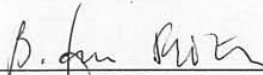




**ATTACHMENT A-1 Cover Page
2007-09 OPPORTUNITY GRANT**

College:	Bellevue Community College		
Contact Person:	Darlene K. Molsen		
Phone:	425-564-2033	Email:	dmolsen@bcc.ctc.edu
Project Title(s):	BCC Opportunity Grant Program		
Associated CIP(s):	52.0302 Bookkeeping/Accounting Assistant 52.0204 Administrative Assistant 52.0201 General Business AA 52.1207 Business Intelligence Developer 11.0802 Database Administration Specialist 11.0802 Relational Database Developer 11.0201 Introductory .Net Programmer 11.0901 Microsoft Network Support 11.9901 Microcomputer Support Specialist 13.1210 Early Childhood Educator 13.1291 Early Childhood Special Education Educator 51.0707 Medical Informatics 51.0703 Health Unit Coordinator (39 credits) 51.0903 Electroneurodiagnostic Technologist (41 credits)		

Number of students expected to be served	125
Under-represented student population(s) to be served	115
Number of students anticipated to complete the program	30


Signature of College President

27 July 07
Date

FOR SBCTC USE ONLY: Approved Denied Date Approved _____

**ATTACHMENT A-2
Budget & Match Commitments**

College:		Bellevue Community College			
Project:		BCC Opportunity Grant Program			
		Grant Fund	Industry Match* (if any)	Total	Narrative (Completion of this section is required)
Aid	Grants to Students	\$273,500	Please see match chart on next page ↓	\$273,500	250,800 Tuition, fees and books (based on 66 FTE) \$22,700 Emerging Needs Fund
	College Support Funds	Salaries and Benefits		\$65,000	\$65,000.00
Travel		\$2,000		\$2,000	Travel to market program, conduct Career Pathway Workshops, attend community and partner meetings and training
Goods and Services		\$9,500.00		\$9,500.00	\$2,500 Printing for marketing and program materials \$5,000 Web site development and maintenance \$2,000 Supplies for program administration
Personal Services Contracts		\$0		\$0	
Equipment ¹		\$0		\$0	
TOTAL	\$350,000	\$125,189		\$413,050	

¹ Please note that for this program equipment is defined as a durable asset with a useful life of more than one year.

*List source of other funds and match

Bellevue Community College

Opportunity Grant 2007-2008 Match Commitments

<i>Organization</i>	<i>Amount</i>	<i>Description</i>
Bellevue Community College		
Title III Program	\$15,286	To fund 25% of IBEST Coordinator; Salary and benefits 35%
Workforce Development	\$1,220	Phone and Computer for OG Program Manager
Total	\$16,506	
Bellevue Community College Foundation		
	\$3,000	Scholarships to support Opportunity Grant students who do not qualify for any other source of funding
	\$10,000	Anonymous donor-Scholarships to support ESL students
Total	\$13,000	
The Boeing Company		
	\$900	Participation in Corporate Advisory Committee and support for internships and Career Connections Event
	\$450	Participation in Nat'l Workforce Center for Emerging Technologies and Advisory Board
	\$600	Providing Job Shadowing & Professional Networking Class Mentors
	\$30,000	Participation in planning and panelist participation at the Connect to Future Career Conference-Based on participation in 06 Conference
	\$600	Participation in the resume& Interviewing Strategies Class and Guest Speakers for events/classes
	\$600	Participation in the resume and Interviewing Strategies Class and Mock Interviews
Total	\$33,150	
Bright Horizons Family Solutions		
	\$450	Participation in Corporate Advisory Group for Internships & Career Connections
	\$600	Provides Job Shadowing & Professional Networking Class Mentors
	\$600	Participates in Resume & Interviewing Strategies Class as guest speaker
	\$600	Participates in Resume & Interviewing Strategies Class. Conducts mock interviews
	\$500	Participates in annual job fair

Total	\$2,750	
Capgemini		
	\$450	Participates in Corporate Advisory Group for Internships & Career Connections
	\$600	Provides mentorship opportunities and participates in Professional Networking Class and Job Shadowing Class as mentors
	\$600	Participates as guest speaker for conference events
	\$600	Participates in Resume & Interviewing Strategies class as guest speaker on employer panels
	\$10,000	Provides mentorship/internship opportunities – 100 hours
Total	\$12,250	
Children's Hospital & Regional Medical Center		
	\$450	Participates on Corporate Advisory Group for Internships & Career Connections
	\$600	Provides Job Shadowing & Professional Networking opportunities and participates in Professional Networking Class
	\$600	Participates as guest speaker on employer panels for the Resume & Interviewing Strategies classes
	\$600	Participates in mock interviews for the Resume & Interviewing Strategies Classes practice
	\$500	Two employers participating in annual job fair
Total	\$2,750	
Costco		
	\$450	Participates in Corporate Advisory Group for Internships & Career Connections
	\$600	Provides Job Shadowing & Professional Networking Opportunities and Mentorship opportunities
	\$600	Participates in Connect to the Future Career Conference
	\$10,000	Provide 100 hours of internship/mentorship opportunities
	\$500	2 representatives participation in annual job fair
Total	\$12,150	

Employment Security		
	\$233	Industry experts to lead 2 networking forums
Total	\$233	
Hopelink		
	\$9,000	Provides emergency food, assistance applying for Food Stamps, energy bill assistance, case management, housing assistance, and computer literacy classes; approximately 20 OG students will be able to access & use a variety of services offered at Hopelink.
Total	\$9,000	
Marionwood Providence		
	\$8,400	Clinical staff, occupational therapists and dietician for 80 hours
Total	\$8,400	
YWCA		
	\$15,000	Provides a full range of supportive housing options for low income families, totaling 66 units and many within two miles of BCC; Working Wardrobe vouchers for free clothing for job seekers; Case management services, support OG program enrollment, and emergency support services.
Total	\$15,000	
Grand Total	\$125,189	

ATTACHMENT A-3
General Description of the Proposed Program and Response to Criteria

Bellevue Community College (BCC) proposes an Opportunity Grant program that will serve low-income adults through open enrollment or Limited English Proficiency (LEP) students in cohorts. Pathways in four high-demand/high-wage fields – Healthcare, Information Technology, Business and Childcare – present many educational and career choices that provide multiple stop-in/stop-out points for skill development and career advancement. Substantially new and different recruiting, instructional and retention strategies include:

- ◆ Outreach efforts that incorporate “Pathway for Success” workshops.
- ◆ Specialized educational assessment sessions for ABE/ESL students.
- ◆ Developmental education career bridge classes for underprepared students.
- ◆ IBEST and coordinated ESL integrated instruction delivery.
- ◆ Early and frequent opportunities to connect with employers and professionals.
- ◆ Students will be offered a BCC faculty/staff/student or professional mentor.
- ◆ An Emerging Needs Fund to allow students to mitigate financial challenges that threaten their ability to stay in school.

BCC’s Opportunity Grant program will meet identified outcomes for educational gains, certificate/certification attainment and wage progression. The college will serve 125 students in the first year, 24% of whom will attain short-term certificates or certifications. BCC’s extensive experience with the target populations, strong industry and community partnerships, and effective instructional and administrative systems demonstrates our ability to achieve success in providing educational opportunity and success to members of our community.

1: Program is based on industry skills standards

Each of the certificates and industry certifications on the pathway charts is based on industry-identified skill standards. Standards and credentials have been defined for the healthcare pathway by the National League for Nursing Accrediting Commission; the Commission on Accreditation of Allied Health Education Programs; and the Joint Review Committee on Education in Radiologic Technology. BCC programs are accredited by all three organizations.

BCC’s National Workforce Center for Emerging Technologies has developed nationally-recognized information technology skill standards, and specialized IT industry certifications are defined by Microsoft, Cisco, Oracle and CompTIA. BCC’s IT Center for Excellence (CITE) works closely with IT employers to publish a yearly IT Trends Assessment. CITE staff work with BCC IT faculty to infuse these new employer defined standards into BCC IT programs.

The Business (including General Business, Business Technology Systems and Accounting) and Child Care pathways have been designed and are continuously reviewed by industry advisory panels. Program Advisory Committee members identify skill competencies required and participate in the development of new curriculum and review current curriculum. In addition, industry focus groups are conducted as new programs are developed.

2. Proposal addresses skill gap shortage in a targeted industry

Each of the pathways proposed for the Opportunity Grant meet industry-defined skill gaps and/or address high vacancies in industries targeted as high demand by SBCTC (Healthcare,

Accounting and Early Childhood Education), and by other statewide high demand lists (Business and Information Technology).

The table below shows the projected increases in new and replacement jobs in both King County and Washington State across the proposed Opportunity Grant degrees and certificates. It also compares these estimates to the numbers of community and technical college graduates locally and statewide. (Data sources: WTECB’s Eligible Training Provider List, CC Benefits, WOIS and Workforce Explorer; 2007-2009 projections.)

Table 1. Projected Jobs and CTC Graduates by Degree or Certificate Title.

