

STATE BOARD OF COMMUNITY COLLEGES

Annual Report to the Joint Legislative Education Oversight Committee
on
NC Works Career Coach Program
GS 115D-21.5.

Request: The State Board of Community Colleges is asked to approve the NC Works Career Coach Program 2015-16 Annual Report to the Joint Legislative Education Oversight Committee.

Background: § 115D-21.5. NC Works Career Coach Program.

Annual Report. –

- (1) The board of trustees of a community college that employs 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.
- (2) The State Board of Community Colleges shall report annually no later than October 1 to the Joint Legislative Education Oversight Committee on the following:
 - a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.
 - b. Number and names of partnership applicants for NC Works Career Coach Program funding.
 - c. Number, names, and amounts of those awarded NC Works Career Coach Program funding

Rationale: The NC Works Career Coach Program places 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. The 2015-16 NC Works Career Coach Program annual report outlines the program implementation and outcomes for the first year of the grant.

Contact: Dr. Lisa Eads, Program Coordinator

**Report to the Joint Legislative Education Oversight Committee
NC Works Career Coach Program – (G.S. 115D-21.5(d)(2))**

Overview

(G.S. 115D-21.5(d)(2)) authorizes the North Carolina Community College System to administer the NC Works Career Coach Program. This program places 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.

Program Implementation

In September of 2015, the General Assembly passed the provision authorizing the North Carolina Community College System to implement the NC Works Career Coach Program. On October 30, 2015, the State Board of Community Colleges approved the application process (RFP) for the grant. The grant announcement went out to colleges on November 18, 2015 and the deadline for submission was set for January 8, 2016. As outlined in the legislation, community college board of trustees and local school administrative units within the service area of the community college were eligible to jointly apply for available NC Works Career Coach funding.

Twenty-eight community colleges and their local school system partners submitted applications for funding. The advisory committee, which included representatives from business/industry, North Carolina Department of Public Instruction, North Carolina Division of Workforce Solutions, and the North Carolina Community College System Office, met and reviewed applications in late January/early February 2016. Recommendations for funding were submitted to the State Board of Community Colleges in February of 2016. The Board approved the recommendations on February 19, 2016 and notification of funding was set out to colleges on February 25, 2016.

Fourteen of the twenty-eight community colleges received NC Works Career Coach Program funding in 2015-2017 grant cycle. Within the fourteen community colleges' service area, twenty-eight NC Works Career Coaches were deployed and are serving fifty-two public high schools within nineteen Local Educational Agencies (LEAs). (See Attachment A)

An orientation meeting was held on May 23, 2016 for NC Works Career Coaches who had been hired to date. During the meeting, coaches learned about the program purpose and expectations, best practices for connecting students to career pathways and heard directly from several business and industry representatives, secondary career development coordinators, the North Carolina Department of Commerce, and the North Carolina Chamber.

Additionally, the State Board of Community Colleges approved the use of some State Board Reserve Funds for Career Development Facilitator (CDF) Training for the NC Works Career Coaches. The training includes 120 hours of content as well as the Global Career Development Facilitator (GCDF) certification. The Center for Credentialing and Education (CCE), located in

Greensboro, NC oversees the GCDF certification. The benefits of the GCDF certification include the following knowledge and skills:

“GCDF credential holders are trained to help people, both individually and in a group setting, make informed decisions when considering their own career development. Through the use of best practices, various assessment tools, and career development models GCDFs equip each individual with the knowledge and skills to embark on their professional journey. GCDF credential holders find rewarding careers in government agencies, human resources departments, nonprofit organizations, correctional institutions, consumer advocacy agencies, and various departments within the educational sector.” (CCE, 2016 retrieved from <http://www.cce-global.org/GCDF>)

Ongoing professional development and training will be provided by the North Carolina Community College System Office (NCCCS). NCCCS will work closely with the North Carolina Department of Public Instruction, the North Carolina Department of Commerce and the North Carolina Chamber to ensure that NC Works Career Coaches have the most current information, support, and opportunities to connect with businesses and industries as they serve students in their respective high schools.

Impact Measurement

Impact for the NC Works Career Coach Program will be measured by assessing the following:

- Local industry needs
- Current career pathway options available to students within the local area served by the NC Works Career Coaches
 - high school CTE pathway options
 - community college CTE pathway options
- Increase in career pathway enrollment in available options that meet local industry needs
- Career pathway creation and/or career pathway changes made based on local workforce demands
- Long term impact assessment will include a survey of local businesses to determine the success of the program in meeting career pipeline needs

Attachment A

2015-16 NC Works Career Coach Program Annual Report**Item 1a and 1b - Placement of Coaches:**

- a. *Number of career coaches employed.*
- b. *Number of local school administrative units served and names of schools in which career coaches are placed.*

