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## **eGrant Management System**

### **Printed Copy of Application**

Applicant: C003 City College

Application: 2015-2016 Strengthening Big Sky Pathways - 00

Cycle: Original Application

Date Generated: 6/17/2015 1:00:08 PM

Generated By: McGinnisD

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## Perkins Postsecondary

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**Program:** Carl D. Perkins Reserve Strengthen Big Sky Pathways

**Program Manager:** Mindi Federman Askelson  
Phone: 406-444-0313  
Email: maskelson@montana.edu

**Due Date:** May 18, 2015

**Purpose:** To strengthen and build upon the work of the Big Sky Pathways initiative - providing a smooth transition from high school to college and career by increasing relationships between secondary and postsecondary institutions; enhancing and developing new programs of student and pathways for student participation; expanding career counseling; and growing the availability of dual enrollment, high school for college credit, industry-recognized credentials, work-based learning experiences and internships for students.

**Legislation:** [Carl D. Perkins Career and Technical Education Act of 2006 Title I 20 U.S.C. 2301 et seq. \(Pub. L. 109-270\)](#)

The Office of the Commissioner of Higher Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment of employment in its programs or activities. Inquiries concerning Title VI, Title IX, Title II or Section 504 may be referred to the Office of the Commissioner of Higher Education, MOA/OCR Coordinator, 2500 Broadway, PO Box 203201, Helena, MT. 59620; 406-444-0313, or The U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202; 800-421-3481. This information will be provided in an alternative format upon request.

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**Contact Information**[Click for Instructions](#)

\* Denotes required field

**Big Sky Coordinator/Grant Manager:**

Last Name\*  First Name\*   
Address Line 1\*   
Address Line 2   
City\*  State\*  Zip+4\*   
Phone\*    Extension  Fax\*     
Email\*

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**Fiscal Manager:**

Last Name\*  First Name\*   
Phone\*    Extension  Fax\*     
Email\*

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**Application Approval / Disapproval Copy Email Addresses**

- Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative who submits the application does not need to be included in this list.

Please respond to the following questions as they pertain to the use of Strengthening of Big Sky Pathways Funds **in the previous grant cycle.**

To the best of your ability, please describe the specific outcomes that resulted from the utilization of Strengthening Big Sky Pathways funds in the previous grant cycle, addressing each specific project or program identified in that cycle`s local grant application.

1. How many Rigorous Programs of Study were developed, who were they with, and what value added experiences were included?

Rigorous Programs of Study: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

High school/industry partners: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

Value added experience: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

2. How many Cluster Level Seminars were held and what were the outcomes?

Cluster Seminar Name and Date: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

List Participants: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

Cluster Level Seminar Outcome(s): (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

3. Identify at least six career counseling activities or presentations that the college either participated in or organized.

Career Counseling Activity/Presentation: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

4. Identify any Business and Industry Partnership activities or events that the college either participated in or organized.

Business and Industry Partnership Activity/Event: (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

Business and Industry Partnership Outcome(s): (65 of 1000 maximum characters used)

No progress has been made on these programs during 2014-15 cycle.

5. Identify Professional Development activities that BSP Coordinator participated in or organized for secondary instructors, college instructors or business and industry. List the date of the event and the outcome.

Professional Development Activity/Event: (312 of 1000 maximum characters used)

Ben Barckholtz attended the Big Sky Pathways Conference in Helena, MT in September 2014. He also attended a Montana College Fair in Miles City, MT in Oct. 2014. BSP funds were used to pay for travel to both events in the amount of \$538.69. Phone charges were paid for a total of \$184.50 during the grant year.

Professional Development Outcome(s): (47 of 1000 maximum characters used)

More information regarding pathways in Montana.

If any of the above questions cannot be answered in 1000 characters, please attach the response as a Microsoft Word or Adobe PDF document.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. (0 of 4000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File | no file selected

Uploaded Files:

No files are currently uploaded for this page.

Please address how your institution will use Perkins funding in the upcoming grant cycle to meet each of the Big Sky Pathways Required uses.

**Note: Final Outcome information will not yet be known on the Original application. Entry of this data should only occur on an Amendment application.**

1. Big Sky Coordinator - Proposals must include designations or hire of a BSP Coordinator. This position must be at least .5 FTE and focused solely on duties relating to the promotion and development of Montana BSP program. **This position must be filled by October 1st, to retain funding.**

Name of Individual:

FTE: (196 of 200 maximum characters used)

1.0 FTE Big Sky Pathways/Dual Enrollment Coordinator. Funding split 70% Big Sky Pathways (\$29,400 with \$2,100 institutional funds) Dual Enrollment 30% to be funded by institutional funds, Perkins)

Please upload job description. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File

Uploaded Files:

[DE BSCP Prog Mngr PossDesc\\_june15-20150615025033-SkrinerL.docx](#)  
[DE BSCP Prog Mngr PossDesc\\_may1\\_20150501105426-SkrinerL.docx](#)

2. Proposed Pathways/Programs of Study Activities - Developed based on industry and workforce needs, student-interest, regional demographics and institutional offerings. These activities should be targeted at local secondary and Adult Basic Education (ABE) teachers, counselors and administrator and designed to:
  - a. Increase the number of Pathway options available to students;
  - b. Create partnerships with ABE providers and to expand opportunities for students to access postsecondary credit bearing pathways.

