



Welcome to eltc news!

¡Por Fin! ELTC has a newsletter! A big thanks to our volunteers who have made this happen. As an ever-evolving agency, we will be using this as a communication tool to keep you informed of what we are up to, I say “because you never know what might be going on over there at ELTC, but you do know that it is gonna be good!” We invite you to specify your preferred method to receive this newsletter by calling or sending an email to us at eltc@fiii.com.

One important thing to note - our **monthly open house** events will begin in September. These events are one-hour in length and held on the third Wednesday of each month. This time will be used as an opportunity to learn about the agency and see the impact we are making in the community. You are invited! RSVP to Lyn in our office.

Meet Our New Executive Director: Tracy Mead



Tracy has been on the job now for almost a year. There have been a lot of challenges and changes.

elc news: What made you want the job as ELTC Executive Director?

Tracy: ELTC offers an opportunity to use my business background to empower the low-income demographic in our community by providing a service to which I am deeply committed – education.

elc news: Tell us a little about yourself.

Tracy: Married to Jon, we live in Fort Collins with Trapper our Aussie (aka the Best Dog in the World).

elc news: What do you find most challenging about your job?

Tracy: Accomplishing all that we need to with limited resources.

elc news: What do you find most satisfying about your job?

Tracy: Top of the list - Upgrading and implementing new programs to impact our students; seeing our staff grow and develop; the people I meet who inspire me everyday.

elc news: What would you like ELTC to be 5 years from now?

Tracy: I would like ELTC to remain dynamic and responsive to the needs of the community and be exactly where it needs to be to best serve the community at that time.

elc news: If you could go anywhere and do anything for 2 weeks, what would that be and why? Cost is no object.

Tracy: Right now, at this very moment, I would take two weeks in the San Juan Mountain backcountry with a book or two, and Jon and Trapper.

elc news: Do you have any special message you'd like to convey to your staff and volunteers?

Tracy: I love you guys!

House Party at Odell Brewing: a Great Success

The recent fundraiser at Odell Brewing Co. was an overwhelming success. Guests enjoyed the evening with friends new and old. It was a special opportunity to show our appreciation to Corkie Odell and Patty Dow for their years of service to ELTC as members of our Board of Directors.

Corkie and Patty



Thanks again to Corkie and Patty. We know we can rely on your continuing support. The evening also served as an opportunity to raise funds for our upcoming pack2school event. Our supporters responded well to this worthy cause and the chance to help low-income children of our community.

Our additional thanks go to Odell Brewery, Bank of Choice and Dohn Construction for leveraging the evening's fundraising through their matching contributions.

New on the ELTC Board of Directors

We wish to welcome new members to the ELTC Board of Directors.:

Jim Dowdy, Affiliate Faculty
Instructor, Regis University,
College of Professional Studies

Linda Gonzales, Secretary II
Diabetes and Nutrition Services
Poudre Valley Hospital

Brad Jensen, Senior Pastor
Faith Evangelical Free Church

Gary Klein, Program Manager
Hewlett-Packard

Matt Murphy, Financial Professional
AXA Advisors

Tracy Oldemeyer, Attorney

Rob Timme, Owner
Broadreach Recruiting & Consulting

Get to know them in upcoming issues of *eltc news*.

Welcome aboard. We know all of you will be great additions to the ELTC team.

Thoughts Worth Thinking About

Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months.

~Clifford Stoll

When you are courting a nice girl an hour seems like a second.

When you sit on a red-hot cinder a second seems like an hour.

That's relativity.

~Albert Einstein

Women are like teabags. We don't know our true strength until we are in hot water!

~Eleanor Roosevelt

ELTC Adds a New Member to Their Team!

ELTC is excited to welcome Regina Hopkins as the newest member of our staff! Regina is a graduate student at CSU working on her Masters in Education with a concentration in Counseling and Career Development. Regina will be working as an intern for ELTC through December developing a transitions program to help move students from ELTC classes into sustainable careers or college programs. She will be coordinating internship programs for ELTC students so that they can acquire experience in the workplace and practice their new skills. She will also be arranging job shadow opportunities for students to explore career paths firsthand!

In addition Regina will be:

- Training students for job interviews
- Teaching students to compose effective resumes
- Helping to enhance students' soft skills in areas such as dressing for success and becoming more organized
- Assisting students with financial aid applications
- Counseling students in choosing majors and careers
- Providing job hunting strategies such as networking and informational interviewing

ELTC is thankful for the opportunity to provide our students with such a critical resource! Thank you Regina and welcome to the team!



ELTC Completes Formal Needs Assessment Process with Colorado State University Center for R&D

The results are in! After a three-month process, the needs assessment results provided valuable information to ELTC, attesting to many of our strengths and pointing out our areas of opportunity.

Yvonne Myers, board chair, stated, "We really appreciate the time and input we received from the staff, current and past students, organizations from the community who work with ELTC on a regular basis and those who were not familiar with ELTC for their time, feedback and most of all for their suggestions."

We spent two of our board meetings reviewing the assessment and are moving forward in a very planned and strategic manner. Board members are each providing leadership in the identified areas. We will be working with staff, students, and the community as we implement your suggestions and growth for our future.

We look forward to keeping you posted as to our progress!"

Registration for Fall I Session In Progress

Registration for Fall I session began August 11. Classes start August 25.