Table 1. NC Works Career Coach Program Deployment Summary

Community College Name	Region	Number of Coaches Awarded	Local Educational Agency (LEA)	High School Placement Location(s)
Caldwell CC & TI	West	3	Caldwell County Schools	Hibriten High School, South Caldwell High School, and West Caldwell High School
Cleveland CC	West	2	Cleveland County Schools	Burns High School, Crest High School, Kings Mountain High School, and Shelby High School
Blue Ridge CC	West	1	Transylvania County Schools	Brevard High School, Rosman High School, and Davidson River High School
Gaston College	West	2	Gaston County Schools & Lincoln County Schools	Bessemer City High School, Hunter Huss High School, North Gaston High School; Asbury School, East Lincoln High School, Lincolnton High School, West Lincoln High School, North Lincoln High School
McDowell TCC	West	1	McDowell County Schools	McDowell High School
Western Piedmont CC	West	2	Burke County Public Schools	Draughn High School, East Burke High School, Freedom High School, Patton High School, and Hallyburton Academy
Alamance CC	Central	2	Alamance-Burlington School System	Southern Alamance High School, and Cummings High School

Central Carolina CC	Central	3	Chatham County Schools, Lee County Schools, & Harnett County Schools	Chatham Central High School; Southern Lee High School; Triton High School
Piedmont CC	Central	2	Person County Schools & Caswell County Schools	Person High School; Barlett-Yancey High School
Randolph CC	Central	2	Asheboro City Schools & Randolph County Schools	Asheboro High School, Eastern Randolph High School, Southwestern Randolph High School, Trinity High School
Vance Granville CC	Central	1	Granville County Schools & Warren County Schools	J.F. Webb High School; Warren County High School
Johnston CC	East	1	Johnston County Schools	South Johnston High School, Cleveland High School, and Princeton High School
Pitt CC	East	3	Pitt County Schools	North Pitt High School, JH Rose High School; Farmville Central High School, South Central High School, Ayden-Grifton High School, and DH Conley High School
Robeson CC	East	3	Public Schools of Robeson County	Fairmont High School, Lumberton High School, Purnell Swett High School, Red Springs High School, South Robeson High School, St. Pauls High School
Total number of Community Colleges = 14		Total number of NC Works Career Coaches = 28	Total number of Local Educational Agencies (LEAs) = 20	Total number of high schools served = 52

Item 1c - Students Counseled Annually:

1c. Number of students annually counseled by career coaches.

The State Board of Community Colleges approved funding for recommended colleges on February 19, 2016. Colleges received notice of funding on February 25, 2016 and advertised NC Works Career Coach position vacancies soon after notification. Colleges have now hired and deployed the NC Works Career Coaches. Data for item 1c will be available in the 2016-2017 annual report.

Item 1d - Program Impact:

1d. Impact of career coaches on student choices, as determined by a valid measure selected by the State Board of Community Colleges.

Impact will be measured by assessing the following:

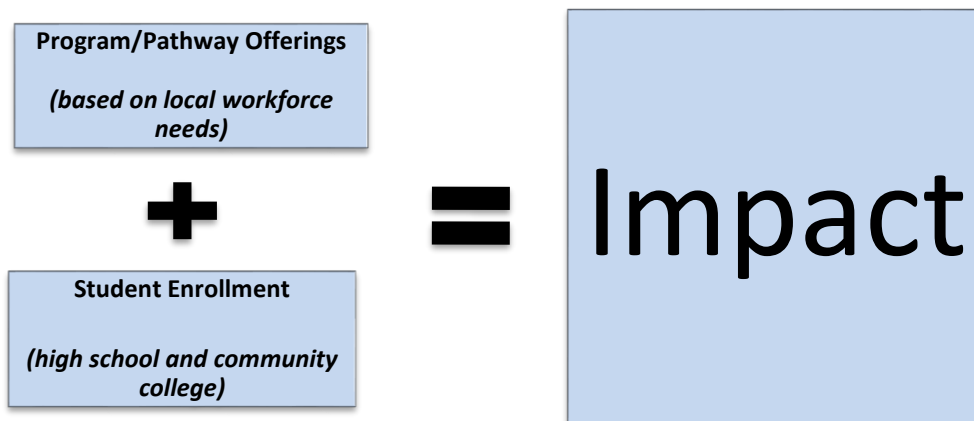
Assess pathway enrollment

- Pre-assessment: Collect baseline data - Enrollment in available pathways
 - high school (CTE)
 - community college (CCP/CTE)
- Post-assessment: Enrollment data in available pathways
 - high school (CTE)
 - community college (CCP/CTE)

Assess program/pathway offerings

- What pathway options need to be added based on local industry feedback?
- Were any new pathways created based on the feedback from local industry?

Figure 1. NC Works Career Coach Impact Measurement



Item 2a - Compilation of Information Reported:

2a. A compilation of the information reported by the board of trustees of community colleges, as provided in subdivision (1) of this subsection.

See items 1a-1d above.