Enter the amount of matching funds:

Pathways/POS Activity: (999 of 1000 maximum characters used)

City College, an engaged community partner, uses current data and input from a variety of sources (Montana DOLI, BillingsWorks, TAACCCT grants, stakeholders) to guide pathway programs and activities. Industry partners play key roles in advisory committees, improving awareness, and employment opportunities. Such collaboration fosters a more holistic look at an industry, potential strengths and weaknesses, and the importance of educational pathways. The partnership with Adult Basic Education (ABE) will be strengthened to focus on Pathways for ABE students with bridge and support mechanisms to meet their holistic needs. Cross-training opportunities with OPI will be created to develop pathways awareness. City College will review past pathways (e.g. Welding and Finance) for renewal and develop new pathways aligned with TAACCCT grant initiatives (Manufacturing, Energy and Health). Healthcare and IT are a focus due to current programs and proximity to the largest health sector in the state.

High School/ABE Partners: (899 of 1000 maximum characters used)

City College - BSP has strong regional partnerships with area high schools (Billings Career Center, Laurel HS, Hardin HS, Columbus HS, Shepard HS, Billings School District #2, Billings Senior, Billings Skyview, and Billings West) and will develop new pathways with the following: Huntley Project, Roundup HS, Red Lodge HS, Joliet HS, and Park City HS. The partnership with Billings School District #2 - Adult Basic Education will be enhanced and strengthened by aligning more pathways and providing more entry points for students to pursue post-secondary training. Activities for the BSP Coordinator will include collaborative discussions and improved outreach to key partners to further the initiatives of the Big Sky Pathways. Outcomes and timelines will be developed to complete Pathways and MOUs, schedules of outreach sessions, and development of specialized bridge programs for ABE students.

Relevant market data: (997 of 1000 maximum characters used)

Data supporting Big Sky Pathways come from a variety of sources, including the Montana Department of Labor and Industry - Montana Job Projections 2012-2022, the U.S DOL - Bureau of Labor Statistics Occupational Outlook Handbook, local resources from the Billings Job Service and BillingsWorks Workforce Council. These data all support the strong growth in healthcare, information technology, construction, manufacturing, and business in the regional area which aligns with the initiatives of the Big Sky Pathways. Advanced manufacturing, energy and healthcare are the focus areas of the recently funded U.S. Department of Labor TAACCCT consortium grants of \$40 million that were received by the state of Montana to support workforce development. The regional area is experiencing a very low unemployment rate <3% which impacts the availability of qualified workers, so expansion and enhancement of education and employment pathways are critical for the continued economic development of the area.

Value added experience: (925 of 1000 maximum characters used)

In order to develop a more meaningful experience for both students and faculty, pathways will include value-added components that are appropriate for the cluster. These component may include: Industry recognized credentials (NCCER, OSHA, CISCO, etc.), dual credit, high school for college credit, work-based learning experiences, internships, and participation in CTE student organizations (CTSO). The expansion of dual credit courses and high school for college credit will allow students a jump start on their college programs and allow more opportunity to engage with a college campus. Work-based learning experiences are becoming more important for both employers and students, and allows students to have hands-on experience in the industry. A meeting for

stakeholders will be developed to conduct gap analyses, share pathways information, gain employer feedback, and conduct tours of City College and the Career Center.

When will this occur:

Expected Outcome: (505 of 1000 maximum characters used)

The expected outcome from both the stakeholder meeting and expanded opportunities for students will be a more robust partnership, and better alignment and achievement of educational outcomes. There will be a documented increase in the number of dual credit courses, a greater number of students taking those courses, more opportunities for students and faculty to connect with industry via internships, externships and work-based experiences and a broader array of industry-recognized credentials earned.

Final Outcome: (0 of 1000 maximum characters used)

3. MPSEOC College Fairs - In an effort to increase awareness of the BSP program and to emphasize the importance to students, we are partnering with MT Postsecondary Educational Opportunities Council (MPSEOC) and MCIS to provide BSP career counseling at the MPSEOC 2015 College Fair Tour. Please list the dates and locations of at least two (2) fairs in which you will participate.

Enter the amount of matching funds:

Date:  Location:

Date:  Location:

Date:  Location:

Date:  Location:

4. Montana ACTE - MT ACTE strives to provide leadership in developing an educated, prepared, adaptable, innovative and competitive workforce. The annual MT ACTE Institute is held on October 15-16, 2015 in Billings MT and provides an excellent platform to promote the importance of BSP by presenting at this event or hosting an exhibition booth. Indicate how your institution will participate in this conference.

Enter the amount of matching funds:

Montana ACTE Participation: (640 of 1000 maximum characters used)

City College, in partnership with the Career Center will host the Montana ACTE Fall Institute in Billings on Oct. 15 & 16, 2015. We have designated facilities and General Funds budget to support this activity. Furthermore, the BSP Coordinator will facilitate a presentation focused on the health sciences career cluster with content provided by City College Health Science faculty, Career Center faculty and industry partners. City College New Student Services will support this meeting by purchasing a booth from their current budget. City College has also reserved General Funds to attend the National ACTE Conference in New Orleans, LA.