MEDICAL OFFICE TRAINING

- ◆ Medical Terminology
- ◆ Medical Keyboarding
- ◆ Medical Billing & Coding, Levels 1 & 2
- ◆ Phlebotomy & Vital Signs
- ◆ Pharmacology
- ◆ Personal Care Provider (PCP)
- ◆ Medical Office Assistant
- ◆ Medical Insurance
- ◆ Anatomy & Physiology

LANGUAGE & LITERACY COURSEWORK

- ◆ GED English
- ◆ GED Math
- ◆ English as a Second Language
- ◆ Spanish for the Workplace, Levels 1 & 2

COMPUTER CLASSES

Level 1 Beginning Offerings:

- ◆ Basic Computing
- ◆ Keyboarding - Included with enrollment for all students and is available by appointment.

Level 2 Continuing Offerings:

- ◆ Microsoft Office: "The Big Four" - Word, PowerPoint, Outlook and Excel
- ◆ Home Computer Networking & Troubleshooting / Pre A+ Prep

Level 3 Professional Offerings:

- ◆ Photoshop
- ◆ Digital Photography & Photoshop
- ◆ A+ Certification Preparation

Details on our web site:
www.eltcenter.org

ELTC Wish List

Admin Needs

File storage boxes
File cabinets with locks

Medical Program Needs

Bedside commode
Gait belts
Stethoscopes
New scrubs for students
Digital Thermometers

Computer Program Needs

New Vista-ready machines for classroom use
Computer repair tool kits for A+ certification class
Wireless router for Home Computer Network class
Wireless cards for existing computers, PCI or USB
Used computer donations, 2002 or newer – Pentium 4 or newer
Software newer than Windows 2000
Flat screen monitors
ELTC networking project -
Switches, cabling etc. to rework computer network
Smaller tables to fit one or two computers (stations)
Overhead projector for classroom use

Facility Needs

Replacement light fixtures and bulbs
Motion light by back door
Plumbing labor and materials – industrial strength toilets, power flush for urinal
Internal and external signage

Volunteer and Instructor Needs

Classroom assistants
Tutors
Instructor for evening or weekend medical classes: Billing & Coding, Medical Office Assistant, Medical Insurance, Medical Records, Phlebotomy
Instructors for Microsoft Office software classes, A+ Certification classes, ACT software classes, Literacy instructors

Gift certificates from local businesses to be used as appreciation for volunteers or employees.

Here's a Student Who Used What She Learned at ELTC

Hello Bob, Jeanne & Guy,

I had to share with you all what happened to me last week.

A friend who is a business owner called on Monday, all stressed out; one of his office employees had been hospitalized over the weekend and they had no idea how long she would be out. They needed to hire a temp or run an ad in the paper or do something because the office was in chaos. They also knew a temp hire or ad would be a lag time of a day or two, they didn't know what the office gals situation was, but they were out of control -- how bored was I being home -- was I willing to come in and help him out until they could figure out what to do?

So I went in on Monday afternoon (and the rest of the week). I used spreadsheets for billing and timecards successfully and Jeanne, I did envelopes with no problem! I was glad to have used the knowledge I learned from you all before I forgot it, and I was surprised how easily it came to me! They were also on the 2007 version, but I managed just fine!

Thanks for all your help teaching me, I guess it did sink in!

Kathleen

Who You're Really Chatting With on the Internet...



Volunteer's Corner

Volunteers are integral to our success at ELTC. Meet Hugh Price. Hugh has been volunteering at ELTC since 2005.



elc news: What do you do at ELTC?

Hugh: I have worked as a volunteer at Pack2School helping kids select school supplies. In 2007 I started GED math tutoring.

elc news: What is your background?

Hugh: I am a mechanical engineer who left industry 16 years ago after working for a major oil company, a process equipment supplier, and a plastics company. In 1992 I started a program at CSU to prepare people for a second career in education. This led to teaching at Fort Collins High School until 2004 when I retired.

elc news: How did you learn about ELTC?

Hugh: My wife Lil worked with ELTC in her job with the Larimer County Workforce Center and I used to go to the parties at Odells. After I retired, I joined the Poudre Golden K Kiwanis Club and the committee I co-chaired worked with ELTC on Pack2School.

elc news: What do you like most about volunteering at ELTC?

Hugh: There is nothing not to like about helping the kids select their school supplies in the Pack2School program, and so that has to be the top activity. I also like keeping some of the old teaching skills alive by tutoring GED students. It is very rewarding when your student gets their GED.

elc news: What are your hobbies?

Hugh: I like to read, walk the dog, go to the theater, travel, and volunteer. I suppose I can claim volunteering in a Special Needs Preschool classroom as a hobby, as well as helping tourists at the CO Welcome Center, preparing taxes for the VITA volunteer tax assistance group, packing food at the Food Bank, and various church activities. Some would say that I have another hobby: forwarding stupid jokes via email.

elc news: If you could go anywhere and do anything for 2 weeks. What where and what would it be?

Hugh: My standard line is that Fort Collins is a great place to live, but it is a long way to the beach. I would do lots of research and find out where the best shallow coral reefs are in the world. Lil and I would go there with a pile of books and our snorkel gear. We are both from the East Coast and we miss the beach. If we could add the kids and grandkids to this dream trip it would be perfect!

Win a New 2 GB Flash

Want a new flash drive? Just answer the question "What do I like best about ELTC?" in 25 words or less. The winning entry will receive a brand new 2 gigabyte flash drive. Give your entry to Lyn on hard copy or send it to elcnews@gmail.com. Please include your name, phone number and/or email address. The winning answer will be published in the next issue of *elc news*. Submittals must be in by November 1, 2008. Anyone can enter as many times as you like.

This is the initial issue of *elc news* and is one of the initiatives recommended through our needs assessment. We are especially interested in suggestions for news and information. Please send comments to elcnews@gmail.com

*Fall II Session
begins October
27 and runs
through
December 19.*

*Registration
begins Monday,
October 13th.*