Degree or Certificate Title	Local Growth	State Growth	King County New & Replacement Jobs	King County Eastside CTC Graduates	All King County CTCs Graduates	State New & Replacement Jobs	State-wide CTC Graduates
Bookkeeping/Accounting Assistant	4%	1%	986	41	205	2,924	518
Administrative Assistant	3%	1%	813	N/A	19	5,704	142
General Business AA	4%	5%	2,119	122	250	6,175	593
Database Administration Specialist	10%	9%	247	12	23	349	82
Business Intelligence Developer	10%	9%	247	12	23	349	82
Relational Database Developer	10%	9%	247	12	23	349	82
Introductory .Net Program	4%	4%	927	35	56	1,355	157
Microsoft Network Support	10%	9%	640	51	182	948	564
Microcomputer Support Specialist	9%	7%	1,029	1	45	1,479	161
Early Childhood (Regular & Special Ed)	2%	3%	659	31	153	2,744	19
Medical Informatics	3%	2%	564	N/A	N/A	782	N/A
Health Unit Coordinator (39cr)	3%	5%	134	0	16	423	97
Electroneurodiagnostic Technologist (41cr)	2%	3%	32	N/A	N/A	180	N/A
NOTES:							
1. Health Unit Coordinator and Electroneurodiagnostic Technologist are certificate level with no degree available; both, however, are part of the Healthcare Pathways.							
2. Job data for Electroneurodiagnostic Technologist is counted in a general category of Healthcare Practitioners and Technicians, All Other.							

3. Program has an identified educational pathway(s) linked to a career pathway

NOTE: Detailed charts included as attachments to this narrative show steps on each pathway (beginning at low basic skill levels including I-BEST) that lead to certificates, industry certifications, associate and baccalaureate degrees as they are related to employment stop-out points, wage progression opportunities and decision points.

Pathway charts show that education options are clearly linked to career pathways, beginning with Adult Basic Education and continuing to short-term and long-term certificates and credentials, and to associate and baccalaureate degree programs. All the pathway programs offered are listed on BCC’s current inventory. BCC has designed the pathways so steps build on each other. Therefore, students are prepared to either continue to the next step in the educational pathway or stop-out for employment. There are multiple stop-in and stop-out points so students are not required to repeat classes.

BCC has an exemplary Adult Basic Education program that serves as a starting point for those with low skills or limited English. Of all the community colleges across Washington, BCC achieved the highest percentage of educational gains among ABE/GED/ESL students in PY 2004/2005. As needed, students in the Opportunity Program will build the initial skills to begin a pathway and succeed in college-level coursework. Three IBEST programs (two pending approval) in Business Technology, Child Care and Health Care pathways provide opportunities for basic skill students to successfully transition and progress to a one-year credential and beyond. A coordinated Customer Service/Computer Literacy/ESL class is also offered to prepare ESL level 2-4 students for success in the IBEST programs and entry level jobs. To further support successful transition and self sufficiency, BCC will pilot two introduction classes in health care and IT where developmental math and English are integrated into the curriculum to increase skill development and support student success and transition to college level programs after completion of the IBEST programs.

4. Proposal demonstrates at the end of the program (45 credits or less), completers will have the opportunity to fill high wage job openings

NOTE: See attached Career Pathway Charts which include wage data and provide evidence of available jobs for program graduates which meet the minimum \$15 wage criteria (with the exception of Early Childhood Education).

Table 2. Wage Rates by Degree or Certificate Title (2007-2009 projections).

Degree or Certificate Title (45 credits unless otherwise noted)	Median ETP Wages for Closest Available Level	Wage Projections for End of Pathways				45-Credit Certificate Level Wage Range
		King County		WA State		
		Median	Average	Median	Average	
Bookkeeping/Accounting Assistant	\$15.14	\$27.03	\$29.50	\$24.75	\$27.36	\$12-\$18
Administrative Assistant	\$14.13	\$23.92	\$25.59	\$23.61	\$25.48	\$10-\$19
General Business AA	\$16.59	\$23.43	\$26.17	\$20.97	\$23.83	N/A

Database Administration Specialist	\$24.02	\$36.10	\$42.04	\$32.94	\$32.98	\$16-\$20
Business Intelligence Developer	< 2 yrs (No data)	\$36.10	\$42.04	\$32.94	\$32.98	\$17-\$22
Relational Database Developer	< 2 yrs (No data)	\$36.10	\$42.04	\$32.94	\$32.98	\$22-\$33
Introductory .Net Program	\$19.02	\$35.93	\$35.93	\$35.93	\$38.06	\$20-\$26
Microsoft Network Support	\$16.39	\$31.86	\$33.86	\$29.45	\$30.99	\$23-\$32
Microcomputer Support Specialist	\$18.83	\$23.81	\$25.96	\$20.93	\$22.57	\$15-\$20
Early Childhood (Regular & Special Ed)	\$12.97	\$18.68	\$21.90	\$19.57	\$23.34	\$8-\$14
Medical Informatics (30 cr)	< 2 yrs (No data)	\$28.92	\$33.01	\$26.62	\$30.79	\$18-\$22
Health Unit Coordinator (39 cr)	New (No data)	\$15.15	\$16.05	\$13.87	\$14.70	\$10-\$18
Electroneurodiagnostic Technologist (41cr)	New (No data)	\$22.61	\$23.10	\$21.64	\$22.31	\$15-\$23

5. Proposal provides evidence of active community partnerships

BCC has had extensive industry participation in designing the Opportunity Grant program. The college consulted with existing partners, including Seattle/King County WDC, Boeing, Costco, Hopelink and YWCA to design options and strategies for Opportunity Grant students that will complement and support their education and employment prospects. Rick Wyckoff, IT Senior Analyst for the City of Seattle and labor representative (Local 17 IFPTE) of BCC’s Center for Information Technology Excellence supports BCC’s proposal and Local 17 will provide guidance to identify mentorships, guest speakers for classes, and internship experiences.

BCC’s strong industry and community partnerships provide the experiential learning opportunities and student supports that ensure success. Local employers will provide internship and mentorship opportunities, and participate in classroom activities and hiring events. Collaboration with community-based organizations and co-located YWCA and Hopelink staff will provide outreach for recruitment of students, support services, case management and provide placement assistance. Coordination with the Seattle/King County WDC, ES and co-located WIA contractors will provide immediate eligibility screening for additional education and training resources for students. Early connections with professionals to develop mentorship/internship opportunities such as tours, informational interviews and job shadowing opportunities and comprehensive wrap-around support services both on and off campus will assist in retention. Co-located WIA contractors, along with industry employers and BCC Career Center staff will ensure that students have opportunities to enter the workforce when they choose.

Partners and employers have committed \$125,189 in cash and match donations as outlined in the attached budget.

6. Proposal describes strategies for student success and innovative efforts for recruitment, retention and program completion

BCC intends to serve 125 students in the first year of the program. The comprehensive and integrated nature of the college's Opportunity Grant program combines targeted recruitment, innovative strategies, coordinated campus services and collaborative industry and community partnerships in a wrap-around model.

A new project management model will be implemented to heighten cross-campus ownership of the program. The Opportunity Grant Steering Committee comprised of financial aid, workforce and institutional research staff will provide frequent review of process and outcomes data, problem-solving strategies and timely recommendations for program improvement. The Program Manager will provide a single point of contact for students, and with workforce development staff will have day-to-day responsibility for the management of the program. Fiscal and administrative responsibility will rest with the V. P. of Workforce Development.

Cross-campus units will ensure seamless transitions for students among workforce, instruction and support programs through bi-monthly Student Services Cabinet meetings, where student services directors address problems across units and develop strategies to increase and leverage services.

Student Recruitment

BCC's Opportunity Grant program will focus efforts to engage underrepresented and low-income populations who have not been able to access higher education or have not had the support necessary to succeed.

BCC's Financial Aid, WorkFirst, Worker Retraining, Food Stamp and Employment Training, IBEST and other workforce development and student services programs work hard to serve all potential students. Many more individuals express interest, however, than are able to enroll in college for a wide variety of reasons. BCC will use its existing extensive, strong partnerships with organizations in the community such as Hopelink, WIA, Employment Security, DSHS and the YWCA that serve the target populations and have positive relationships with leaders in immigrant, refugee and tribal communities to ensure success in recruiting target students.

Workforce recruiting strategies have proven that approachable staff, direct mail, direct phone calls, word of mouth and meeting presentations are all necessary to engage individuals who may encounter barriers to enrollment. BCC will use these strategies and develop new ones, such as developing a program flyer for wide distribution on campus and in the community, including mailing to ESL students on waiting lists and program partners; conducting *Career Pathways Plan for Success Workshops* on and off campus; and working with existing and new partners, such as WDC partners, the Eastside Human Services Alliance, King County Refugee Forums, King County Housing and employer/industry partners to promote the program. In addition, BCC programs such as the Office of Outreach and Recruitment, Workforce Development, CEO, Parent Education, Advising, Counseling and ABE/ESL will jointly recruit targeted students using fliers, one-on-one counseling, employer recommendations, instructor recommendations and presentations at appropriate campus and community venues.

Innovative Strategies for Recruitment

In addition to these efforts, Opportunity Grant staff will implement two new strategies to inform and engage students in the program.

- ◆ “*Career Pathways Plan for Success*” Workshop – The workshops will help individuals assess their interests, skills and needs, and assist partners to learn about career pathways, industry requirements and time commitments. They will be presented to community-based organizations, community sites and agencies that serve low-income individuals to maximize outreach to targeted populations and increase access to resources. The Snoqualmie Valley and neighborhoods immediately adjacent to the BCC campus (which have higher poverty rates and more immigrants and refugees than other parts of Bellevue) will receive first priority for the workshops.
- ◆ *Opportunity Grant Program Website* – A new website will be designed on the *MyBCC* portal specifically for program students, with information on each educational/career pathway, links to labor market data and contacts for on-campus and community support resources.

