

**STATE BOARD OF COMMUNITY COLLEGES
NCWorks Career Coach Program Application Process**

Request: The State Board is asked to approve the application process, as presented below, for 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 to apply for NCWorks Career Coach Program funding.

Background: 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.

Rationale: G.S. 115D-21.5, as enacted in Section 10.14 of S.L. 2015-241 (H97), requires that the State Board of Community Colleges establish a process for awarding of funds and criteria used for determined the award of funds.

Proposed Application Process:

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 reviews all complete applications meeting minimum requirements and makes recommendations for funding awards to 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.
- 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.

Proposed 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.

Contact:

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