Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

---

1. New/Renewal Grant Project - What do you want to do?

Title: California Apprenticeship Initiative - Implementation Grant - Education Apprenticeship

Website: https://www.ccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Developmen

Abstract: Fill in Abstract below:

Hartnell may participate in a sub-regional effort to develop Education (EDU) Apprenticeships with a focus on youth ages 16-24 who want to pursue teaching careers in K12 schools. San Jose City College will apply for the CAI Grant as Lead Agency & Fiscal Agent and will contract with an organization called CareerWise to serve as Intermediary. Hartnell, Gavilan, & Cabrillo as grant sub-recipients would serve as partner LEAs and implement EDU Apprenticeships locally with a "grow our own" approach to addressing the region's educator shortages. Hartnell would receive funding (approx. $356,000 over the 3-year grant period) and technical assistance to start local youth apprenticeships in the Salinas Valley in collaboration with K12 partners & employers.

---

2. Alignment with the College Strategic Plan and Feasibility

Link to Hartnell College Strategic Plan

20 ____ % **Goal 1 -** Increase Student Completion

20 ____ % **Goal 2 -** Increase Student Completion Efficiency

20 ____ % **Goal 3 -** Increase Student Transfer to 4 Year Institute

40 ____ % **Goal 4 -** Improve Student Employment Subsequent to Training or Completion

100 _____% **Total (should equal 100)**

Please provide a list of the Hartnell values that this grant fulfills: Hartnell College's Values

Students First; Academic and Service Excellence; Diversity, Equity, and Inclusion; Alliances; Leadership and Empowerment; Innovation

Be prepared to provide data to support scoring below such as Labor Market Data.
* Scoring Criteria (1-5 WEAK to STRONG)

1) Staff expertise/experience in similar projects   4
2) Compelling need in college or community   5
3) Strong business/community/education partnerships   5
4) Aligns with new funding formula   4
5) Low demand on resources (space, equipment, etc.)   5
6) Capable of sustaining project after grant ends   3

Total: __2_____ **(Total should not exceed 30)**

List Accreditation Standards (i.e.; II.A.):   Link to Accreditation Standards
I.B., II.A., II.B., II.C., III.D.

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

---

3. If the project is for broad institutional capacity building, what are the plans for institution-wide development & implementation of proposed activities?

This project presents an opportunity for our institution to build capacity in terms of knowledge and expertise in development and implementation of apprenticeships (particularly youth apprenticeships), enabling us to build other apprenticeships in the future, benefitting other meta-majors in alignment with our key industry sector needs.

While it is not for broad institutional capacity building per se, our existing capacity will be minimally impacted due to the fact that we will only serve as a local education agency (LEA) on the grant, not the intermediary or fiscal agent. Not only will we leverage our existing staff, we will receive external support through the sub-regional collaborative. In partnership with San Jose City College (SJCC) as the lead and fiscal agency and intermediary support from CareerWise, and with Cabrillo and Gavilan Colleges also serving as sub-regional partners, we will be able to "grow our own" future educators in the South Bay Area sub-region of the BACCC. SJCC and CareerWise will coordinate participating colleges, partners, and employers; align academic pathways; submit standards for regional DAS approval; register apprentices; and provide technical assistance with outreach and recruitment, data collection and outcomes tracking, and inter-agency agreements.

While part of a regional collaborative, Hartnell will increase its capacity to serve the localized needs of students and employers within its district.

---

4. Does the project align with or overlap with current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.

The Education Apprenticeship will align with and support the CCCCO Vision for Success and Hartnell's Strategic Plan, and it will align with and leverage current college activities spanning workforce development initiatives, academic programming, and student support services, including: the MAESTROs/Teacher Pathway Program and South County Education Services; Better Careers Grant and Career Hub; Strong Workforce Program; Early Childhood Education Apprenticeship; Education (EDU) Department; Dual Enrollment; and multiple programs and services under Student Affairs. Program staff from MAESTROs/TPP, CTE and Workforce Development, and South County Education Services will support implementation of the apprenticeship program, including the on-the-job training portion. Deans and Directors involved in the development of the project include: Kristen Arps, Director of Academic Affairs, MAESTROs & Teacher Pathway Program; Mostafa Ghous, Dean of Academic Affairs, South County Education Services; Rosie Armstrong, Director of Workforce Development, Advancement and Apprenticeship; Clint Cowden, Dean of Career Technical Education and Workforce Development; and Belen Gonzales, Coordinator of Job and Internship Placement.

