

**Manhattanville in West Harlem
Implementation Plan Report
October 15, 2013 Submission**

Final Declaration Reference and Key Data

Section Number: 5.07 (c)(xxv)(C)

Page Number: 58

Obligation Trigger: Acquisition by ESD or CU of all Initial
Stage 1 Condemnation Parcel(s)

Obligation Start Date: March 12, 2012

Obligation End Date: March 12, 2037 (25 Years from
Commencement of the Center's Full Operation)

Status: In Compliance

Obligation

The Columbia Employment Information Center (CEIC) will identify and provide referrals to training programs and classes in areas such as the skilled trades, administrative support, technology, management, and administration, and where feasible, coordinate with State and City education programs and institutions in the administration of such programs. (3 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Process

The Center makes referrals to external outreach agencies to provide referrals to training programs in the skilled trades. The Center provides online training programs to members of the local community in the areas of administrative support, technology, management and administration amongst other topic areas. In total, more than 1,000 courses are offered online in both English and Spanish.

External Communications

Please see Annual Community Outreach and Communications Plan for upcoming year.

Evidence of Compliance

1. Annual listing of organizations that offer training programs and classes in areas such as the skilled trades, administrative support, technology, management and administration
2. Annual report
3. Link to online training portal
4. Link to CEIC website with information regarding live job readiness training workshops

Monitor Notes

Listing of Organizations that Provide Business, Education, Training and Career Opportunities

	1	2	3	4	5	6	7	8	9	10	11
NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	Services for Small Businesses	Integrated support services	Classes for skilled trades	Classes for Administrative Support	Classes for Technology	Classes for Management	Classes for Administration	Skills Training	Internships	Work-based learning opportunities	Work-based learning programs for high school students
Do they provide bilingual services? (Y/N)	Y										
Employment											
Workforce 1	x	x	x					x	x	x	x
Strive	x	x	x						x	x	
Abyssinian Development Corporation			x					x	x		x
Bronx Works	x	x	x		x			x	x	x	
Northern Manhattan Improvement Corporation	x	x	x		x			x	x		
HCCI			x					x			
Goodwill Industries											
AARP Foundation		x	x	x	x			x			
FEGS	x	x							x		
Volunteers of America		x						x		x	
Henkels & McCoy			x	x	x			x	x	x	x
West Harlem Group Assistance	x	x	x		x			x	x		
Education (GED, ESOL, Literacy)											
Community Impact (Columbia University)	x	x	x	x	x			x	x	x	
Harlem YMCA	x	x	x								
Literacy Partners	x	x	x					x	x		
Small Business Development											
Harlem Business Alliance	x	x									
Workforce 1 Business Solutions	x	x	x	x	x	x	x	x			
Governmental Agency Partners											
Department of Veteran's Affairs	x	x									
NYCHA	x	x									
Department for the Aging	x	x	x					x			
CUNY	x	x	x	x	x	x	x	x	x		
NYC Economic Development Corporation	x	x									
NYC Department of Health & Mental Hygiene	x	x									
NYC Human Resources Administration	x	x									
NYC Parks & Recreation	x	x									
NYC of Youth & Community Development	x	x	x						x	x	x
Mayor's Office of Adult Education	x	x									

Listing of Organizations that Provide Business, Education, Training and Career Opportunities

	12	13	14	15	16
NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	Work-based learning programs for high school dropouts	Work-based learning programs for individuals transitioning from welfare-to-work	Work-based learning programs for individuals with special needs	Work-based learning programs for veterans	Leasing Space
Do they provide bilingual services? (Y/N)					
Employment					
Workforce 1	x	x			
Strive					
Abyssinian Development Corporation	x	x			
Bronx Works					
Northern Manhattan Improvement Corporation					
HCCI					
Goodwill Industries					
AARP Foundation				x	
FEGS		x	x		
Volunteers of America	x	x	x	x	
Henkels & McCoy	x				
West Harlem Group Assistance					
Education (GED, ESOL, Literacy)					
Community Impact (Columbia University)					
Harlem YMCA					
Literacy Partners					
Small Business Development					
Harlem Business Alliance					
Workforce 1 Business Solutions					
Governmental Agency Partners					
Department of Veteran's Affairs					
NYCHA					
Department for the Aging					
CUNY					
NYC Economic Development Corporation					
NYC Department of Health & Mental Hygiene					
NYC Human Resources Administration					
NYC Parks & Recreation					
NYC of Youth & Community Development	x	x			
Mayor's Office of Adult Education					

Annual Report: Columbia Employment Information Center (CEIC) - Record of Referrals

State Submission Annual Reporting Period: **October 2012 - September 2013**

The Columbia Employment Information Center (CEIC) identifies and provides training to local community members by offering live and online training sessions to job seekers at the Center and/or by making referrals to external outreach agencies that offer training programs.