5. Industry Involvement - Please describe how you will include business and industry in partnership activities or events.

Enter the amount of matching funds:

Activity or Event: (956 of 1000 maximum characters used)

The BSP Coordinator will utilize current data from multiple sources available to City College (MT DOLI, BillingsWorks, Industry Professional Associations, Big Sky Economic Development, etc.). The Coordinator will work closely with key personnel from City College and the TAACCCT funded grants (RevUp and Montana HealthCARE) to form key areas of collaboration and areas of potential apprenticeships in career and technical fields (RevUp- Welding, Transportation & Manufacturing and Montana HealthCARE - Nursing and Allied Health). Promising areas for apprenticeships include Process Plant Technology and Energy Technology and new apprenticeships in Allied Health. Partnership exploration will begin with BillingsWorks, Big Sky Economic Development, Billings Chamber of Commerce and correctional institutions (the Montana Women's Prison in Billings). The Coordinator will also develop a method for measuring industry participation in pathway development.

Business/Industry Partner: (270 of 500 maximum characters used)

Partners include: Bay Ltd., Dick Anderson Construction, Classic Home Design, Denny Menholt, Haws Automotive, Anderson Zurmehlen Accounting, First Interstate Bank, Avitus Group, Billings Clinic, St. Vincent Healthcare, St. John's Lutheran Ministries, NorthWestern Energy.

When will this occur:

Expected Outcome: 178 of 1000 maximum characters used)

Improved communication and interaction with business partners to develop appropriate pathways, learning opportunities, and employment opportunities for both students and faculty.

Final Outcome: (0 of 1000 maximum characters used)

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6. Pathway Awareness - Discuss how your institution will create awareness of BSP opportunities that specifically reaches secondary students and parents and Adult Basic Education students. All activities and events must result in the development of a tangible product in one or more of the following medians: Print, TV, Radio, and Web-Based or Social Media.

Activity, Product or Event (**Secondary Students**): (693 of 1000 maximum characters used)

City College will develop a comprehensive marketing and Pathway Awareness Plan. The plan will focus on secondary students, parents, and ABE students. Materials will include print and web based media, with a budget for both (including money to pay IT to help develop web materials). Materials will begin with promotion to the three target groups for generic pathways information, and then specific pathways will be highlighted. General Funds are used to fund this category. Effectiveness of the materials will be measured using surveys. Coordinator will plan events with key school districts to plan the following events: ABE and Post-Secondary faculty, 1 event with ABE and City College.

Expected Outcome: (678 of 1000 maximum characters used)

To raise awareness and participation in Big Sky Pathways, City College will enhance their website to reflect current information about current pathways and employment trends in CTE fields, aligned education programs at the secondary and post-secondary level, and opportunities for registration. Print materials will be developed to promote pathway development between secondary and post-secondary faculty, inform students of opportunities and to promote new collaborations between BSP and key stakeholders. Scheduled events targeted to student populations will broaden their knowledge of opportunities available to them and will be supported by both electronic and print media.

Final Outcome: ([count] of 1000 maximum characters used)

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When will this occur:

Activity, Product or Event (**Secondary Parents**): (545 of 1000 maximum characters used)

Events will be held that include both students and their parents to coordinate information regarding pathways and education/employment opportunities. These events will be scheduled throughout the academic year to ensure broad participation. Tools and resources will be provided to the participants. Guest speakers including employers, educators and recent graduates will add validity to these discussions. City College will explore hosting an open house highlighting CTE programs and encourage high school students and their parents to attend.

Expected Outcome: (210 of 1000 maximum characters used)

Broader understanding and awareness of CTE and pathway opportunities for students/parents. The development of key marketing materials both electronic and print, and the start of an annual hosted CTE Open House.

Final Outcome: (0 of 1000 maximum characters used)

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When will this occur:

Activity, Product or Event (**ABE Students**): (396 of 1000 maximum characters used)

Develop materials that target and introduce ABE students to pathway opportunities. This work will be done in collaboration with ABE (Billings School District #2) to achieve greater outcomes and participation. Website links will be included on the ABE website to direct students to more information about pathways and further educational opportunities. This includes MCIS "Pep Talk" materials.

Expected Outcome: (85 of 1000 maximum characters used)

Increase in the level of participation of ABE students transitioning to City College.

Final Outcome: (0 of 1000 maximum characters used)

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When will this occur:

Activity, Product or Event (**Secondary Students**): ([count] of 1000 maximum characters used)

During this grant cycle, City College will focus on rebuilding the relationship and partnership between secondary and post-secondary faculty/administrators to further the pathways initiatives. Each semester representatives from each group will convene a meeting to review pathways, tour facilities and discuss partnership opportunities in CTE programs.

Expected Outcome: ([count] of 1000 maximum characters used)

Renewed pathway programs that have been strengthened by the partnerships with education and industry, and enhanced opportunities for training, academic credit and credentials.