Item 2b - Partnership Applicants

2b. Number and names of partnership applicants for NC Works Career Coach Program funding

Table 2. 2015-16 NC Works Career Coach Program Partnership Applicants

Community College Name	Local Educational Agency (LEA) Name(s)
Alamance CC	Alamance-Burlington School System
Blue Ridge CC	Henderson County Public School and Transylvania County Schools
Brunswick CC	Brunswick County Public Schools
Caldwell CC & TI	Caldwell County Schools and Watauga County Schools
Central Carolina CC	Lee County Schools, Chatham County Schools, and Harnett County Schools
Cleveland CC	Cleveland County Schools
Davidson County CC	Thomasville City Schools and Lexington City Schools
Durham Technical CC	Durham Public Schools
Edgecombe CC	Edgecombe County Public Schools
Fayetteville Technical CC	Cumberland County Schools
Forsyth Technical CC	Winston-Salem Forsyth County Schools
Gaston College	Gaston County Schools and Lincoln County Schools

Halifax CC	Halifax County Schools and Weldon City Schools
Haywood CC	Haywood County Schools
Johnston CC	Johnston County Schools
Martin CC	Martin County Schools
McDowell Technical CC	McDowell County Schools
Nash CC	Nash-Rocky Mount Schools
Pamlico CC	Pamlico County High School, Arapahoe Charter School, and Pamlico Christian Academy
Piedmont CC	Person County Schools and Caswell County Schools
Pitt CC	Pitt County Schools
Randolph CC	Asheboro City Schools and Randolph County Schools
Robeson CC	Public Schools of Robeson County
Rowan-Cabarrus CC	Rowan Salisbury School System
Surry CC	Surry County Schools
Vance Granville CC	Warren County Schools and Granville County Schools
Western Piedmont CC	Burke County Public Schools
Wilkes CC	Wilkes County Schools
Total Community Colleges = 28	Total Local Educational Agencies (LEA)/Schools = 40

Item 2c - Program Funding Awarded

2c. Number, names, and amounts of those awarded NC Works Career Coach Program funding

Table 3. 2015-16 NC Works Career Coach Program Funding Awards

Advisory Committee Recommended Awards:				
College	Region	# NC Works Career Coaches	2015-16 Allocations	2016-17 Allocations
Caldwell CC&TI	West	3	\$53,571	\$107,142
Cleveland CC	West	2	\$35,714	\$71,428
Blue Ridge CC	West	1	\$17,858	\$35,716
Gaston College	West	2	\$35,714	\$71,428
McDowell TCC	West	1	\$17,858	\$35,716
Western Piedmont CC	West	2	\$35,714	\$71,428
Alamance CC	Central	2	\$35,714	\$71,428
Central Carolina CC	Central	3	\$53,571	\$107,142
Piedmont CC	Central	2	\$35,714	\$71,428
Randolph CC	Central	2	\$35,714	\$71,428
Vance-Granville CC	Central	1	\$17,858	\$35,716
Johnston CC	East	1	\$17,858	\$35,716
Pitt CC	East	3	\$53,571	\$107,142
Robeson CC	East	3	\$53,571	\$107,142
Total		28	\$500,000	\$1,000,000

Attachment B

Legislative Authorization: G.S. 115D-21.5(d)(2). NC Works Career Coach Program

SECTION 10.14.(a) Article 2 of Chapter 115D of the General Statutes is amended by adding a new section to read:

"§ 115D-21.5. NC Works Career Coach Program.

(a) Purpose. – There is established the NC Works Career Coach Program 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.

(b) Memorandum of Understanding. – 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 shall enter into a memorandum of understanding for the placement of career coaches employed by the board of trustees of the community college in schools within the local school administrative unit. At a minimum, the memorandum of understanding shall include the following:

(1) 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 to participate in the decision making regarding hiring for the coach positions.
- b.** Salary, benefits, and all other expenses related to the employment of the career 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 career coach will obey all local board of education rules and will be subject to the authority of the school building administration.

(2) Requirement that the local school administrative unit provides the following to career coaches:

- 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.

(c) Application for NC Works Career Coach Program Funding. – 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 NC Works Career Coach Program funding from the State Board of Community Colleges. The State Board of Community Colleges shall establish a process for award of funds as follows:

- (1) Advisory committee. – Establishment of an advisory committee, which shall include representatives from the NC Community College System, the Department of Public Instruction, the NC Works initiative located in the Department of Commerce, and at least three representatives of the business community, to review applications and make recommendations for funding awards to the State Board.
- (2) Application submission requirements. – The State Board of Community Colleges shall require at least the following:
 - a. Evidence of a signed memorandum of understanding that meets, at a minimum, the requirements of this section.
 - b. Evidence that the funding request will be matched dollar-for-dollar with local funds. Matching funds may come from public or private sources.
- (3) Awards criteria. – The State Board of Community Colleges shall develop criteria for consideration in determining the award of funds that shall include the following:
 - 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.
 - c. Geographic diversity of awards.

(d) Annual Report. –

- (1) The board of trustees of a community college that employs 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.

- (2) The State Board of Community Colleges shall report annually no later than October 1 to the Joint Legislative Education Oversight Committee on the following:
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SECTION 10.14.(b) The State Board of Community Colleges shall begin accepting applications for available funds for NC Works Career Coach Program funding no later than December 15, 2015, and shall select the initial recipients for the award of funds no later than February 22, 2016.

SECTION 10.14.(c) The funds appropriated under this act to the Community Colleges System Office for the 2015-2017 fiscal biennium to match non-State funds to implement the NC Works Career Coach Program shall only be used for salary and benefits for NC Works Career Coaches.