In addition to Hartnell's MAESTROs & Teacher Pathway Program, the EDU Apprenticeship will provide a third teacher preparation option (it will not replace MAESTROs or TPP) for students who want to become teachers, particularly students who need to work part-time while attending school. The apprenticeship will afford students the opportunity to earn and learn in a customized educational plan of study. They will be able to do work relevant to their career goals, make an informed decision about embarking on a teaching career, network with local teachers and school leadership, receive mentorship support, and earn a living wage, all while earning credits (tuition free!) applicable to AA-T Elementary Teacher Education and BA Liberal Studies pathways. EDU Apprentices will receive the same wrap-around services as MAESTROs & TPP students (career advising, laptop & textbook lending, interfacing with 4-year university teacher preparation programs, etc.) and will be encouraged to participate in MAESTROs/TPP programming, including professional development and activities that encourage retention and completion.

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

5. Grant Type	Due Date
x New	12/16/2022
Continuation	12/16/2022

Funding Source	Agency/Organization
Public: x State Federal	California Community College Chancellor's Office Workforce and Economic Development Division 1102 Q Street, Sacramento, CA 95814-5901
Private: Foundation Corporation Individual	

6. Fiscal Information - Fiscal Agent

x College Foundation	Indirect Cost Rate: 4567	Grant Amount: 356,250

7. Does the proposed project require matching funds or in-kind contributions?

x   No   Yes   If yes, explain: n/a

8. Intellectual Property
Will the proposed project include the development of intellectual property?

x   No   Yes   If yes, explain: n/a

9. Grant Timeline

Grant Start Date: ____07/01/2023____   Grant Ending Date: ____06/30/2026____

10. Proposal Lead

- Proposal Lead:
- Title:
- College Department:
- Phone:
- Email:

Kristen Arps
Director of Academic Affairs, MAESTROs/Teacher Pathway Program
South County Education Services
8317556110
karps@hartnell.edu

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

11. Additional Partners	
Will this project include other agencies?	

No   x Yes   If yes, explain: Sub-regional partnership with other Bay Area Community College Consortium (BACCC) colleges, with San Jose City College (SJCC) as lead and fiscal agent and Cabrillo College and Gavilan College as additional sub-regional partners. An organization called CareerWise will be contracted by SJCC to provide apprenticeship intermediary services.

12a. Human Resources - Staffing Positions to Support the Grant
What new/continuing positions will be created to meet the proposed project objectives?
Please list the proposed titles and one-sentence job description below; include cost detail and a source of funding.

No new positions.

Continuing positions/staff involved in project support include the following (some supported by college FTE and some by public and private grant funding): Mostafa Ghous, Dean of South County Education Services; Kristen Arps, Director of Academic Affairs, MAESTROs & Teacher Pathway Program; MAESTROs/TPP Coordinator (position currently being filled) and MAESTROs/TPP Program Assistant I, Elizette Aguirre; Rosie Armstrong, Director of Workforce Development, Advancement, and Apprenticeship; Clint Cowden, Dean of Career Technical Education & Workforce Development; Belen Gonzales, Coordinator of Job and Internship Placement; Joy Cowden, Dean of Academic Affairs, Social & Behavioral Sciences, Curriculum & Instructional Support, & Fine Arts; EDU Faculty - Mayra Almodovar-Lopez, Andrea Zarate, and Lucas Rianto; Kelly Locke, Curriculum Committee Chair; Counselors assigned to support the EDU Apprentices; Carla Johnson, Dean of Student Affairs; Ben Grainger, Director of Student Affairs, Dual Enrollment; Maria Ceja, Dean of Student Affairs; Admissions & Records staff; and Michele Peregrin, Director of Public Grants Development, Advancement and Development/Foundation.