Student Retention and Support

BCC’s experience with the target populations has shown a need for more support to achieve educational goals. For example, in 2005/2006 BCC had very high retention rates in the WorkFirst CJST programs (90%) and the *NAC for ESL* (100%) programs, and in 2004/2005 BCC had the highest percentage of educational gain among ABE/ESL students in the state.

In an effort to support student persistence, the Opportunity Grant Program Manager will continually incorporate goal setting, personal planning, and problem solving activities into the program, beginning at intake/orientation. Students will have mid-quarter conferences with the Opportunity Grant Program Manager to assess any emerging barriers to training completion and eventually job placement. Students having difficulty in classes will be connected with tutors to provide additional support and guidance. The Opportunity Grant Program Manager will closely monitor the students they serve and meet with struggling students on an ongoing basis to help them connect to the college and access the support services they need. We will facilitate students’ next steps, helping them to identify realistic job and educational goals, and connecting them to the appropriate resources. Additionally we help students apply for FAFSA and other funding. The OG Project Manager will work with the Financial Aid Office to identify missing documents and help facilitate the process to ensure that students have continued funding to meet their educational goals while ensuring students are not over-awarded.

Innovative Strategies for Student Retention and Support

Research and experience shows that successful student retention begins before enrollment, with timely and complete information about education and career options; strong assessment and education advising support; and interpersonal connections which support student success. BCC plans to implement four new, substantially different retention and support strategies to serve the targeted populations. The first will provide critical support to ABE/ESL students as they find their way to and through the college experience.

- ◆ *Specialized advising sessions for ABE/ESL students* – A strong emphasis on appropriate assessment and educational advising is a key to getting students on the right path to achieve their educational, career and employment goals. A survey conducted by ABE/ESL instructors at BCC showed that individuals placing below English 093 on assessment tests were too often left uninformed about its meaning and how to use it in educational planning. BCC’s Title III grant provided funds to these instructors to develop specialized advising sessions for ABE/ESL students, to help them successfully transition into college level workforce programs.

The other three new and innovative strategies for student retention and success will build a foundation of personal connections on and off campus. Many educational researchers and policy advocates have written of the importance of personal connections to one or more individuals (peers, faculty and staff) in the earliest stages of a student's college experience. For example, Dr. Watson Scott Swail of the Educational Policy Institute describes personal connections as one of three critical components to student success, as important as cognitive development and institutional efficacy. While academic achievement and workforce preparation are the factors why individuals go to college, "the social experience," says Dr. Swail, "is often the deciding factor in whether a student stays or leaves, succeeds or fails" (*Institutional Strategies to Increase Student Success*. Student Success. Educational Policy Institute, May 2006).

- ◆ *Student ambassadors* – During the Opportunity Grant intake process, current student volunteers involved in leadership training and academic/social clubs will act as ambassadors to provide new students with a tour of the college and point out all the resources available to assist them, such as Multi-Cultural Student Services, TRiO, the Disability Resource Center, the Career Center, the Library and Media Center, the online *MyBCC* portal, tutoring resources and computer labs. New students will have an opportunity to be teamed with current students, which allows new students to meet someone who is succeeding in college, encouraging them that they, too, can achieve their goals.
- ◆ *Early connections with employers* – The Opportunity Grant Program Manager will work closely with the Career Center/Women's Center and CITE and partner staff to coordinate job-shadowing, company tours, industry focus groups, employer events, mentoring and workplace options for program students who wish to participate. Doing so will allow students to understand industry requirements and employer expectations, experience the workplace, learn about differences in industry sectors that offer similar jobs and develop networking relationships. Early engagement and professional encouragement will serve to validate their choice of pathway.
- ◆ *Networking events* – Students in each pathway will meet at events geared to the four pathways. The events, held in collaboration with the Seattle/King County Workforce Development Council, ES and BCC Career Center staff, will feature working professionals and industry experts discussing their own educational and career experiences, describing industry requirements and sharing tips for successfully interviewing and resume preparation.

BCC offers a comprehensive and well-integrated array of support programs that will serve students as needed. Business, industry and community partners will be actively involved in retention and support efforts through workplace experiences, mentoring and networking events. In addition, BCC's *Title III Strengthening Institutions* grant will provide a 25% FTE to the Opportunity Grant program to improve retention and support for I-BEST students. This is consistent with *Title III* grant objectives, allowing the college to maximize and leverage resources.

Program Completion

OG staff will support program completion through strong educational advising, the use of initial assessment tools and the provision of emergency support services. The OG Program Manager will meet with students each quarter to review grades; discuss their progress, strengths and needed areas of improvement; and review their upcoming quarter schedule, and timelines. This

gives the OG Program Manager and students many opportunities to discuss successful program completion and the necessary steps required to achieve their training goals.

BCC and WIA partners are collaborating to define a new way for WIA partners and colleges to work together effectively. BCC will be piloting this new *Connection* model beginning in August 2007. BCC's co-located WIA partners will provide seamless, one-stop employment and case management services to students who are co-enrolled in WIA and Opportunity Grant programs.

Innovative Strategy for Program Completion

Finally, another new strategy will target students entering the transition period between program completion and employment.

- ◆ *Mentoring Program* – Opportunity Grant students will also be offered a volunteer staff/professional mentor who will provide additional guidance and support during this critical time.

7. Proposal describes instructional strategies and/or models(s) used to enhance learning, build necessary skills, and advance student achievement

BCC continuously develops new programs and refines current educational programs that support and complement career pathways. The college's vision for building the Opportunity Grant program in coming years includes:

- ◆ A new coordinated or integrated program in bookkeeping, potentially using the I-BEST model.
- ◆ New integrated workforce and developmental education bridge programs developed to support underprepared adults and basic skills students' transition into college level classes.
- ◆ Pilot models of condensed instructional delivery in some professional/technical programs in 2007-2008.
- ◆ Analysis of outcomes and identification of best practices to improve structures, identify gaps and develop solutions.
- ◆ Open entry/exit technology lab where students can enroll in variable credits and multiple subject matters throughout the quarter
- ◆ IBEST and coordinated instructional models that support integrated instruction

As noted previously, BCC has developed three integrated basic skills (I-BEST) programs for limited English speakers that align with the *Nursing Assistant*, *Office Assistant* and *Infant and Toddler* certificates:

- ◆ *Office Assistant for ESL* (approved by SBCTC; planned start Fall 2007).
- ◆ *Nursing Assistant Certified for/ESL* (on BCC's inventory; planned start Winter 2008).
- ◆ *Infant and Toddler for ESL* (planned start Spring 2008).

BCC developed curriculum for two new workforce and developmental education bridge courses for underprepared students, which will be piloted winter, 2008. These courses will support underprepared students as they move from developmental, IBEST and basic skills classes into workforce pathways. In addition, these programs will support LEP students who participate in integrated ESL classes and are moving into pathway classes.

BCC's industry partners will be actively involved in instructional delivery. Professionals work closely with BCC's Career Center, Women's Center, Student Programs and Service Learning programs to connect instruction with hands-on experience in the workplace through internships,

service learning, mentoring, mock interviews, job fairs, guest appearances in classrooms and job placements. Professionals also serve on curriculum and advisory committees where instructional models and programs are developed.

8. Describe your college's vision for awarding student support packages, including assurance that Opportunity Grant awards will be coordinated with other financial aid packaging. Describe strategies, processes and methods to award aid. How will we determine eligibility and how will we monitor student progress.

Representatives from Financial Aid, Adult Basic Education, WorkFirst, Workforce Development, Student Services, Student Programs, Institutional Research, Institutional Advancement, the BCC Foundation, the Title III program and professional/technical faculty have participated in designing program elements, defining student outcomes and identifying how their program and particular expertise can support Opportunity Grant students. The group has examined existing structures and processes currently used at BCC with an eye toward filling gaps, streamlining and prioritizing services, and piloting innovations to improve student success in this program.

Student Eligibility

Prospective OG students will meet with the OG Program Manager who will determine eligibility based on Washington resident requirements, potential enrollment in approved OG programs, family income and potential for success and completion. OG staff will conduct a thorough assessment including interest and skill inventories, math/English assessments, identification of potential barriers and challenges, required support resources needed to ensure success, development of short and long-term goals and educational plans that tie to career pathway options and provide connections to internal and external resources to ensure student success throughout their programs. Students will be required to write a personal statement outlining steps to success and commitment to their program of study.

Distribution and coordination of financial aid

The Program Manager will review each student's need and capacity to achieve educational goals. Students who are determined to be eligible for Opportunity Grant support and accepted into the program will be eligible for financial assistance in the following categories:

- ◆ *Tuition, Fees, Books and Supplies* – Every eligible Opportunity Grant student will receive funding for tuition, fees, books and supplies each quarter (book and supply support not to exceed \$1,000 per academic year limit). During that time, OG program and financial aid staff will coordinate efforts to move eligible students onto other forms of financial assistance, including WorkFirst, federal financial aid, FSET, Worker Retraining, WIA funding and/or other scholarships. A full-time financial aid specialist who is dedicated to working with workforce students at BCC will ensure no over-awards occur. Financial Aid for tuition, fees and books and supplies will be coordinated and leveraged with other forms of aid to provide students with maximum resources and support. Payments for tuition, fees and books will be made at the beginning of each quarter and will continue based on students achieving satisfactory progress. The BCC Bookstore implemented a textbook rental service in Fall 2006, which helps to reduce book expenses.

