



# Hartnell College - Office of Institutional Advancement

## Grant Concept Form

March 2020

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

**Title:** Institutional Resilience and Expanded Postsecondary Opportunity (IREPO)

**Website:** <https://www2.ed.gov/about/offices/list/ope/heerfirepo.html>

**Abstract:**

The IREPO Project will provide an array of online services to educate dual enrollment and college students who have demonstrated an academic need as part of the IREPO Project's application process. The IREPO Project staff will include a Project Director, Faculty/Staff Trainer, Online Counselor, Course Programmer, Help Desk and Equipment Specialists, and an Academic Specialist. The staff will work in conjunction with the college faculty and staff for an effectively to expand and improve the delivery of online academic and support services to the students over the next two years.

### 2. Alignment with the College Strategic Plan and Feasibility

[Link to Hartnell College Strategic Plan](#)

25 \_\_\_\_\_ % **Goal 1** - Increase Student Completion

25 \_\_\_\_\_ % **Goal 2** - Increase Student Completion Efficiency

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

25 \_\_\_\_\_ % **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; innovation; health, safety, and security

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

**Total:** <sup>28</sup> \_\_\_\_\_ (Total should not exceed 30)

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

I.A,B; II.A,B,C; III.A,B,C

[Link to Accreditation Standards](#)

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

This IREPO Grant proposal is developed to address the college district's educational needs that was caused by the ongoing Coronavirus 19 by assisting the college to improve, strengthen, and build institutional resiliency to offer virtual educational services for dual enrolled high school and college students. This project aims to expand opportunities for students to receive an online education and support services from Hartnell College by expanding remote access. The Project Design is an integrated approach to expand the opportunity for dual enrollment and building the college's resiliency by expanding and improving the online academic courses and student support services in six coordinated components: 1. Expanding and implementing the number of online courses and instructional services; 2. Creating and implementing online student services to onboard students into the college support systems; 3. Creating faculty and staff professional development to implement online instruction and services to facilitate the in-depth use of remote hardware and software for new methods of offering services to improve the educational program and support services effectiveness; 4. Creating and implementing online student tech support via HELP Desk services; 5. Creating and implementing an online technology enhanced classrooms at the Soledad and Castroville Centers to develop online courses ; and 6. Create a lending program for computers, web access, and an online textbooks rental program for students.

**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 Director of College Readiness and Program Assistant for College Readiness currently facilitate/support the dual enrollment efforts in collaboration with several internal stakeholders and external school partners. This grant will build upon the foundational work and existing efforts to expand early access to higher education for students seeking dual enrollment opportunities with Hartnell College.



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5. Grant Type		Due Date
<input checked="" type="checkbox"/> New		10/20/2020
Continuation		
Funding Source		Agency/Organization
<b>Public:</b> State <input checked="" type="checkbox"/> Federal		US Department of Education
<b>Private:</b> Foundation Corporation		
Individual		
6. Fiscal Information - Fiscal Agent		
College <input checked="" type="checkbox"/> Foundation	Indirect Cost Rate: <sup>136,862</sup>	Grant Amount: <sup>1505482</sup>
7. Does the proposed project require matching funds or in-kind contributions?		
<input checked="" type="checkbox"/> No	Yes	If yes, explain: <sup>n/a</sup>
8. Intellectual Property		
<i>Will the proposed project include the development of intellectual property?</i>		
<input checked="" type="checkbox"/> No	Yes	If yes, explain: <sup>n/a</sup>
9. Grant Timeline		
Grant Start Date: <u>12/01/2020</u>	Grant Ending Date: <u>10/03/2022</u>	
10. Proposal Lead		
• Proposal Lead:	<u>Laurencia walker</u>	
• Title:	<u>Director of Student Affairs-College Readiness</u>	
• College Department:	<u>Student Affairs</u>	
• Phone:	<u>8317556726</u>	
• Email:	<u>lwalker@hartnell.edu</u>	



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### 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.*

(IREPO grant would fund these positions and figures are per year for the two year grant period)  
 Project Director-facilitate/coordinate project activities(\$45,419)  
 Online Course Programmer-support course/syllabi design for distance learning (\$83,121)  
 Faculty & Staff Trainer-support for online course delivery/support (\$77,094)  
 Help Desk Specialist- timely response/reference support for student learning (\$48,283)  
 Equipment Tech.-infrastructure development (\$48,283)  
 Online Counselor-counsel students on course options and education planning (\$45,074)  
 Online Academic Specialist- provide academic support for students (\$35,795\_

### 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:

n/a



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### 13a. Facilities, Furniture and Equipment Resources to Support the Grant

*What new and/or remodeled space will be needed? (e.g. offices, lab and activity space, etc.)*

*What furniture will be needed? (e.g. workstations for staff, tables, and chairs, etc.)*

*What equipment will be needed? (e.g. computers/laptops for staff, phones, etc.)*

Please describe below and include estimated cost and source of funding:

Funds will be used to develop "high tech classrooms" to facilitate the delivery of distance online live instruction. \$100,000 has been allocated to fund these developments over the two year project period. The college will purchase the webcams, microphone smart board technology to enhanced classrooms for the production of online courses in which \$10,000 has been allocated.

### 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?*

The current College Readiness staff will continue to support to the dual enrollment options as the project will help streamline processes and increase efficiency.



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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.)*

Collaboration with Institutional Research will come in the form of developing survey instruments and regular analysis of student achievement data. Information technology will play an integral role in this project due to the heavy reliance improving distance learning and upgrading the Hartnell Center classrooms.

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

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

n/a

### 15. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Instructional	93502		
Personnel Non-Instructional	347008		
Operating	93310		
Equipment	150000		
Indirect	138,000		
<b>Total</b>	604,310		

#### Budget Notes:

n/a



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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.

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

Fiscal Year:			
Personnel Instructional			
Personnel Non-Instructional			
Operating			
Other			
<b>Total</b>			

#### Budget Notes:

### 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: 10/27/2020

#### List faculty members involved in development:

Discussion with STEM Faculty



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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:

<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Laurencia Walker</i> A86606DC10CC4D1...	10/22/2020
		<b>Proposal Lead</b>	<b>Date</b>
<b>Support</b>	<b>Do Not Support</b>	DocuSigned by: <i>N/A</i> 05E3B95A6C4F480...	10/22/2020
		<b>Dean</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Dr. Romero Jalomo</i> 25B22678BB4D45E...	10/24/2020
		<b>VP</b>	<b>Date</b>

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

The following signatures are the responsibility of the Office of Institutional Advancement:

<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Cheryl O'Donnell</i> E80E80D7B7AA498...	11/12/2020
		<b>Academic Senate</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Jackie Cruz</i> 8DADC543DB574EE...	11/12/2020
		<b>Vice President of Advancement and Development</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>David Techara</i> 33EC38DA7C954E0...	11/12/2020
		<b>Accounting Manager</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Al Munoz</i> 45D55A1C0B504A3...	11/12/2020
		<b>Vice President of Administrative Services</b>	<b>Date</b>
<b>Support</b> X	<b>Do Not Support</b>	DocuSigned by: <i>Cathryn Wilkinson</i> 8F0552DDC3964E1...	11/13/2020
		<b>Director/Vice President (as required)</b>	<b>Date</b>

### 20 . Approval

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

<b>Support</b>	<b>Do Not Support</b>		
		<b>Superintendent/President</b>	<b>Date</b>