

**Application Requesting Funding for
NC Works Career Coach(es)**

The purpose of the NCWorks Career Coach Program is to place community college career coaches in high schools to assist students with determining career goals and identifying community college programs that would enable students to achieve these goals.

There is appropriated from the General Fund to the NC Community College System Office the sum of \$500,000 for the 2015-16 fiscal year and the sum of \$1,000,000 for the 2016-2017 fiscal year to match non-State funds for the implementation of NCWorks Career Coach Program. These funds shall only be used for salary and benefits for NCWorks Career Coaches.

The board of trustees of a community college and a local board of education of a local school administrative unit within the service area of the community college jointly may apply for available funds for the NCWorks Career Coach Program funding from the State Board of Community Colleges.

Based on an estimate of salary and benefits totaling \$70,000 per coach position which requires a local dollar for dollar match, allocation will be \$35,000 per approved coach position. The 2015-2016 allocation will be \$17,500 per coach position since implementation is occurring mid-year, followed by full allocation (\$35,000) per coach position for the 2016-2017 year.

Application Process

The following NCWorks Career Coach Program application process was approved by the State Board of Community Colleges on October 30, 2015 in accordance with G.S. 115D-21.5, as enacted in Section 10.14 of S.L. 2015-241 (H97):

Step 1. System Office will distribute an RFP to all 58 community colleges inviting submission of application requesting funding for NCWorks Career Coach(es).

Step 2. Interested colleges must submit completed application by designated deadline. Applications must include the following components:

- A) Requested number of career coaches.
- B) Certification that the funding request will be matched dollar-for-dollar with local funds, which may come from public or private sources.
- C) A signed memorandum of understanding (MOU) between the board of trustees of a community college and the partner local board of education that meets the statutory requirements described below*.
- D) Description of plan for deployment of coaches detailing how deployment of NCWorks Career Coach(es) i) addresses targeted need in community served and ii) effectively and appropriately serves local school administrative service area based on rationale supported by local community leaders.
- E) Professional Development Plan (Proposed training) for NCWorks Career Coaches
 - that prepares NCWorks Career Coaches to work in high school setting

- that ensures NCWorks Career Coaches are aware of, and have the tools/resources to remain current in their knowledge of, current career opportunities and required education and/or training
 - that prepares NCWorks Career Coaches to serve as effective advisors, as college personnel in a high school setting.
- F) Description of proposed communication strategies of NCWorks Career Coaches with stakeholders, including, but not limited to: high school students, high school and middle school faculty and staff, parents and guardians, and service area employers.
- G) Proposed Job Description of NCWorks Career Coach.
- H) Evaluation plan including expected outcomes resulting from NCWorks Career Coach deployment and certification that the college will comply with the statutory annual reporting requirements described below.

Step 3. An advisory committee will review all complete applications meeting minimum requirements and make recommendations for funding awards to the State Board of Community Colleges based on the criteria below, submitted through the Finance Committee. Per G.S.115D-21.5(c)(1), the advisory committee shall include representatives from the North Carolina Community College System, the Department of Public Instruction, the NCWorks initiative located in the Department of Commerce, and at least three representatives of the business community.

Step 4. The State Board of Community Colleges Finance Committee presents final recommendations for full board consideration.

***Statutory MOU Requirements**

At a minimum, the memorandum of understanding between the community college and LEA shall include the following:

Requirement that the community college provides the following:

- a. Hiring, training, and supervision of career coaches. The board of trustees may include a local board of education liaison on the hiring committee and in the decision-making regarding hiring for the coach positions.
- b. Salary, benefits, and all other expenses related to the employment of the coach. The coach will be an employee of the board of trustees and will not be an agent or employee of the local board of education.
- c. Development of pedagogical materials and technologies needed to enhance the advising process.
- d. Criminal background checks required by the local school administrative unit for employees working directly with students.
- e. Agreement that, while on any school campus, the coach will obey all local board of education rules and will be subject to the authority of the school building administration.

Requirement that the local school administrative unit provides the following to the coach:

- a. Access to student records, as needed to carry out the coach's job responsibilities.
- b. Office space on-site appropriate for student advising.

- c. Information technology resources, including, but not limited to, Internet access, telephone, and copying.
- d. Initial school orientation and ongoing integration into the faculty and staff community.
- e. Promotion of school-wide awareness of coach duties.
- f. Facilitation of coach's access to individual classes and larger assemblies for the purposes of awareness-building.

Statutory Annual Reporting Requirements

The board of trustees of a community college that employs one or more career coaches must report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:

- a. Number of career coaches employed.
- b. Number of local school administrative units served, and names of schools in which career coaches are placed.
- c. Number of students annually counselled by career coaches.
- d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

Evaluation Criteria

The advisory committee shall disqualify any application that fails to include all required components described above. Complete applications shall be evaluated using the following criteria:

- a. Consideration of the workforce needs of business and industry in the region.
- b. Targeting of resources to enhance ongoing economic activity within the community college service area and surrounding counties in tier two regions.
- c. Quality of the Career Coach deployment, professional development, and communication plans.
- d. Geographic diversity of awards.

Submission of Application

The completed application, accompanied by the signed Memorandum of Understanding and Certification, should be submitted to:

Lisa M. Chapman, Ed.D.
Senior Vice President for Programs
Academic and Student Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

A scanned copy should also be emailed to chapmanl@ncccommunitycolleges.edu.