The Workforce, Financial Aid and Finance offices at BCC have developed a unique and coordinated model for assisting low-income students. Staff provide hands-on, one-to-one help with financial aid paperwork, and have mastered fast-tracking the processing of

financial aid applications so that, in most cases, maximum awards are available to students in the second quarter. BCC has also created a separate institutional funding allocation to provide funding to workforce students who are ineligible for other financial aid. BCC's Workforce Development and Financial Aid offices comply with all applicable state and federal requirements.

- ◆ *Childcare* – Students enrolled in classes and also working 20 hours per week or more will be eligible for state subsidized daycare through Working Connections Child Care, and Opportunity Grant program staff will assist those students who qualify to complete paperwork and secure appropriate childcare resources. Short term emergency child care assistance will be available to support students with emergency child care needs if no other resources are identified and as Opportunity Grant funds are available. Program and financial aid staff will coordinate to ensure students are not over-awarded, awards are based on emergency financial need and distributions are made through the financial aid system.
- ◆ *Transportation* – Students will receive emergency transportation support, in the form of a gas card or a bus pass based on financial need. Awards will be coordinated with financial aid staff, paid through the financial aid system to ensure no over-awards and based on emergency financial need.
- ◆ *Emerging Needs Fund* – \$76,500 per year will also be set aside for transportation, childcare and other emergency situations or crises that threaten a student's ability to stay in school. Workforce staff knows from experience that low-income, working poor and immigrant/refugee students often experience such emergencies, so targeted funds will ensure students remain focused on their educational and career goals. Students will be required to apply for funding explaining their emergency situation, how the support will help them persist in school and what steps they will take to mitigate issues in the future. Emergency support services will be identified during the quarter and at the monthly one-to-one student check-ins with the Opportunity Grant Program Manager. Payments from the Emerging Needs Fund will be distributed through the financial aid system and will be determined based on the following criteria: documented, emergency student financial need, demonstration that other resources are non-existent, a documented plan to avoid the emergency situation in the future and approval by the Program Manager. Financial aid and OG staff will work together to ensure no "over-awards" occur.

Satisfactory Student Progress

Satisfactory student progress and continuing eligibility to receive Opportunity Grant funds will be monitored through standard tools such as progress reports, regular quarterly check-ins with the program manager and a minimum 2.0 grade point average. Student progress will be monitored using the same criteria set by BCC's financial aid office. The Opportunity Grant team will also stay in close communication through established channels like the Opportunity Grant Steering Committee and Student Services Cabinet regarding student progress. Frequent sharing of information among colleagues about challenges experienced by individual students will allow for timely intervention when potential problems first arise, instead of waiting until problems are reflected in standard tools, which may be too late. It will also inform program review and process improvement efforts.



June 24, 2007

State Board for Community & Technical Colleges
P.O. Box 42495
Olympia, WA 98504-2495

RE: Bellevue Community College-Opportunity Grant Program

Dear Opportunity Grant Screening Committee:

We are pleased to extend our whole-hearted support of Bellevue Community College as a candidate for the Opportunity Grant Program.

Costco Wholesale is a multi-billion dollar global retailer which operates an international chain of membership warehouses in eight countries. In our 24 years of operation we have become a recognized leader in the retail sector and are dedicated to quality in every area of our business, earning respect for our outstanding business ethics. We are committed to serving our communities and providing opportunities for new talent in a wide variety of fields.

We believe that the relationships between faculty, staff, students and industry leaders are critical to the success of Washington State in the global economy. We have a strong relationship with Bellevue Community College, and participate in curriculum development; creation of internships and partner to provide mentoring opportunities; we serve on the BCC Corporate Advisory Board for Career Connections and Internships; and participate in guest speaking engagements as part of BCC classes and career conferences. In support of the Opportunity Grant Program, we are committed to continuing these efforts and further exploring innovative ways to connect students with industry professionals.

Thank you for your consideration of this worthwhile program. We look forward to working with Bellevue Community College, and promoting this worthy cause.

Sincerely,


Jim Sinegal
President & CEO
Costco Wholesale

999 Lake Drive • Issaquah, WA 98027 • www.costco.com



June 28, 2007

Attention State Board for Community and Technical Colleges

RE: Bellevue Community College-Opportunity Grant Program

Dear Members of the Review Committee:

We are pleased to extend our whole-hearted support of Bellevue Community College as a candidate for the Opportunity Grant Program.

As a major technology consulting company with over 70,000 employees and connections to numerous global entities, Cag Gemini is committed to serving our communities and provide opportunities for new talent in a variety of business and technology-related fields.

We believe that the relationships between faculty, staff, students and industry leaders are critical to the success of Washington State in the global economy. We have a strong relationship with Bellevue Community College, and participate in curriculum development; provide internships and mentoring opportunities; serve on the BCC Corporate Advisory Board for Career Connections and Internships; and participate in guest speaking engagements as part of BCC classes and career conferences. In support of the Opportunity Grant Program, we are committed to continuing these efforts and further exploring innovative ways to connect students with industry professionals.

Thank you for your consideration of this worthwhile program. We look forward to working with Bellevue Community College, and promoting this worthy cause.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Bernardi", is written over a light blue horizontal line.

Linda Bernardi
Vice-President
Cag Gemini LLP



July 13, 2007

Darlene K. Molsen, Workforce Education Director
Bellevue Community College
Main Campus, Room B131-D
3000 Landerholm Circle SE
Bellevue, WA 98007

Dear Darlene,

The Workforce Development Council (WDC) is pleased to offer this letter of commitment to support Bellevue Community College's proposed Opportunity Grant.

The WDC has long partnered with Bellevue Community College to enhance our local workforce development system and effectively train incumbent, unemployed and low-wage workers. One successful aspect of this partnership is our WorkSource partnership at BCC, which will become our pilot "Connections site" in the coming year to connect students and community members to the resources of WorkSource. BCC has also collaborated with the WDC on our innovative program Health Care Career Pathways, which helps health-care workers to move up into high-demand health-care occupations.

The WDC will partner with BCC on this Opportunity Grant, if funded, by co-enrolling up to 20 eligible individuals. This partnership would maximize services to Opportunity Grant students by leveraging the expertise of trained case managers to support students during training and in a follow-up period. In WIA programs, this support typically raises completion rates in training programs from around 50% to more than 80%. The value of this commitment could total \$28,000.

WDC-funded programs would work closely with the OG program coordinator to:

- Identify individuals who could qualify for OG and benefit from job training and wage-progression opportunities. These individuals would be served by case managers in WIA adult, dislocated worker or youth programs; the Career Pathways program; or other WDC-funded programs that have case management options as their foundation.
- Provide mentorship, emergency support services, placement assistance and retention support through case managers in WDC programs. We estimate 32 to 40 hours of case management per student per year.
- Connect students with WDC and WorkSource industry initiatives and opportunities as appropriate.
- Support individuals enrolled in the Opportunity Grant throughout their training to promote maximum retention of students. In addition to case management, WDC programs may provide assistance to BCC in arranging career-related events and seminars that keep students engaged in training and planning for their next step.

We are excited about this opportunity to once again partner with Bellevue Community College and look forward to making this commitment a reality.

Sincerely,


Kris Stadelman
CEO


**Workforce Development Council of
Seattle-King County**
2003 Western Avenue, Suite 250
Seattle, WA 98121
(206) 448-0474



Career Pathway Charts

Research by the State Board of Community and Technical Colleges (SBCTC) shows that students who start college after age 25 are less likely to earn a degree. Similar findings apply to English as a second language and adult basic education students. These charts depict most of the Professional and Technical programs offered by Bellevue Community College. The pathways are designed as tools to help students understand how the short term programs can build on each other to reach a degree.

 Certificates within an Oval represent **integrated** options available for students who might need ESL or Developmental Education within their career path.

