

**Manhattanville in West Harlem Implementation Plan Report  
October 15, 2014 Submission**

**Declaration Reference and Key Data**

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

Obligation 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)**

Obligation 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).)

**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

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at [www.columbia.edu/communityservices](http://www.columbia.edu/communityservices). For more information about communications and outreach efforts regarding the obligations, please refer to the Annual Community Outreach and Communications Report, which is also available on the Community Services Webpage.

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**EOC Checklist for Obligation 5.07(c)(xxv)(C):**

Please check to verify EOC items submitted for review.

- 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's Notes / Comments:**

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**Status:**

Please check to indicate the status of Obligation 5.07(c)(xxv)(C):

- In Compliance
- In Progress
- Not In Compliance
- Not Triggered

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

	1	2	3	4	5	6	7	8	9	10	11
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Services for Small Businesses</b>	<b>Integrated support services</b>	<b>Classes for skilled trades</b>	<b>Classes for Administrative Support</b>	<b>Classes for Technology</b>	<b>Classes for Management</b>	<b>Classes for Administration</b>	<b>Skills Training</b>	<b>Internships</b>	<b>Work-based learning opportunities</b>	<b>Work-based learning programs for high school students</b>
<b>Do they provide bilingual services? (Y/N)</b>	<b>Y</b>										
<b>Employment</b>											
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	
Grant Associates		x									
Henkels & McCoy			x	x	x			x	x	x	x
West Harlem Group Assistance	x	x	x		x			x	x		
<b>Education (GED, ESOL, Literacy)</b>											
Community Impact (Columbia University)	x	x	x	x	x			x	x	x	
Harlem YMCA	x	x	x								
Literacy Partners	x	x	x					x	x		
<b>Small Business Development</b>											
Harlem Business Alliance	x	x									
Workforce 1 Business Solutions	x	x	x	x	x	x	x	x			
<b>Governmental Agency Partners</b>											
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

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

	12	13	14	15	16
<b>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</b>	<b>Work-based learning programs for high school dropouts</b>	<b>Work-based learning programs for individuals transitioning from welfare-to-work</b>	<b>Work-based learning programs for individuals with special needs</b>	<b>Work-based learning programs for veterans</b>	<b>Leasing Space</b>
<b>Do they provide bilingual services? (Y/N)</b>					
<b>Employment</b>					
Workforce 1	x	x		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	
Grant Associates					
Henkels & McCoy	x				
West Harlem Group Assistance					
<b>Education (GED, ESOL, Literacy)</b>					
Community Impact (Columbia University)					
Harlem YMCA					
Literacy Partners					
<b>Small Business Development</b>					
Harlem Business Alliance					
Workforce 1 Business Solutions					
<b>Governmental Agency Partners</b>					
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			

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

State Submission Annual Reporting Period: **October 2013 - September 2014**

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-2013	2313**	11	108	119
Nov-2013	2383**	14	78	92
Dec-2013	2452**	0	60	60
Jan-2014	2508**	4	94	98
Feb-2014	2539**	7	53	60
Mar-2014	2630**	16	128	144
Apr-2014	2688**	6	106	112
May-2014	2897**	16	190	206
Jun-2014	2940**	0	184	184
Jul-2014	2980**	8	122	130
Aug-2014	3028**	22	84	106
	<b>3028**</b>	<b>104</b>	<b>1207</b>	<b>1311</b>

\* Data available as of August 2014

\*\* 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-2013	5	1	0	0	6
Nov-2013	5	0	0	0	5
Dec-2013	3	1	0	0	4
Jan-2014	3	0	1	0	4
Feb-2014	1	2	0	0	3
Mar-2014	4	1	0	0	5
Apr-2014	3	0	0	0	3
May-2014	0	0	0	0	0
Jun-2014	5	1	0	0	6
Jul-2014	4	2	0	0	6
Aug-2014	3	3	1	0	7
	<b>36</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>49</b>

\*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>



### 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.

#### Summer 2014 Free Workshop Dates

Our free workshops are usually held the first Wednesday of the month. Our summer and fall 2014 dates are:

- July 2, 2014
- August 6, 2014
- September 3, 2014
- October 1, 2014
- November 5, 2014
- December 3, 2014

To reserve your seat, call 212-851-1551 or email us at [communityjobs@columbia.edu](mailto: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:

- Plan and discuss the job search strategy, and identify positions that best match experience or career interests
- Review the résumé and cover letter, and provide feedback on potential areas for improvement
- Conduct mock interviews to help prepare for future interviews with Columbia University hiring managers or other potential employers
- Provide referrals to community resources to further assist with individual needs

To book a meeting with one of our staff, please contact us at 212-851-1551.

### 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.

### WHAT'S NEW

In February 2014, the Center for Urban Community Services<sup>®</sup> presented the CEIC with a certificate of appreciation.



In recognition of our commitment, dedication and continued support of their employment program.

On December 5, 2013, the CEIC was presented with a Distinguished Partner of the Year Award<sup>®</sup> from the Jobs Plus Program at Hostos Community College. The CEIC received the award for its partnership with Jefferson Houses in the South Bronx, as part of the Center's local hiring initiatives.

The award was one of six which Jobs Plus gave to participating organizations for placing a significant number of NYCHA residents in jobs during the past year.

The CEIC works with Jefferson Houses and other local communities to both support job placement at Columbia and provide free job readiness training.

### 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](mailto: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](#)<sup>®</sup> gives detailed instructions on using the online application systems.

- **Jobs at Columbia (JAC)**<sup>®</sup>  
Openings for administrative positions
- **Recruitment of Academic Personnel System (RAPS)**<sup>®</sup>  
Openings for academic positions