12b. Will the proposed project require HCCD to eventually absorb the cost of staffing for the project?

No   x Yes   If yes, explain below and complete 16a and 16b:

Some of the positions mentioned in #12a are already institutionalized. However, some are dependent on public and private grant funding. The staff who will be primarily responsible for implementation of the Education Apprenticeship are all currently grant funded: Director of MAESTROs/TPP; Director of Workforce Development, Advancement, and Apprenticeship; Coordinator of MAESTROs/TPP; and Program Assistant I of MAESTROs/TPP. The MAESTROs and TPP grants will expire in 2024; additional funding sources will be sought.

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

13a. Facilities, Furniture and Equipment Resources to Support the Grant
Will new/remodeled space be needed? (e.g. offices, lab and activity space, etc.)?
If so, please confer with Facilities to review the underutilized space map and describe plans below.

Will furniture and equipment be needed (e.g. workstations for staff, computers, phones, chairs, etc.)?
If so, include the estimated cost and source of the funding below.

None

13b. Will proposed facilities, furniture and equipment needs continue after grant?

No   x Yes   If yes, explain below and complete 16a and 16b:

The staff involved in this project already have space and equipment, which will need to be
sustained to support this project plus other projects, programs, services.

14a. Impact on Student Affairs and its resources?
What current resources will be used to implement this grant?
What new resources will be needed?

Student Affairs will provide students in the Education Apprenticeship with the same services that
it provides to all other students (Admissions & Records, Financial Aid, Counseling, Equity
Programs, Special Programs, etc.). Thus, Student Affairs will be impacted to the extent that the
program will bring in additional students. The program will recruit approximately 25 students into
the Apprenticeship Program over the course of 3 years. We foresee two cross points with Student
Affairs of note: (1) Classes will need to be coded as "apprenticeship" classes so that Hartnell
can be reimbursed by the State for these students' fees; (2) Counseling services will be needed
for the apprentices while they are enrolled in high school and Hartnell College classes (it will
be preferable to have all counselors trained to work with the apprentices).

14b. Impact on Institutional Resource and Information Technology resources?
What new institutional research will be needed? (e.g. evaluation, new data sets, new reports.)
What new informational technology will be needed? (e.g. new or additional software.)

Having an apprenticeship registered with the Department of Apprenticeship Standards requires the collection and reporting of certain data to the CCCCO. Hartnell will receive support and technical assistance in this area from SJCC (the lead agency and fiscal agent) and CareerWise (the intermediary organization). Hartnell program staff, with the assistance of the Offices of IT and IRPE, will help collect student and employer data, for multiple purposes: demographic/DEI data and outcomes reporting (enrollment, retention, completion, degree and credential attainment, and employment outcomes), program evaluation, and program improvement.
Success may determine if/how additional apprenticeships are developed and implemented at Hartnell from this pilot program opportunity.

14c. Will proposed institutional research and IT needs continue after grant?

No   x Yes   If yes, explain below and complete 16a and 16b:

The data and research needs will continue as long as the Education Apprenticeship continues at Hartnell College. It will be desirable to track the apprentices' outcomes post-completion, particularly their degree and credential completion and employment outcomes.

15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	27,464		
Personnel Non-Instructional	162,874		
Operating	152,210		
Equipment	0		
Indirect	13,702		
Total	356,250		

Budget Notes:
Personnel Instructional: SPAs for instructors and counselors involved in standards/curriculum review/approval and additional student support.

Personnel Non-instructional: Directors (project administration), Coordinator (recruitment, onboarding, case management, data collection and reporting), Program Assistant I (assistance with recruitment, onboarding, data collection, administrative support).

Operating: K12 district mentor stipends, laptops and textbooks for students, student programming (training & PD, fees), travel/mileage, outreach/recruitment and office supplies

16a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?

Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests.