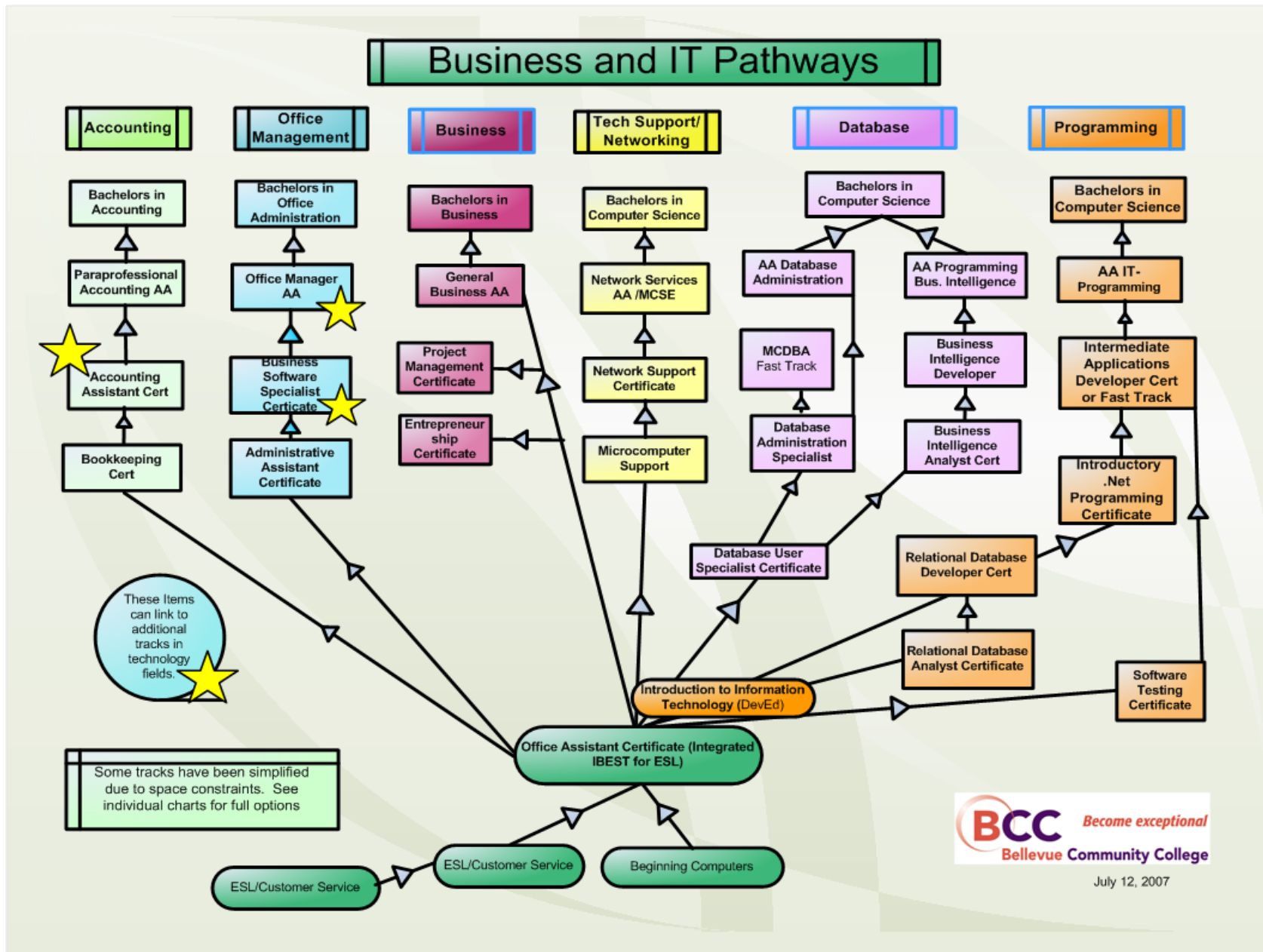
 At each certificate level the chart has a potential "stop out point," represented by the yellow diamond, with a related job opportunity for that level of training. Individuals who may not be able to complete a degree in one stretch can see how re-entering training, at a later time or part-time while working, can help them reach a degree and related increases in salary. The wages represent the average range for the position listed. There will be wages that will be higher and lower – based on industry sector, size of the company, and the employee's experience.

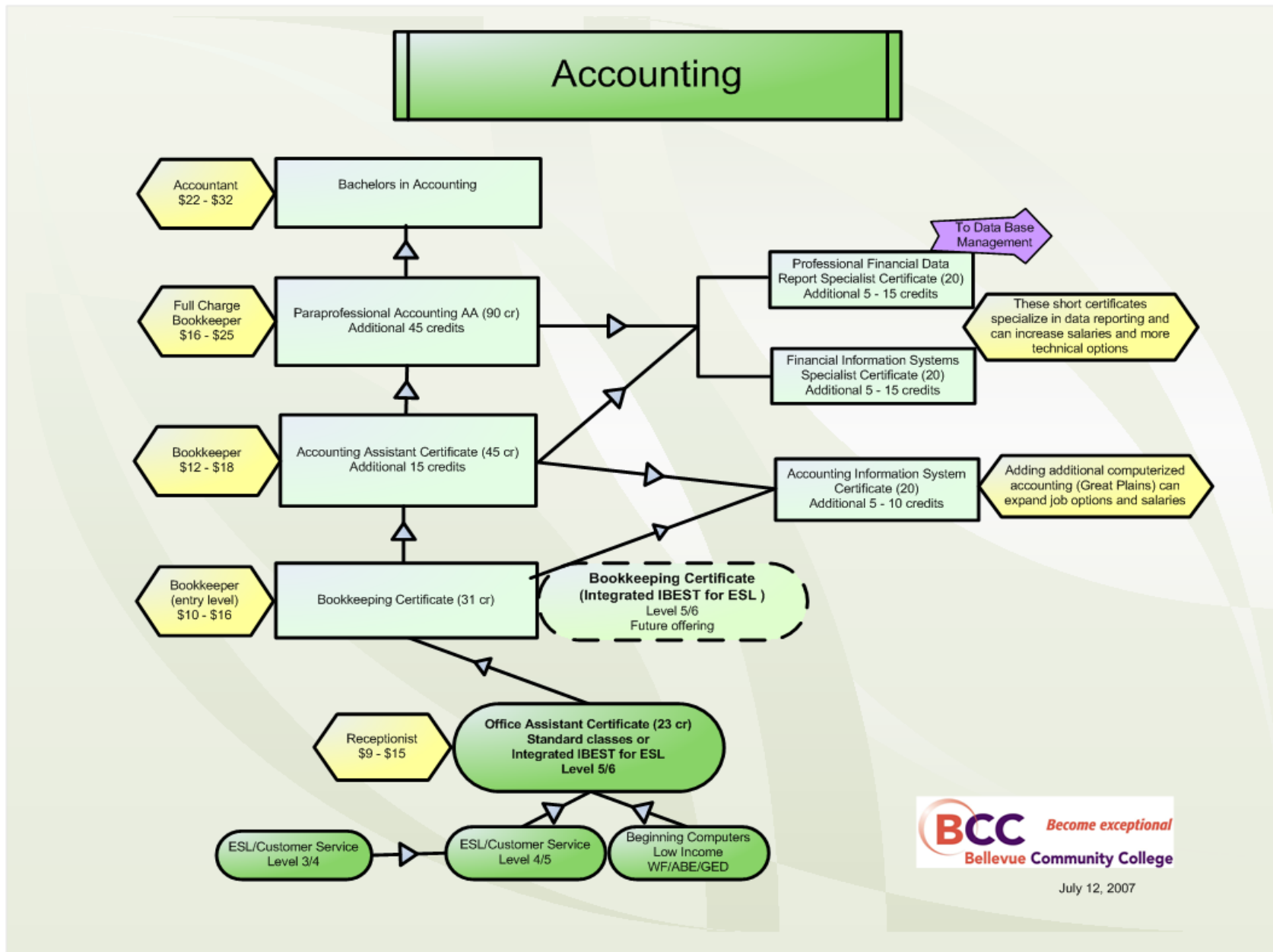
These charts also show how many career paths can branch off into new areas. Office skills may lead toward technology fields. Adding business and project management skills to technical expertise opens up new levels of employment.

All training programs are listed on the Eligible Training Providers listing for King County. Wage information was taken from WOIS, WorkForce Explorer, and CC Benefits. Additional information came from Robert Half Salary Guides 2007 and PayScale.com where further specializations were needed.

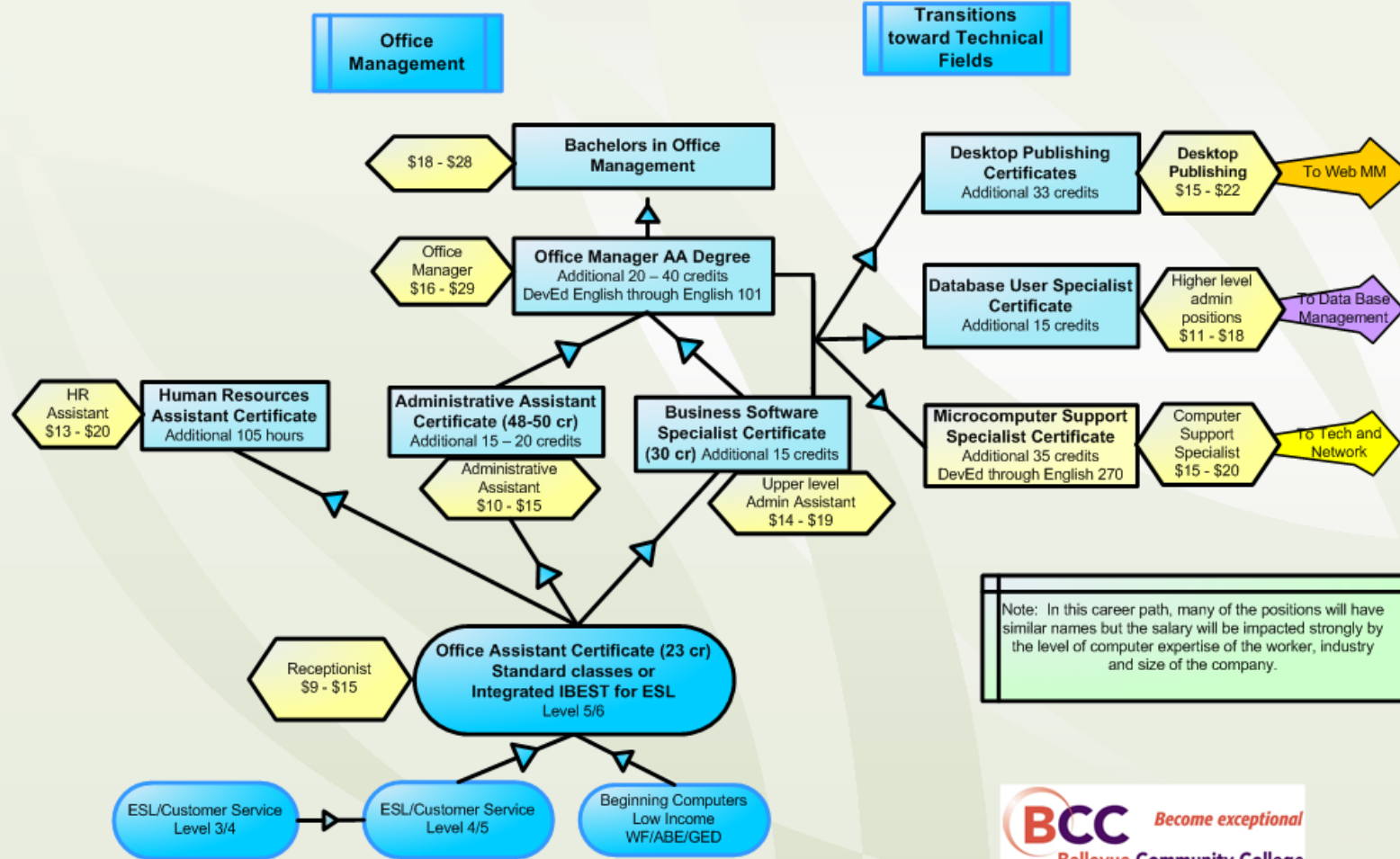
The contents of this publication were developed with funds from the Carl D. Perkins Act