Final Outcome: ([count] of 1000 maximum characters used)

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When will this occur:

Activity, Product or Event (**Secondary Parents**): ([count] of 1000 maximum characters used)

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Expected Outcome: ([count] of 1000 maximum characters used)

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Final Outcome: ([count] of 1000 maximum characters used)

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When will this occur:

Activity, Product or Event (**ABE Students**): ([count] of 1000 maximum characters used)

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Expected Outcome: ([count] of 1000 maximum characters used)

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Final Outcome: ([count] of 1000 maximum characters used)

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When will this occur:

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7. Professional Development - What opportunities for professional development does the BSP Coordinator plan to attend, or any workshops or events your institution plans to hold for their partners?

Name of training, workshop or event: (73 of 200 maximum characters used)

National Career Pathways Network Conference Oct. 28 - 30, 2015 Dallas, TX

Learning Outcomes: (299 of 500 maximum characters used)

Focus of the conference is career pathways implementation at the local and state levels with targeted breakout sessions. Best practices and lessons learned will be highlighted by presenters. participation in this conference will be funded by City College general funds and will not use BSP funding.

When will this occur:

Expected Outcome: (137 of 1000 maximum characters used)

Information gained during the conference will assist in the development and implementation of pathways at City College and regional area.

Final Outcome: (0 of 1000 maximum characters used)

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Name of training, workshop or event: ([count] of 200 maximum characters used)

CareerTech VISION Conference Nov. 19-22. 2015 in New Orleans, LA

Learning Outcomes: ([count] of 500 maximum characters used)

This conference is the largest gathering of CTE professionals with CTE breakout sessions, a comprehensive expo with product information, and extensive networking opportunities.

When will this occur:

Expected Outcome: ([count] of 1000 maximum characters used)

Information, lessons learned and best practices will be shared with faculty and staff at City College upon return from the conference to assist in the development of productive pathway activities.

Final Outcome: ([count] of 1000 maximum characters used)

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Name of training, workshop or event: ([count] of 200 maximum characters used)

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Montana School Counselor's Association Conference, April 2016. Location TBD

Learning Outcomes: ([count] of 500 maximum characters used)

Connections and networking with Montana High School Counselors to enhance and develop effective pathways.

When will this occur: Qtr 4:April-June

Expected Outcome: ([count] of 1000 maximum characters used)

Enhanced current pathways with target schools and the development of new, innovative pathways to serve students.

Final Outcome: ([count] of 1000 maximum characters used)

Name of training, workshop or event: ([count] of 200 maximum characters used)

Montana Career Information System (MCIS) Training - Date and location to be determined.

Learning Outcomes: ([count] of 500 maximum characters used)

More comprehensive understanding of the MCIS products, that include: CIS Junior, CIS High School, CIS College, CIS Adult and Agency to better serve students. This impact will include a more robust utilization of the products by high school students, college students, and ABE students to learn about career and educational pathways.

When will this occur: Qtr 2:October-December

Expected Outcome: ([count] of 1000 maximum characters used)

The coordinator will be more prepared to share the value and usage of MCIS with key stakeholders.

Final Outcome: ([count] of 1000 maximum characters used)

A 'Big Sky Pathway' is a Perkins Program of Study designed to smoothly transfer students from high school to success in careers and postsecondary education, incorporating industry recognized credentials and aligning curriculum. This typically includes both academic and CTE/Degree Major Courses, and lead to a credential, certificate, license, or degree.

**Please use the space below to list any Big Sky Pathways that you are developing this grant cycle:**

Cluster Level  
Program of  
Study

Health Science

(1344 of 4000 maximum characters used)

Pathway

Pathway: Therapeutic Health Science pathway; nursing, both RN and LPN, Radiology Technician, Surgery Technician, and medical assistant. Partners include: Office of Public Instruction (Renee Harris, Specialist), Billings Clinic, St Vincent's Healthcare, regional health facilities. The coordinator will utilize gap analysis based on the National Consortium for Health Science Education (NCHSE) eleven common healthcare foundation standards to review pathways. Work with counselors and administrators at each school to identify students selecting a health science pathway. Establish MOU between industry, postsecondary, and secondary partner to create information sessions, at the industry partner, highlighting the career opportunities in health science pathways. Information sessions target parents, secondary and postsecondary teachers, counselors. Produce separate information session at industry partner for students. By holding at industry partner, can invite from multiple secondary school systems. In partnership with industry partners, OPI, and Montana ACTE, prepare CTE posters targeted at health care industry for distribution to counselors and teachers at partner secondary schools. Note: this is a new project for Montana ACTE. Renee Harris, OPI, is working with MACTE to customize new poster for health care partner high schools.

