



STATE OF INDIANA

ROCKVILLE CORRECTIONAL FACILITY

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Mitchell E. Daniels, Jr.  
Governor

J. David Donahue  
Commissioner

Julie Stout  
Superintendent

October 4, 2007

Mr. Cy Marlow  
LJ Michaels, Inc. Real Estate/Appraisal Service  
1724 Wabash Ave.  
Terre Haute, IN 47807

Dear Mr. Marlow:

In today's business environment, it is crucial that new employees have more than basic skills. At Rockville Correctional Facility, we are always striving to prepare our students to enter the job market equipped with the knowledge and skills needed by employers. We want each of them to be job ready, to be a good employee and co-worker, and to be an asset to any organization. To accomplish that task we need input from employers and business owners. We need to know what you would like for us to be teaching our students.

The purpose of this letter is to invite you to become a member of our Vocational Advisory Board. We would greatly appreciate your guidance as we develop, implement and evaluate the vocational programs at Rockville Correctional Facility.

Rockville Correctional Facility offers five vocational programs. These are Building Trades, Building Maintenance, Culinary Arts, Business Technology, and Master-Student/Master-Employee, which teaches soft skills. Our Advisory Board consists of three individuals from the field of each vocation. If you could share your expertise in your field it would be greatly appreciated.

The Advisory Board only meets two times per year. We conduct the meetings at the facility so you can experience the training environment, see our current training equipment and materials, and know our possibilities or limitations for any suggestions you may have. Your input is welcome at any time throughout the year, but the commitment is only for a two-year term with only two meetings a year, if that is all you are able to share with us.

I have enclosed a letter inviting you to our upcoming Vocational Awards Ceremony and meeting. Thank you for your input and participation.

Sincerely,

Barb Siegelin  
Supervisor of Education



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