The existing MAESTROs/TPP infrastructure can support the EDU Apprenticeship as it develops. Once apprentices are enrolled in Hartnell classes and officially registered with the state, it will be a source of revenue. The EDU Apprenticeship will generate FTES, which can be used to partially sustain the program. As Apprentices are registered with the CA Department of Apprenticeship Standards (DAS), Hartnell will receive formula funding through the state's new Apprenticeship Innovation Fund (AIF), which will also help sustain the program. Strong Workforce Program (SWP) funds would also be an appropriate source of funding to leverage. And supplemental funding may be requested from the County Office of Education and/or individual K12 school districts. As it grows, the MAESTROs/TPP infrastructure may not be able to sustain it without additional staffing. At least a PT Program Assistant II may be needed to support the this and other teacher preparation programming, and/or a FT PA II to support this and other Apprenticeships at Hartnell. A PA II will play a critical role in outreach, recruitment, onboarding, student support services, student tracking, and reporting.

16b. Budget Plan – HCCD institutional commitment – after grant term ends

Fiscal Year:	07/01/2026	07/01/2027	07/01/2028
Personnel Instructional	8,000	8,000	8,000
Personnel Non-Instructional	58,000	60,000	62,000
Operating	48,000	46,000	44,000
Other	4,750	4,750	4,750
Total	118,750	118,750	118,750

Budget Notes:

As noted above,
Personnel Instructional: SPAs for instructors and counselors involved in student support.
Personnel Non-instructional: Directors (project administration), Coordinator (recruitment, onboarding, case management, data collection and reporting), Program Assistant I (assistance with recruitment, onboarding, data collection, administrative support).
Operating: K12 district mentor stipends, laptops and textbooks for students, student programming (training & PD, fees), travel/mileage, outreach/recruitment and office supplies.

17. Academic Senate - New Programs, Curriculum and/or Faculty
Does the proposal include new programs, curriculum, or faculty?

No   x Yes   Proposed date to present to the Academic Senate: __12/13/2022__

List faculty members involved in development:

The EDU apprenticeship program includes existing courses only -- no new curriculum or faculty are needed. EDU faculty have been informed and invited to provide input; they have not been involved in development yet. Faculty will be needed to review and approve the Related Supplemental Instruction curriculum (standards have already been developed and DOL-approved and are being put forward for DAS approval), in collaboration with faculty from partner colleges. (Funding for SPAs has been allocated to compensate them for their time.) We do not expect that new curriculum will need to be developed or reinstated; existing courses that are part of the AA-T ETE degree sequence will support the EDU Apprenticeship.

Hartnell College - Office of Institutional Advancement
Grant Concept Form

November 2020

18. The proposed project supports the goals and objectives of Hartnell College
The following signatures are the responsibility of the Proposal Lead:

Support	Do Not Support		
X		*Kristen Arps* EE1D917DA720487... **Proposal Lead**	12/05/2022 **Date**
X		*Mostafa Ghous* 070228CBBD884E6... **Dean**	12/6/2022 **Date**
X		*Cathryn Wilkinson* 8F9552DDC3964E1... **VP**	12/08/2022 **Date**

19. The proposed project supports the goals and objectives of Hartnell College
The following signatures are the responsibility of the Office of Institutional Advancement:

Support	Do Not Support		
		Jason Hough 9981D56969C8422... **Academic Senate**	12/09/2022 **Date**
X		*Jackie Cruz* 8DADC543DB574EE... **Vice President of Advancement and Development**	12/09/2022 **Date**
X		*Alicia Gregory* FF0C426E1159447... **Accounting Manager**	12/09/2022 **Date**
		Graciano Mendoza 7EE50D88079D4AF... **Vice President of Administrative Services**	12/12/2022 **Date**
X		*Chelsy Pham* 55314F659EDF4D7... **Vice President of Information Technology**	12/12/2022 **Date**
X		*Dianna Rose* 2279F32AF862454... **Vice President of Human Resources**	12/16/2022 **Date**
		Rosie Armstrong FCE3CECE0F20496... **Director/Vice President (as required)**	12/13/2022 **Date**

20 . Approval			
The proposed project is approved and supports the goals and objectives of Hartnell College.			

Support	**Do Not Support**	DocuSigned by: *Michael Gutierrez* 2535BAB5663347C...	12/16/2022
		Superintendent/President	**Date**