High School  
Name

Billings Career Center

Certifications,  
Local  
Articulations,  
or Dual  
Credit  
Classes  
within the  
Pathway

(69 of 4000 maximum characters used)

Dual credit opportunities, applicable industry recognized credentials

Cluster Level  
Program of  
Study

Architecture and Construction

([count] of 4000 maximum characters used)

Pathway

Pathway: Construction. Partners include Montana Carpenters Apprenticeship Program, Montana Contractors Association, and regional construction companies. Options: 1) Align City College CAS in Construction with Billings Career Center program. The Pathway starts with Geometry in Construction/Technical Geometry, one year in BCC High School House Construction, one year taking City College construction courses, Dual Credit/University Connections/High School for College Credit, Include in BPS Career Cruising career planning program. 2) Align City College construction program with Local Carpenters Apprenticeship program. Include apprenticeship opportunities in BPS Career Cruising. 3) Refine existing construction pathway to plan to give high school students opportunity to take up to 9 credits of university connections classes. Pathway Awareness for construction 1. Partner with Montana Contractors Association to present opportunities in the construction pathway. MCA has presentation that includes the Let's Build Montana Website, and the Build Your Future website. Hold the pathway awareness session at contractors' office. Target, students, parents, teachers, counselors 2. Partner with Montana Carpenters Local Apprenticeship program by holding information session at the Billings apprenticeship building.

High School  
Name

Billings Career Center

Certifications,  
Local  
Articulations,  
or Dual  
Credit  
Classes  
within the  
Pathway

([count] of 4000 maximum characters used)

Dual Credit/University Connections/High School for College Credit, OSHA 10, credits toward Carpenters apprenticeship program

**Additional Comments**

[Click for Instructions](#)

Date of Comment (mm/dd/yyyy)

Add any additional comments you have for Perkins Postsecondary in the space below. Please indicate the specific page(s) you are referencing in your comments. (241 of 2000 maximum characters used)

We are posting the Coordinator position, pending grant funding, concurrent with the grant review process. We will be conducting the search while the grant is being reviewed and anticipate having a selection by the time funding is available.

Any supporting documentation should be uploaded to OCHE using the File Upload process below. Such documentation (if required), can be submitted upon the initial submission of this application. If the OCHE Office requests further documentation, this File Upload process is the location where such files should be attached to your application for OCHE review.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. (90 of 4000 maximum characters used)

1) Plan for Proposed Pathways/Program of Studies Activities2) Plan for Pathways Awareness

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Uploaded Files:

[BigSkyPathways Grant Proposal -- Pathway Awareness Plan Attachment-20150430031930-SkrinerL.docx](#)  
[BigSkyPathways Grant Proposal -- Proposed Pathways Plan Attachment-20150430031805-SkrinerL.docx](#)

**Allocations**

[Click for Instructions](#)

	<b>StrgthningBigSkyPathways</b>
<b>Current Year Funds</b>	
<b>Allocation</b>	<b>\$75,000</b>
<b>ReAllocated (+)</b>	\$0
<b>Released (-)</b>	\$0
<b>Total Current Year Funds</b>	<b>\$75,000</b>
<b>Prior Year(s) Funds</b>	
<b>Carryover (+)</b>	\$0
<b>ReAllocated (+)</b>	\$0
<b>Total Prior Year(s) Funds</b>	\$0
<b>Sub Total</b>	<b>\$75,000</b>
<b>Multi-District</b>	
<b>Transfer In (+)</b>	\$0
<b>Transfer Out (-)</b>	\$0
<b>Administrative Agent</b>	
<b>Adjusted Sub Total</b>	<b>\$75,000</b>
<b>Total Available for Budgeting</b>	<b>\$75,000</b>
	<b>StrgthningBigSkyPathways</b>

**Funding Distribution BUDGET BREAKDOWN** (Use whole dollars only. Omit Decimal Places, e.g., 2536)

[Click for Instructions](#)

Total Allocation Available for Budgeting:

[Description of Expenditure Codes](#)

[Description of Required and Permissive Uses of Funds](#)

Administration  
**199 - Administrative costs**

Federal guidelines state that no more than 5% of project funds can go to administration and indirect costs. The maximum allowed for the institution is \$3,750.

Describe proposed administrative costs here (if any) (maximum length is 1000 characters)  
 Administrative costs will be used to offset the cost of administrative services provided by City College including business services, space, furniture, and IT.

Amount

Big Sky Coordinator  
 (Max 2500 characters) Count (0 of 2500)

City College is actively searching for a BigSkyPathways/Dual Enrollment Coordinator (FTE 1.0) with an expected hire date of July 1, 2015 contingent on annual grant funding. The Coordinator will be hired for a 12-month contract beginning July 1, 2015 and ending June 30, 2016. The BSP Coordinator job duties include the management and coordination of all of the grant objectives, activities, and required evaluations. This position will have split responsibilities between Big Sky Pathways (70%) and Dual Enrollment (30%) to create a more seamless approach to program development. The Coordinator will be responsible for the development of new programs, review and enhancement of existing pathways, relationships with key stakeholders, collection and management of program data, and promotion of Big Sky Pathways and Dual Enrollment opportunities. The college has provided \$10,682.95 in matching General Funds to support the Coordinator salary and benefits, current expense items, professional development and travel.