July 12, 2007



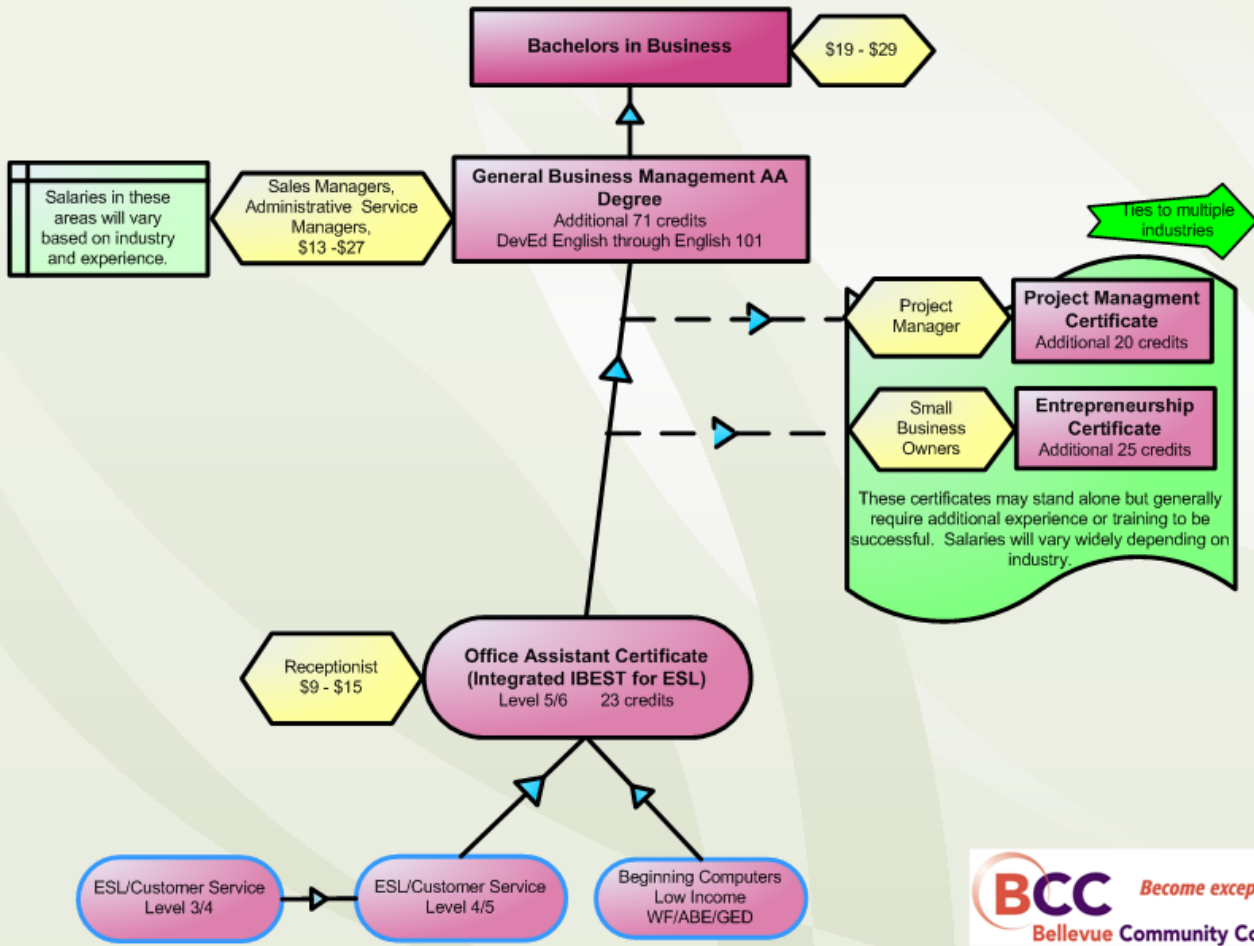


Business Technology Systems Pathways

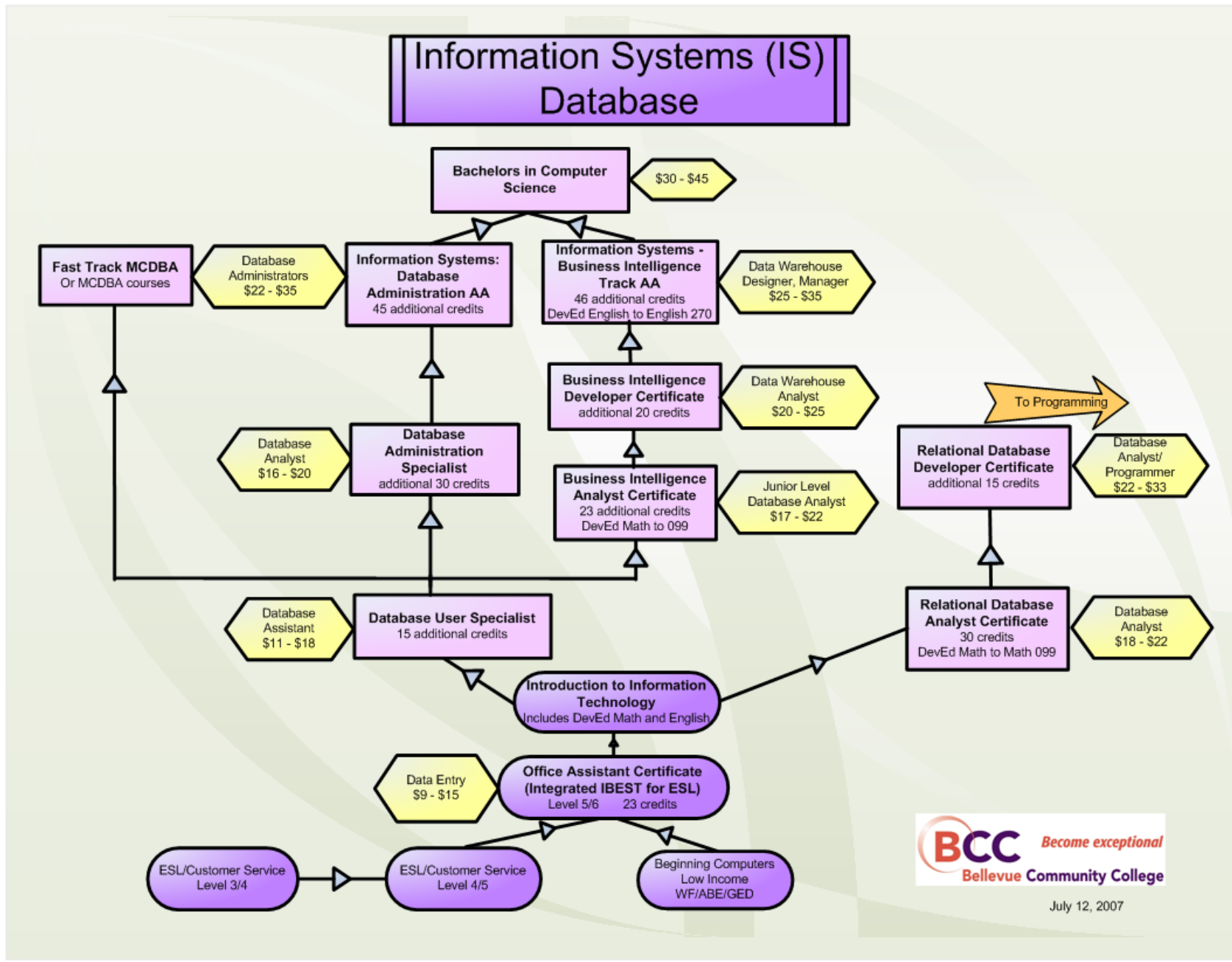


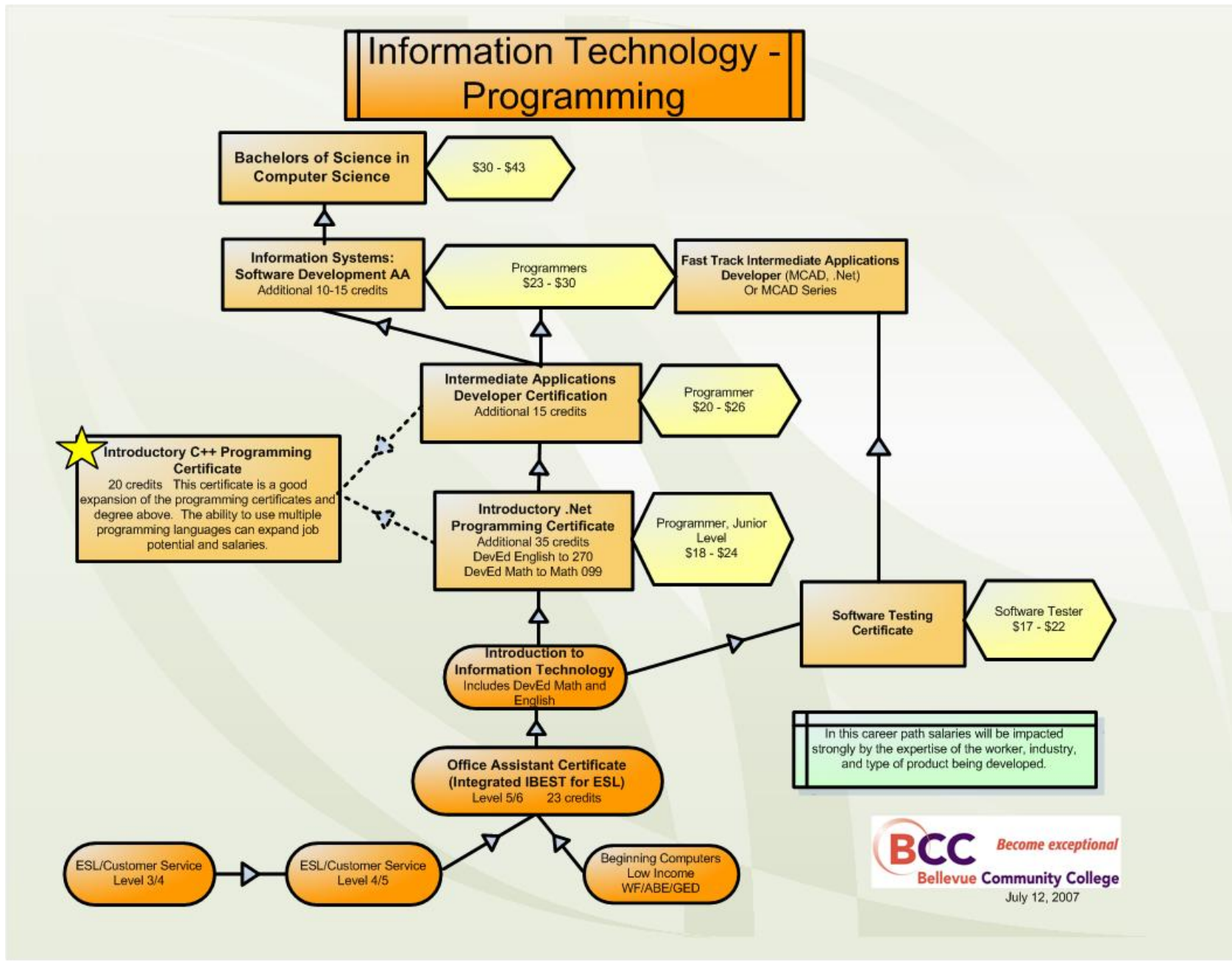
July 12, 2007