The application must be submitted/postmarked no later than January 8, 2016

**Application Requesting Funding for
NC Works Career Coach(s)**

This application for NC Works Career Coach Program funding is submitted by:

Community College: _____ and

Local School Administrative Unit (LEA): _____ which is located within
the service area of the community college.

Contact Person for Information Contained within the Application for Funding:

Name: _____ Title: _____

Agency: _____ Phone Number: _____

Email Address: _____

A. Requested Number of Career Coaches

The Community College and LEA are requesting that _____ (number of Career Coach(es) be funded. The following high schools, within the LEA, will be provided with a Career Coach by the community college:

High School:	_____	_____	_____
	Name of High School	Address	Amount of Time*

High School:	_____	_____	_____
	Name of High School	Address	Amount of Time*

High School:	_____	_____	_____
	Name of High School	Address	Amount of Time*

High School:	_____	_____	_____
	Name of High School	Address	Amount of Time*

**Amount of time per week*

B. Certification

Complete and sign Attachment A which is a certification providing that the funding request will be matched dollar-for-dollar with local funds. *Local funds may come from public or private sources.*

C. Memorandum of Understanding

A MOU between the board of trustees of a community college and the partner local board of education that meets the statutory requirements must be attached to the application.

At a *minimum*, the memorandum of understanding between the community college and LEA shall include the following:

Requirement that the community college provides the following:

- a) Hiring, training, and supervision of career coaches. The board of trustees may include a local board of education liaison on the hiring committee and in the decision-making regarding hiring for the coach positions.
- b) Salary, benefits, and all other expenses related to the employment of the coach. The coach will be an employee of the board of trustees and will not be an agent or employee of the local board of education.
- c) Development of pedagogical materials and technologies needed to enhance the advising process.
- d) Criminal background checks required by the local school administrative unit for employees working directly with students.
- e) Agreement that, while on any school campus, the coach will obey all local board of education rules and will be subject to the authority of the school building administration.

Requirement that the local school administrative unit provides the following to the coach:

- a) Access to student records, as needed to carry out the coach's job responsibilities.
- b) Office space on-site appropriate for student advising.
- c) Information technology resources, including, but not limited to, Internet access, telephone, and copying.
- d) Initial school orientation and ongoing integration into the faculty and staff community.
- e) Promotion of school-wide awareness of coach duties.
- f) Facilitation of coach's access to individual classes and larger assemblies for the purposes of awareness-building.

D. Plan for Deployment of NC Works Career Coach(es)

Include a description of the plan for deployment of coaches detailing how deployment of NCWorks Career Coach(es): *(Limit description to the area provided below.)*

- a) Addresses targeted need in community served *and*
- b) Effectively and appropriately serves local school administrative service area based on rationale supported by local community leaders.

E. Professional Development Plan

Outline the proposed training for NCWorks Career Coach(es) that:

(Limit outline to the area provided below.)

- a) Prepares NC Works Career Coaches to work in a high school setting
- b) Ensures NC Works Career Coaches are aware of, and have the tools/resources to remain current in their knowledge of, current career opportunities and required education and/or training
- c) Prepares NC Works Career Coaches to serve as effective advisors, as college personnel in a high school setting

F. Communication Strategies

Provide a description of proposed communication strategies of NCWorks Career Coaches with stakeholders, including, but not limited to: high school students, high school and middle school faculty and staff, parents and guardians, and service area employers.

(Limit description to the area provided below.)

G. Job Description

Attach the proposed job description of the NCWorks Career Coach to the application.

H. Evaluation Plan

Attach an evaluation plan which includes expected outcomes resulting from NCWorks Career Coach deployment. *(Please note data that will be required as part of the annual reporting.)*

REVIEW PROCESS

Review Criteria

The advisory committee shall disqualify any application that fails to include all required components described above. Complete applications shall be evaluated using the following criteria:

- a) Consideration of the workforce needs of business and industry in the region.
- b) Targeting of resources to enhance ongoing economic activity within the community college service area and surrounding counties in tier two regions.
- c) Quality of the Career Coach deployment, professional development, and communication plans.
- d) Geographic diversity of awards.

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Lisa M. Chapman, Ed.D.
Senior Vice President for Programs
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The application must be submitted/postmarked no later than January 8, 2016

Notification of Award of Funding

The advisory committee will provide their recommendations to the State Board of Community Colleges at the February, 2016 meeting. Community colleges submitting applications will be notified of approval status via letter from the NC Community College System during early March of 2016.

Statutory Annual Reporting Requirements

The board of trustees of a community college that employs one or more career coaches must report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:

- a. Number of career coaches employed.
- b. Number of local school administrative units served, and names of schools in which career coaches are placed.
- c. Number of students annually counselled by career coaches.
- d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

Attachment A

Certification

The community college board of trustees and the local board of education of the local school administrative unit within the service area have assessed the need for the NC Works Career Coach Program and have determined that the program will assist students with determining career goals and identifying community college programs that would enable students to achieve these goals. These funds shall only be used for the salary and benefits for NC Works Career Coaches.

The funding request will be matched dollar-for-dollar with local funds. These funds will come from the following source(s):

Public Source(s):

Private Source(s):

We further certify that the board of trustees of the community college employing one or more career coaches shall report annually to the State Board of Community Colleges on implementation and outcomes of the program, including the following information:

- a. Number of career coaches employed.
- b. Number of local school administrative units served, and names of schools in which career coaches are placed.
- c. Number of students annually counselled by career coaches.
- d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

Signature, Chairperson, Local Board of Education

Date

Signature, Chairperson, Local Board of Trustees of Community College

Date