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
<input type="text" value="101-Salaries"/>	Coordinator Salary - Annual salary:\$42,000 for BSP/DE CoordinatorSplit as follows: \$25,200 BSP (60%), \$2,100 MSUB (5%) \$27,300); \$9,450 Perkins (22.5%), \$5,250 MSUB (12.5%) (\$14,700).July 1 Aug. 15, 2015 100% BSP/MSUBAug. 16, 2015 May 15, 2016 50% BSP/MSUB; 50% Perkins/MSUBMay 16-June 30, 2016 100% BSP/MSUBJuly 1 Aug. 15, 2015 - \$5,815.50 BSP, \$484.50 MSUB = \$6,300Aug. 16 May 15, 2016 \$13,569.50 BSP, \$1,130.50 MSUB (50%); \$9,450 Perkins, \$5,250 MSUB = \$29,400May 16 June 30, 2016 - \$5,815.50 BSP, \$484.50 MSUB = \$6,300	<input type="text" value="25200"/>	<input type="checkbox"/>
<input type="text" value="102-Benefits"/>	Benefits calculated at 19.426% of salary = \$4,895	<input type="text" value="4895"/>	<input type="checkbox"/>
<input type="text" value="103-Health Insurance"/>	Health insurance cost calculated at 60% of total \$10,644 = \$6,390	<input type="text" value="6390"/>	<input type="checkbox"/>
<input type="text" value="220-Consumable Supplies"/>	These funds (\$50) will be used to purchase supplies to create handouts for the ACTE meeting in Billings and will be moved to consumable supplies.	<input type="text" value="50"/>	<input type="checkbox"/>
<input type="text" value="220-Consumable Supplies"/>	Consumable supplies, including printer ink, paper, staples, office supplies	<input type="text" value="300"/>	<input type="checkbox"/>
<input type="text" value="224-Minor Equipment"/>	The coordinator will purchase an iPad to use for grant purposes. Office work and meetings. The cost of an iPad is \$500	<input type="text" value="500"/>	<input type="checkbox"/>
<input type="text" value="300-Communications"/>	Telephone charges	<input type="text" value="650"/>	<input type="checkbox"/>
<input type="text" value="400-Travel"/>	In-state travel. All travel will follow the current travel reimbursement policy of MSU Billings, the Montana Code Annotated, Administrative Rules of Montana and the Montana Operations Manual.Coordinator trips to regional schools including Laurel, Columbus, Huntley Project, Red Lodge, Hardin, Shepherd, Park City; 1,000 miles @ .575 per mile = \$575. Travel to the Montana School Counselors Association Conference in April 2016.	<input type="text" value="2000"/>	<input type="checkbox"/>

	Location has not be determined but estimate Bozeman, MT. 2-Day Conference, mileage 250 miles @ .575 = \$144, per diem @ \$23/day = \$46, and hotel 2 nights @ \$90/day = \$180. Total Cost = \$370. ATEA 2015 Northern Plains Region V Annual Conference Sioux Falls, SD. Oct. 8-9, 2015. Airfare \$580, hotel \$300, per diem \$135, Taxi \$40. Total cost = \$1,055.		
800-Other Expenditures	Printed materials and mailing	1300	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
<b>SubTotal:</b>		\$41,285	

Proposed Pathways/Program of Study Activities

(Max 2500 characters) Count (0 of 2500)

Overview: The City College BSP/DE Coordinator will focus on four key areas: ABE collaboration and Pathways development, new and creative CTE events designed to inform students, parents, instructors, administrators and the general public, a thoroughly review existing pathways, and create new pathways

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Hourly wage for out of contract faculty. Faculty will spend most of their BSP time with contract hours but will have off contract hours to be compensated by the grant. Some partner schools trips could involve out of contract time. City College e.g. cluster instructors (business construction- auto) will require more time analyzing articulation agreements and dual credit options. The average rate for compensation is \$35 per hour (but may vary by school). The budget is calculated at 35 hours @ \$35 per hour (\$50 extra for different rates is calculated into the total) = \$1,250.	1250	<input type="checkbox"/>
102-Benefits	Benefits calculated at 19.426% of salary	240	<input type="checkbox"/>
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	350	<input type="checkbox"/>
800-Other Expenditures	Printed materials and mailing	700	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
<b>SubTotal:</b>		\$2,540	

Pathway Awareness

(Max 2500 characters) Count (0 of 2500)

City College will use funding to support Pathway Awareness activities.

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Hourly wage for development of website, IT support	1250	<input type="checkbox"/>
102-Benefits	Benefits calculated at 19.426% of salary	240	<input type="checkbox"/>
210-Contracted Services	BSP funding will be used to support workplace skills by providing a seminar delivered by a nationally or regionally known professional at City College. This seminar will provide current information about industry soft skills and workplace skills to enhance the opportunity for student employment. Billings Works, a collaborative partnership of over 90 stakeholders, has stated continuously the need for enhanced workplace and soft skills. This initiative aligns well with the RevUp/SWAMMEI grant by inviting industry partners to this seminar, we see a greater opportunity for	5000	<input type="checkbox"/>

	interaction between potential employers and students, which lead to more prospects for internships, job shadowing and other work-related experiences. The \$5,000 will cover the cost of the speaker and associated expenses. The overall cost of the event will be shared by MSUB General Funds. The event will be scheduled during the 1st quarter of 2016 to provide an opportunity for greater participation.		
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	350	<input type="checkbox"/>
800-Other Expenditures	Advertising in the Billings Gazette averages \$600-800 per advertisement. We plan on broadly promoting this event and expect to spend \$2,500 for advertisements here. In addition, we will promote this event in the regional area, adding another \$1,000 for varied advertising venues. In addition, print materials will be available at the event for participants with a print cost of \$1,200. An additional \$300 will be used for printing and mailing person invitations for the event. Total is \$5,000.	5000	<input type="checkbox"/>
		0	<input type="checkbox"/>
<b>SubTotal:</b>		\$11,840	