Business Pathways

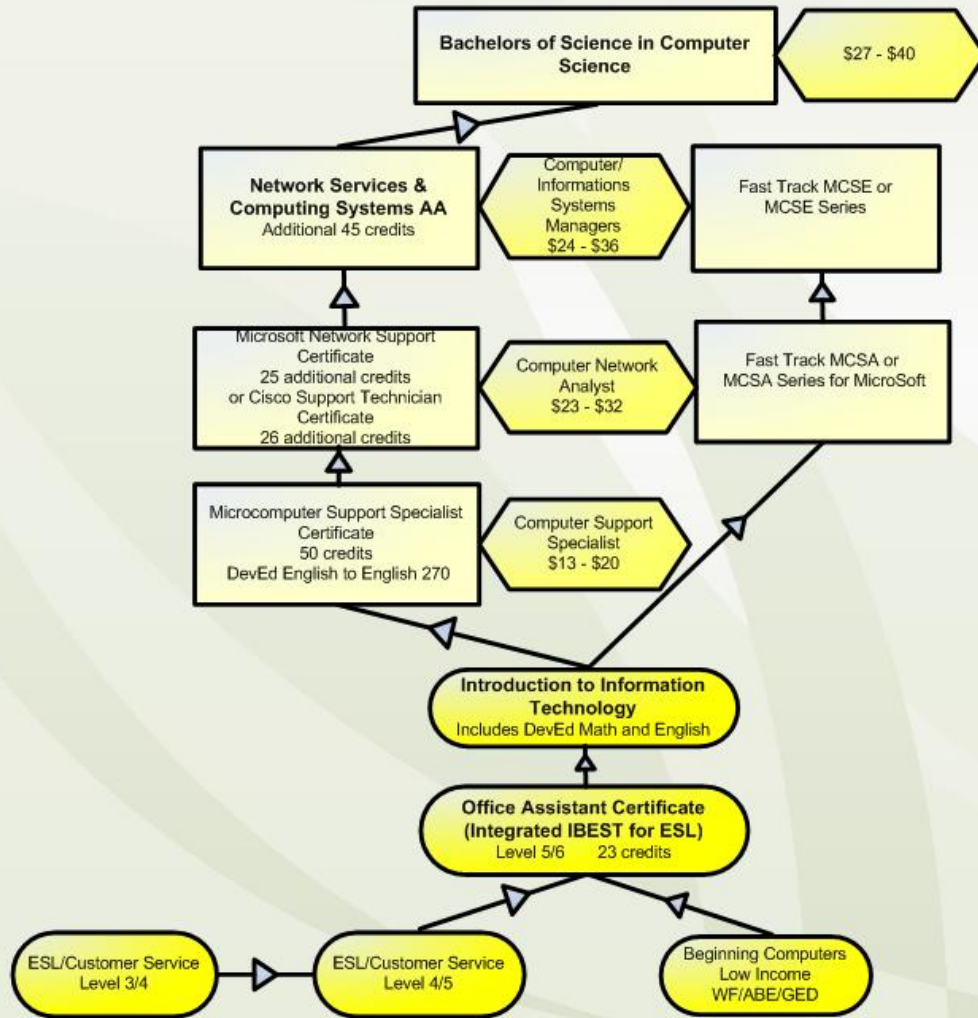


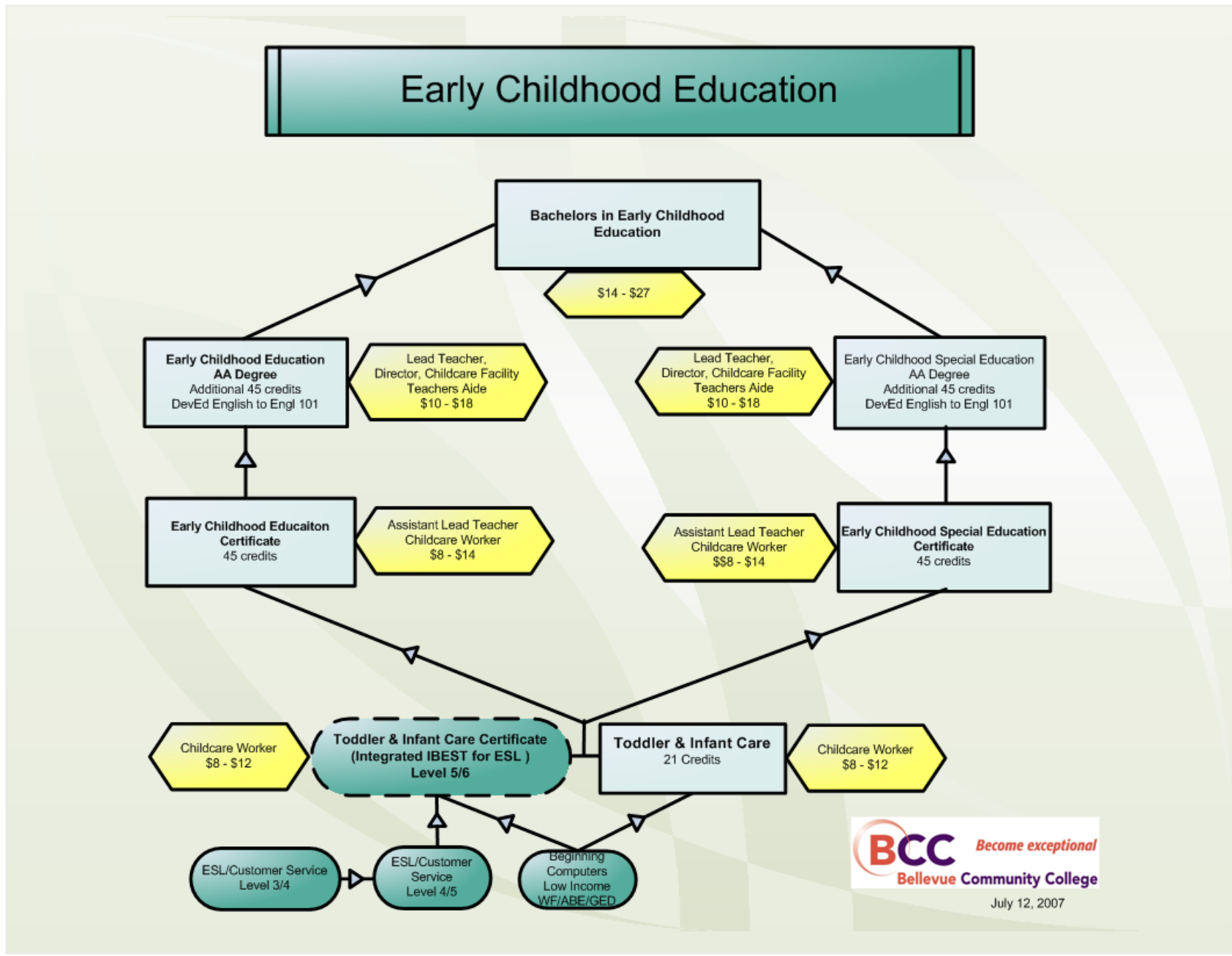
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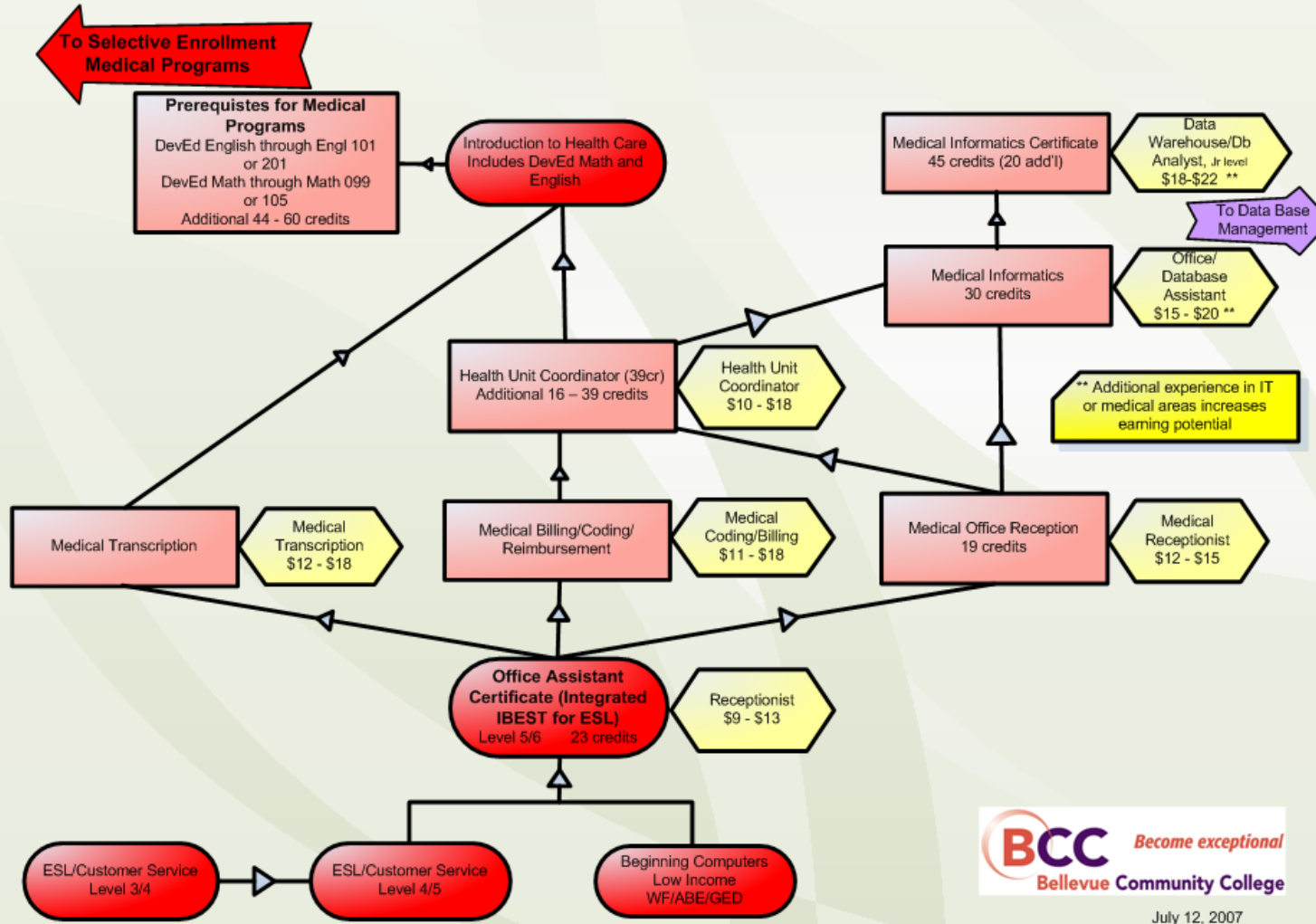


