



Hartnell College - Office of Institutional Advancement

Grant Concept Form

November 2020

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

Title: Department of Education Postsecondary Student Success Program

Website: <https://docs.google.com/document/d/1jLqRo2skwm3pjdyDCT69lp2NdknmKfoS/edit?usp=sharing&ouid=10>

Abstract: Fill in Abstract below:

The Postsecondary Student Success Program promotes postsecondary completion for students close to completion, whether for students currently enrolled in higher education, students who are no longer enrolled because of challenges they faced during the COVID-19 pandemic and close to completion, or both. This program aims to improve student outcomes, including retention, transfer, credit accumulation, and completion, by augmenting evidence-based activities that are already underway at eligible institutions of higher education

2. Alignment with the College Strategic Plan and Feasibility

35 _____ % **Goal 1** - Increase Student Completion

[Link to Hartnell College Strategic Plan](#)

25 _____ % **Goal 2** - Increase Student Completion Efficiency

25 _____ % **Goal 3** - Increase Student Transfer to 4 Year Institute

15 _____ % **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, 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 | 1 |
| 4) Aligns with new funding formula | 4 |
| 5) Low demand on resources (space, equipment, etc.) | 2 |
| 6) Capable of sustaining project after grant ends | 4 |

Total: ² _____ (Total should not exceed 30)

List Accreditation Standards (i.e.; II.A.):

[Link to Accreditation Standards](#)

A, A1B, A2D, B3A, B, C, D, E, F

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

The Postsecondary Student Success Program will increase the capacity of the college to address retention and persistence among students who have stopped out. The funding provides opportunities to develop a system which tracks stopped out students and implements outreach and support initiatives to support student retention and persistence. Institution-wide implementation would include an evaluation of the programs and services supported by the funding and the capacity to support student completion, completion efficiency and transfer to a 4 year. The proposed program involves collaboration among Academic and Student Affairs, Information Technology and Business Services

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 project does align with previous activities focused on stopped out students since spring 2020. However, the funding provides additional opportunity to leverage and increase capacity of previous activities focused on retention. Previous activities include a calling campaign, survey and marketing and outreach. The new project would allow for better coordination and follow up among the Deans and Directors in Academic and Student Affairs to outreach to students who have stopped out to help them successful re-enroll at Hartnell College.



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5. Grant Type		Due Date	
<input checked="" type="checkbox"/> New		10/11/2022	
Continuation		10/11/2022	
Funding Source		Agency/Organization	
Public: State <input checked="" type="checkbox"/> Federal		Department of Education	
Private: Foundation Corporation			
Individual			
6. Fiscal Information - Fiscal Agent			
College	Foundation	Indirect Cost Rate: .08	Grant Amount: 1,000,000
7. Does the proposed project require matching funds or in-kind contributions?			
<input checked="" type="checkbox"/> No	Yes	If yes, explain: N/A	
8. Intellectual Property			
<i>Will the proposed project include the development of intellectual property?</i>			
<input checked="" type="checkbox"/> No	Yes	If yes, explain: N/A	
9. Grant Timeline			
Grant Start Date: <u>12/01/2022</u>	Grant Ending Date: <u>12/01/2025</u>		
10. Proposal Lead			
• Proposal Lead:	<u>Dr. Jainesh Singh</u>		
• Title:	<u>Director of Academic Affairs - Academic Support</u>		
• College Department:	<u>Academic Affairs - Academic Support</u>		
• Phone:	<u>8317556832</u>		
• Email:	<u>jsingh@hartnell.edu</u>		



11. Additional Partners

Will this project include other agencies?

No Yes If yes, explain: N/A

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.

Continuing:

Director of Academic Affairs - Academic Support

Provides leadership and direction for academic support at each campus.

Administrative Assistant 2 - Academic Support

Provides administrative assistant/support to academic support program. Including faculty, staff and student hiring and payroll and budget.

New:

Retention Coordinator

Track and provide follow-up support to stopped out students, develop summer experience and collaborate with Academic Affairs and Student Affairs deans and directors

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

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

New position will end upon completion of the grant



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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.

Not Applicable

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

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

N/A

14a. Impact on Student Affairs and its resources?

What current resources will be used to implement this grant?

What new resources will be needed?

Collaboration with Dean of Student Affairs, Student Success and Dean of Enrollment Services



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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.)

Software implementation support to help with scheduling; it would use students' ed plans to predict needs, highlight scheduling conflicts so that administrators can adjust accordingly. Bringing Enrollment, Degree Audit & Pathway Data Together to Support Students: Often analytic solutions are too disconnected from action – siloed data sources, reports, and analyses act as barriers to creating student-centered schedules that allow students to complete and transfer on time. Predictive data empowers campus & department leaders to confidently project instructional resource requirements. The implementation of these programs is expensive and resource challenging. This grant can support the implementation costs and personnel and allow the software and processes to be implemented and sustainable beyond the life of the grant.

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

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

Yes. IR data to track student progress as a result of participating in the project

15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	50000		
Personnel Non-Instructional	576640		
Operating	350000		
Equipment	0		
Indirect	23360		
Total	1000000		

Budget Notes:

Personnel Instructional will be used to support up to 20-30 faculty SPA for professional development. Personal non-instructional includes, Retention Coordinator, student ambassadors and percentage of director and admin salary



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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.

Plans to sustain the program will be included in the 24-25 and 25-26 PPA.

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

Fiscal Year:			
Personnel Instructional			
Personnel Non-Instructional			
Operating			
Other			
Total			

Budget Notes:

Depending on available categorical funding

17. Academic Senate - New Programs, Curriculum and/or Faculty

Does the proposal include new programs, curriculum, or faculty?

No Yes Proposed date to present to the Academic Senate: 09/27/2022

List faculty members involved in development:

Providing Academic Senate with an overview of the project on 9/27/2022

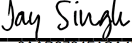
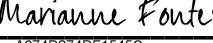
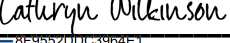


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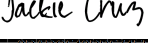
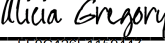
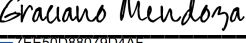
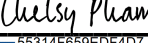
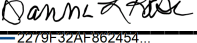

18. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Proposal Lead:

Support X	Do Not Support	DocuSigned by:  <small>0AAD9734F1CA473...</small> Proposal Lead	09/26/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>A674D274DF1545C...</small> Dean	09/26/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>8F9552DDC3964E1...</small> VP	09/30/2022 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	DocuSigned by:  <small>9981D56969C8422...</small> Academic Senate	10/04/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>8DADC543DB574EE...</small> Vice President of Advancement and Development	10/04/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>FF0C426E115947...</small> Accounting Manager	10/10/2022 Date
Support	Do Not Support	DocuSigned by:  <small>7EE50D88079D4AF...</small> Vice President of Administrative Services	10/19/2022 Date
Support	Do Not Support	DocuSigned by:  <small>55314F659EDF4D7...</small> Vice President of Information Technology	11/01/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>2279F32AF862454...</small> Vice President of Human Resources	10/20/2022 Date
Support X	Do Not Support	DocuSigned by:  <small>05E3B95A6C4F480...</small> Director/Vice President (as required)	10/19/2022 Date



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20 . Approval

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

Support

Do Not Support

X

DocuSigned by:

Michael Gutierrez

2535BA35663347C

Superintendent/President

11/01/2022

Date