Professional Development  
(Max 2500 characters) Count (0 of 2500)  
Funds will be used to participate in professional development activities for the Coordinator, faculty and stakeholders. Institutional funds will be used to offset these expenses.

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
401-Registration and Training	The coordinator will attend professional development workshops during the FY 2015-16. Travel costs will be paid by MSUB general funds with the registration costs of \$1,000 paid by BSP.1)National Career Pathways Network Annual Conference in Dallas, TX Oct. 28-30, 2015. Registration Fee is \$550.2)ACTE CareerTech Vision 2015 New Orleans, LA Nov. 19-22, 2015. Registration Fee \$450	1000	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
<b>SubTotal:</b>		\$1,000	

<b>Totals:</b>	\$59,509
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Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$75,000	(F) Total budgeted above	\$59,509
(B) Budgeted Property and Equipment Cost (Exp code 500)	\$0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$75,000	(H) Total Budget (F+G)	\$59,509
(D) Indirect Cost Rate %	0.0000		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0	Allocation Remaining (A-H)	\$15,491

[Calculate Totals](#)

**Budget Summary Rollup**

[Click for Instructions](#)

2016 Annual Allocation for grant year beginning 7/1/2015 - 6/30/2016

Exp Code	Line Item Detail Description	Amount
101-Salaries	Coordinator Salary - Annual salary:\$42,000 for BSP/DE CoordinatorSplit as follows: \$25,200 BSP (60%), \$2,100 MSUB (5%) \$27,300); \$9,450 Perkins (22.5%), \$5,250 MSUB (12.5%) (\$14,700).July 1 Aug. 15, 2015 100% BSP/MSUBAug. 16, 2015 May 15, 2016 50% BSP/MSUB; 50% Perkins/MSUBMay 16-June 30, 2016 100% BSP/MSUBJuly 1 Aug. 15, 2015 - \$5,815.50 BSP, \$484.50 MSUB = \$6,300Aug. 16 May 15, 2016 \$13,569.50 BSP, \$1,130.50 MSUB (50%); \$9,450 Perkins, \$5,250 MSUB = \$29,400May 16 June 30, 2016 - \$5,815.50 BSP, \$484.50 MSUB = \$6,300	\$25,200
101-Salaries	Hourly wage for development of website, IT support	\$1,250
101-Salaries	Hourly wage for out of contract faculty. Faculty will spend most of their BSP time with contract hours but will have off contract hours to be compensated by the grant. Some partner schools trips could involve out of contract time. City College e.g. cluster instructors (business construction- auto) will require more time analyzing articulation agreements and dual credit options. The average rate for compensation is \$35 per hour (but may vary by school). The budget is calculated at 35 hours @ \$35 per hour (\$50 extra for different rates is calculated into the total) = \$1,250.	\$1,250
102-Benefits	Benefits calculated at 19.426% of salary	\$240
102-Benefits	Benefits calculated at 19.426% of salary	\$240
102-Benefits	Benefits calculated at 19.426% of salary = \$4,895	\$4,895
103-Health Insurance	Health insurance cost calculated at 60% of total \$10,644 = \$6,390	\$6,390
199-Administrative Costs	Administrative costs will be used to offset the cost of administrative services provided by City College including business services, space, furniture, and IT.	\$2,844
<i>Subtotal Personnel Services:\$42,309</i>		

Exp Code	Line Item Detail Description	Amount
210-Contracted Services	BSP funding will be used to support workplace skills by providing a seminar delivered by a nationally or regionally known professional at City College. This seminar will provide current information about industry soft skills and workplace skills to enhance the opportunity for student employment. Billings Works, a collaborative partnership of over 90 stakeholders, has stated continuously the need for enhanced workplace and soft skills. This initiative aligns well with the RevUp/SWAMMEI grant by inviting industry partners to this seminar, we see a greater opportunity for interaction between potential employers and students, which lead to more prospects for internships, job shadowing and other work-related experiences. The \$5,000 will cover the cost of the speaker and associated expenses. The overall cost of the event will be shared by MSUB General Funds. The event will be scheduled during the 1st quarter of 2016 to provide an opportunity for greater participation. These funds (\$50) will be used to purchase supplies to create handouts for the ACTE meeting in Billings and will be moved to consumable supplies.	\$5,000
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	\$50
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	\$350
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	\$300
220-Consumable Supplies	Consumable supplies, including printer ink, paper, staples, office supplies	\$350
224-Minor Equipment	The coordinator will purchase an iPad to use for grant purposes. Office work and meetings. The cost of an iPad is \$500	\$500
<i>Subtotal Operating Expenses:\$6,550</i>		