IT – Tech Support and Networking

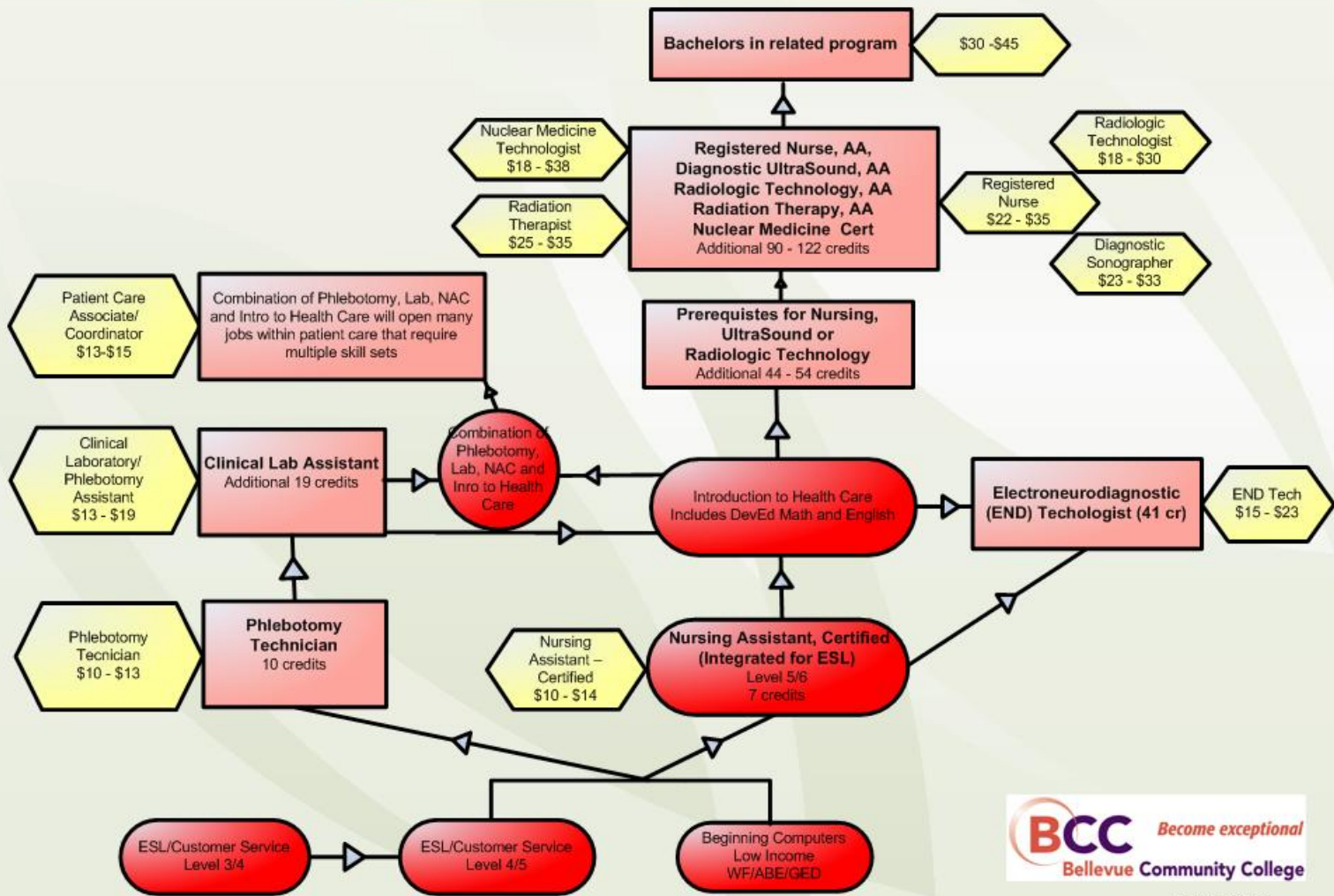




Nursing and Allied Health Professions – Medical Office



Nursing and Allied Health Professions - Patient Care



July 12, 2007