Job Readiness Training Provided by the Columbia Employment Information Center

Month	Used Online Training (cumulative total MTD)	Attended Live Training	Attended One-on- One Training	Total
Oct-2012	1136**	10	77	87
Nov-2012	1142**	3	60	63
Dec-2012	1160**	8	70	78
Jan-2013	1195**	0	96	96
Feb-2013	1292**	0	108	108
Mar-2013	1409**	10	119	129
Apr-2013	1600**	15	179	194
May-2013	1863**	12	185	197
Jun-2013	1976**	7	154	161
Jul-2013	2190**	11	115	126
Aug-2013	2221**	10	157	167
	2221**	86	1320	3627

* Data available as of July 2012

** Cumulative total users month to date

Online Training is available at: <https://skillsatcolumbia.skillport.com/skillportfe/login.action>. Log-in information is provided by the CEIC.

Live Training is conducted in group sessions. Topics at each session include Interviewing Skills, Resume Building, Job Search Strategies and tips on how to Dress for Success. For a listing of free job readiness training workshops available at the Center, visit: <http://community-jobs.columbia.edu>

One-on-One Training is conducted in individual sessions. Topics are based on individual need, but may include topics discussed in live training sessions.

External Referrals to Training Programs Made by the Columbia Employment Information Center (by category)

Month	GED	ESL	Vocational Training*	NYC Agency Education & Workforce Training	Total
Oct-2012	0	0	0	0	0
Nov-2012	2	0	0	0	2
Dec-2012	3	2	0	2	7
Jan-2013	1	1	0	0	2
Feb-2013	0	2	0	0	2
Mar-2013	4	0	1	0	5
Apr-2013	1	3	1	0	5
May-2013	2	1	0	0	3
Jun-2013	2	0	2	0	4
Jul-2013	6	2	0	0	8
Aug-2013	4	0	0	0	4
	25	11	4	2	42

*Vocational training referrals include the areas of skilled trades, administrative support, technology, management, and administrative support.

Columbia Employment Information Center (CEIC)

Link to Online Training Portal:
<https://skillsatcolumbia.skillport.com/>



Columbia Employment Information Center (CEIC)

Link to CEIC website with information regarding live job readiness training workshops:

<http://community-jobs.columbia.edu>

Columbia University in the City of New York Directory | Help

EMPLOYMENT INFORMATION CENTER



FREE JOB READINESS TRAINING FOR THE COMMUNITY

Topics at each session include Interviewing Skills, Résumé Building, Job Search Strategies and tips on how to Dress for Success.

Our free workshops for the community last two hours and begin promptly at 3:00 p.m.

Fall 2013 Free Workshop Dates:

- Wednesday, October 2
- Wednesday, November 6
- Wednesday, December 4

To reserve your seat, call 212-851-1551 or email us at communityjobs@columbia.edu today.



OUR SERVICES

We're here to help. When you visit the Center, you will be greeted by our friendly staff, who will orient you to all the Center's resources. We have sought to create a pleasant environment in which to learn about job opportunities at the University, as well as the training programs and job search counseling services offered directly through the Center.

The Center is more than an access point to apply for open positions at the University—when you visit, you can also obtain job search assistance and participate in training programs.

Center staff help facilitate the hiring process, but schools and departments remain responsible for hiring decisions and informing candidates of direct employment offers.

Staff at the Center are available for personal one-on-one meetings to assist with a job search. In these meetings, we cover the following areas:

OUR MISSION

Our dedicated team of expert and caring professionals provides a variety of useful employment services and training programs that assist visitors in obtaining meaningful work at Columbia University or elsewhere in the community.

VISIT THE CENTER

We invite you to visit the Employment Information Center to learn more about the opportunities available at Columbia University.

The Center is open, and is conveniently located at **3180 Broadway**, just south of 125th Street. Walk-ins are welcome, or you may make an appointment.

During the Center's regular business hours – Monday through Friday, 9 a.m. to 5 p.m. – staff are available to answer questions and provide information related to construction activity and employment opportunities. Walk-ins are welcome, or you may make an appointment.

After regular business hours, you are welcome to call our **24-hour hotline** at 212-851-1551 that provides general information about the Center, information on Columbia University job opportunities, information on construction activities and information on construction-related job opportunities.

The Center is easily accessible on public transportation: Take the 1 subway line, the M4 bus or M104 bus to 125th Street, just steps from the Center.

Employment Information Center
3180 Broadway
212-851-1551 - 24-hour hotline
communityjobs@columbia.edu
Monday to Friday, 9 a.m. to 5 p.m.

Apply for Open Positions

For information about openings at Columbia University, please visit our online employment application systems. Both sites are available 24 hours each day, enabling you to browse and apply for positions.

[How to Apply for Jobs at Columbia](#) gives detailed instructions on using the online application systems.

- [Jobs at Columbia \(JAC\)](#)
Openings for administrative positions
- [Recruitment of Academic Personnel System \(RAPS\)](#)
Openings for academic positions

What to Bring