Exp Code	Line Item Detail Description	Amount
300-Communications	Telephone charges	\$650
<i>Subtotal Communications:\$650</i>		

Exp Code	Line Item Detail Description	Amount
400-Travel	In-state travel. All travel will follow the current travel reimbursement policy of MSU Billings, the Montana Code Annotated, Administrative Rules of Montana and the Montana Operations Manual.Coordinator trips to regional schools including Laurel, Columbus, Huntley Project, Red Lodge, Hardin, Shepherd, Park City; 1,000 miles @ .575 per mile = \$575. Travel to the Montana School Counselors Association Conference in April 2016. Location has not be determined but estimate Bozeman, MT. 2-Day Conference, mileage 250 miles @ .575 = \$144, per diem @ \$23/day = \$46, and hotel 2 nights @ \$90/day = \$180. Total Cost = \$370.ATEA 2015 Northern Plains Region V Annual Conference Sioux Falls, SD. Oct. 8-9, 2015. Airfare \$580, hotel \$300, per diem \$135, Taxi \$40. Total cost = \$1,055. The coordinator will attend professional development workshops during the FY 2015-16. Travel costs will be paid by MSUB general funds with the	\$2,000



401-Registration and Training ▼

registration costs of \$1,000 paid by BSP.1)National Career Pathways Network Annual Conference in Dallas, TX Oct. 28-30, 2015. Registration Fee is \$550.2)ACTE CareerTech Vision 2015 New Orleans, LA Nov. 19-22, 2015. Registration Fee \$450

*Subtotal Travel:\$3,000*

Exp Code	Line Item Detail Description	Amount
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800-Other Expenditures ▼

Printed materials and mailing \$1,300

800-Other Expenditures ▼

Printed materials and mailing \$700

800-Other Expenditures ▼

Advertising in the Billings Gazette averages \$600-800 per advertisement. We plan on broadly promoting this event and expect to spend \$2,500 for advertisements here. In addition, we will promote this event in the regional area, adding another \$1,000 for varied advertising venues. In addition, print \$5,000 materials will be available at the event for participants with a print cost of \$1,200. An additional \$300 will be used for printing and mailing person invitations for the event. Total is \$5,000.

*Subtotal Other Expenditures:\$7,000*

**Total Direct Costs:\$59,509**

**Total Indirect Costs:\$0**

Exp Code	Line Item Detail Description	Amount
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*Subtotal Major Equipment:\$0*

**Total Grant Funds:\$59,509**

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The applicant will comply with the requirements of P.L. 109-270 (the Carl D. Perkins Career and Technical Education IV Act of 2006) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. In particular, Carl Perkins funds will be used to supplement, and in no case supplant, state or local funds.

The applicant assures the Montana Board of Regents that services provided under the approved application will be provided in accordance with P.L. 109-270, and will not discriminate or violate provisions of the Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990.

The applicant certifies that they have read and will comply with the requirements of the Certification Regarding Lobbying & the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Lower Tier Covered Transactions) at Section 1352, Title 31 of the U.S. Code, (implemented at 34 CFR Part 82, Sections 82.105 and 82.110).

The Applicant certifies that they have read and will comply with the applicable requirements of OMB Circular A-102, including the Assurances of Non-Construction Programs available in SF-424b (OMB Control No:0348-0040).

The applicant certifies that the detailed budget and budget narrative submitted are correct and complete for the purposes set forth in the application documents. The activities proposed for funding have met the parameters for Required Use; and Permissible Use of funding for the purposes of Section 135 of P.L. 109-270.

The applicant certifies that they will follow all laws and regulations affecting federal programs as outlined in the OMB circulars which apply to your type of institution and outlined in Education Department General Administrative Regulations (EDGAR) URLs, <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

The applicant certifies that they understand that all payments made under this program are subject to CMIA requirements and the requirements in Part 80 of EDGAR. Recipients must use grant funds only for obligations incurred during the funding period.

The applicant certifies that they understand that if their institution expends \$500,000 or more in federal awards during the fiscal year, you are required to have an audit in accordance with OMB Circular A133. [Information about a133 audits](#)

The applicant certifies that it will retain all financial records, supporting documents, statistical records and all other records pertinent to an award for which federal funds are received for a period of three years from submission of the final expenditures report for which the funds are used or until such time greater than three years as all pending reviews or audits have been completed and resolved.

The assurances were fully agreed to on this date:

**This page is not applicable to the Original Application**

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**Application History** (Read Only)

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**Click for Instructions**

<b>Status Change</b>	<b>UserId</b>	<b>Action Date</b>
Final Application Review	AskelsonM	06-17-2015
Submitted to OCHE	McGinnisD	06-15-2015
Returned for Changes	AskelsonM	06-15-2015
Submitted to OCHE	McGinnisD	06-08-2015
Returned for Changes	AskelsonM	05-21-2015
Submitted to OCHE	McGinnisD	05-01-2015