uniquely integrating our educational services in a non-threatening environment, our clients' learning experience is optimized, increasing the potential for success.

When considering support for us, we ask that you take into account the following realities about what we do -

- We are the only agency in Larimer County that provides these opportunities in this manner. We do not duplicate services.
- We must pay a competitive wage to our instructors so that we may attract high-caliber instructors.
- Professional development for instructors and staff enables us to continually improve the services in the classroom, and requires additional funding.
- Class offerings, classroom technology, software and material must be updated on a regular basis in order to maintain relevancy.
- There are many facilities issues to attend to in order to enhance the learning environment for our students.
- Communicating our new image, our new standards, the new us, requires a consistent marketing effort and the budget to effectively communicate these changes in the community.
- The current economic situation mandates that we be more accessible than ever before.
- The need for scholarships to supplement the reduced fees we charge for our low-income clients is growing.
- With diminishing grant funds and increased competition for money, ELTC is focused on building an increased donor base and seeking additional community and business partnerships.

Do the *right thing* by helping ELTC to do the *right thing*.

“*My life is a miracle because of ELTC.*” Cheryl, ELTC Student

OUR SUPPORTERS

It is with pleasure that we thank those supporters whose many contributions have enabled our success in serving our students. Too many to list, you can find a recent listing of supporters on our website at www.eltcenter.org.

WAYS TO GET INVOLVED

Ways to Donate*

- Planned giving.
- Multi-year contributions help us to accomplish our longer-term initiatives.
- Individual one-time gifts, enable you to support the agency as you are able.
- Monthly contributions through payroll or credit card deductions give ELTC the operating support to continue daily impact.
- Used computers, see website for minimum specifications,— bring technology into the home for so many who cannot afford it.

I love to teach and share my knowledge of computers with the students. I believe that every person can reach their full potential if they are given the tools and confidence to follow their dreams, and that is what I strive to do in the Computer II class.

*Testimonial from Bob Edmondson,
Computer Instructor*

Ways to Volunteer

- As a classroom instructor or assistant – share your knowledge and experience the pleasure of impacting the success of our students
- As a tutor – a one-on-one opportunity to impact a student's learning
- As a marketing consultant – help develop the tools to allow ELTC to promote classes and solicit community support
- Administrative and facilities support
- As a Board Member – provide critical leadership and guidance to the agency
- Host a fundraiser – engage your network of friends and throw a fundraiser for ELTC!

*Remember that ELTC is a non-profit 501(c)(3) organization and a designated Enterprise Zone Agency. Donations are tax deductible and may also be eligible for an Enterprise Zone Tax Credit. Visit our website at www.eltcenter.org for details on this benefit.

OUR STAFF



Tracy Mead
Executive Director



Lyn Karius
Program Support Assistant



Holly Manley
Medical and Computer Program Manager



David Prinaris
Computer & IT Guy



Chelsea Stewart
Language & Literacy Program Manager

Board Members

Gary Klein
Hewlett-Packard Company

Brad Jensen
Faith Evangelical Free Church

Matt Murphy
AXA Advisors

Tracy Oldemeyer
Cline, Williams, Wright, Johnson & Oldfather, LLP

Linda Gonzales
Poudre Valley Hospital

Rob Timme
Broadreach Recruiting & Consulting

Carmen Engel
*Chair of Program Advisory Committee
Larimer County Workforce Center*

OUR BOARD

Board President

Yvonne Myers
Columbine Health Systems

Board Vice President

Jim Barnett
Bank of Choice

Board Treasurer

Guy Cheatham
Retired McDonnell Douglas Corp.

Board Secretary

Jim Dawdy
Regis University