



February 1, 2006

Dear Reader,

In order to assist you in sifting through the volumes of data that have been generated in the research project, we would recommend that you proceed in the following manner:

- Read the Summary Of Results PowerPoint Presentation first, which will give you a detailed summary and an overview of the project.
- Read the Customer Service Scan, Student Scan, Community Scan and Employer Scan and Enrollment Synopsis 2001 To 2004 Reports (Acrobat Adobe documents) that contain the narrative and graphs. This will provide you with an overview of our recommendations and the detailed summary for the report.
- For even greater detail, read the tabular data contained in the appendices of the Community Scan and Employer Scan Results. We would recommend that you do not initially print the full appendices. They are very long. However, you can go into Adobe Acrobat 4.0 or higher to print individual tables as needed. If you do not have that software, it is a free download from Adobe, which can be obtained from <http://www.adobe.com/products/acrobat/readstep2.html>.

Enclosed on this disk are the following:

1. A folder named '**1.SummaryOfResults**' containing the Summary Of Results PowerPoint presentations. When printing the presentation, we recommend the following format: handouts, either 3 or 6 slides per page, pure black & white, and frame slides. The file name is:
  - *CCPJan2006OverallSummaryOfResults.ppt*
2. A folder named '**2.Reports**', containing a separate folder for each report and the appendices for the report, as noted below. Please note that the format of each report is an Acrobat Adobe document and each appendice is in a separate document, due to the length of the appendices. Please print each component as needed.
  - '**CommunityScan**' folder
    1. *CCP-CommunityScanReport.pdf*
    2. 'Appendices' folder
      - a. *AppA.CCP-CommunitySurvey.pdf*
      - b. *AppB.CCP-ResultsByClassification.pdf*
      - c. *AppC.CCP-ResultsByServiceAreaTables.pdf*
      - d. *AppD.CCP-CommVerbatim.pdf*



- **'CustomerServiceScan'** folder
    1. *CustomerServiceScanReport*
    2. *AppA.CCP-ContactAnalysisForm.pdf*
  - **'EmployerScan'** folder
    1. *CCP-EmployerScanReport.pdf*
    2. 'Appendices' folder
      - a. *AppA.CCP-EmployerSurvey.pdf*
      - b. *AppB.CCP-EmployerTables.pdf*
      - c. *AppC.CCP-EmployerVerbatim.pdf*
      - d. *AppD.CCP-OccupationalForecasts.pdf*
  - **'EnrollmentSynopsis'** folder
    1. *CCP-EnrollmentSynopsis-2001-2004.pdf*
  - **'StudentScan'** folder
    1. *CCP-SSReport.pdf*
    2. *AppA.CCP-SSTabularResults.pdf*
3. A folder named **'3.Databases'** containing the databases, in Microsoft Excel 2000 documents, of the Community Scan, the Student Scan, the Employer Scan and a folder named **'CONFIDENTIAL'** containing the names of the actual companies interviewed in the Employer Scan. We recommend that you do not make this information public, but only use the contact information of the businesses to provide a summary copy of the survey results to those that requested it in question G6 and to contact those individually that indicated that they may be interested in contracting training with the College.. Please note that this is the actual data collected by survey number. The variable names are at the top of each column and follow the coding on the survey, located in Appendix A of each report. You can use these databases for further analysis of data.
- *CCofPhiladelphia-CommunityScanDatabase.xls*
  - *CCofPhiladelphia-StudentScanDatabase.xls*
  - *CCofPhiladelphia-EmployerScanDatabase.xls*

If you have any questions, do not hesitate to contact me at 308.762.2565 Ext. 14.

Thanks!

Fran

---

From the desk of...  
Francesca Davis  
Consulting Project Manager  
CLARUS Corporation  
212 Box Butte Ave.  
Alliance, NE 69301  
308.762.2565 Ext. 14  
308.762.2836 Fax

[fran@claruscorporation.com](mailto:fran@claruscorporation.com)  
[www.claruscorporation.com](http://www.claruscorporation.com)