



City College 22-23 Women in Automotive

Prepared by City College
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Nontraditional
Occupations Sub-Grant

Submitted by Kaili Payne

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Opportunity Details

Opportunity Information

Title

2022-2023 Perkins Nontraditional Occupations Sub-Grant

Description

Perkins Nontraditional funds are made available to Perkins Eligible secondary and post-secondary schools to create career awareness, recruit, and retain students within a career and technical education (CTE) program of study (secondary + post-secondary) that leads to a high skill, high wage, or in demand occupation that is nontraditional by gender. The term “nontraditional occupations” means occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. This one-time award is available to support CTE initiatives with a clear impact on students pursuing nontraditional programs.

Awarding Agency Name

OCHE

Agency Contact Name

Ciera Franks-Ongoy

Agency Contact Email

cfranksongoy@montana.edu

Fund Activity Category

Education

Opportunity Manager

Ciera Franks-Ongoy

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/9389a629-8df3-4fdb-8726-cd24e44ba240>

Funding Information

Funding Sources

Federal Or Federal Pass Through

Award Information

Award Range

\$500.00 - \$20,000.00

Award Period

07/01/2022 - 06/30/2023

Award Type

Competitive

Submission Information

Submission Window

Opens 04/01/2022 12:00 AM

Submission Timeline Type

Rolling

Allow Multiple Applications

Yes

Eligibility Information

Additional Eligibility Information

Only Perkins Eligible entities (school districts, two-year programs, tribal colleges, community colleges or consortia) in good standing are eligible to apply.

Applicants and project contacts are not restricted to Perkins coordinators – CTE faculty and staff in related roles are encouraged to apply.

Additional Information

Additional Information URL

<https://www.mus.edu/Perkins/nontrad.html>

Award Administration Information

Administrative and National Policy Requirements

Proposed projects MUST "create career awareness, recruit, and retain students within a career and technical education (CTE) program of study (secondary + post-secondary) that leads to a high skill, high wage, or in demand occupation that is nontraditional by gender. "

Montana utilizes data from the Perkins Collaborative Resource Network Nontraditional Crosswalk for determining program eligible for nontraditional funding. You can visit the complete list here: <https://cte.ed.gov/accountability/linking-data>

The following are priority nontraditional occupations for the purpose of this RFP*:

Males:

Nursing/Allied Health

Early Childhood Education/Teaching K-3

Females:

Science, Technology Engineering, Math

Manufacturing & Trades

Construction and Architecture

Culinary

*Please note, this list is not exclusive, you may apply for funds to support any specific career fields identified as nontraditional in the Nontraditional Crosswalk or with other substantial supporting data.

Reporting

Full participation includes providing a written quarterly report for each quarter that spending takes places and a final report that documents project activities, populations served, and outcomes achieved, as well as a final expenditure sheet at year end.

- Final Narrative Report deadline: June 15, 2023
- Final Fiscal Closeout Report Due: August 15, 2023

Other Information

Collaboration between secondary and postsecondary institutions or between two or more postsecondary institutions is highly encouraged. Applications demonstrating intrastate partnerships will be given preference.



Project Information

Application Information

Application Name

City College 22-23 Women in Automotive

Award Requested

\$2,128.00

Total Award Budget

\$2,128.00

Primary Contact Information

Name

Kaili Payne

Email Address

kaili.payne@msubillings.edu

Address

3803 Central Ave.
Billings, MT 59102

Phone Number

(406) 247-3015

Project Description

Project Description

Directions: To increase the likelihood of receiving funding for your projects, please submit a separate application for each distinct, nontraditional occupations project proposed.

Defining "nontraditional occupations": The term "nontraditional occupations" means occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

The following are priority nontraditional occupations for the purpose of this RFP*:

Males:

- Nursing/Allied Health
- Early Childhood Education/Teaching K-3

Females:

- Science, Technology Engineering, Math
- Manufacturing & Trades
- Construction and Architecture
- Culinary

*Please note, this list is not exclusive, you may apply for funds to support any specific career fields identified as nontraditional in the Nontraditional Crosswalk or with other substantial supporting data.

Project Title

Women in Automotive

How does this project encourage the successful recruitment and retention of males or females within a CTE Program of Study that leads to an occupation that is nontraditional by gender?

The "Women in Automotive" classes are designed to educate women in high-paying, transportation career opportunities and the CTE programs at City College. Each of City College's transportation programs; Automotive Technician, Diesel Technician, and Autobody Collision Repair and Refinishing have a low percentage of female participants compared to their male counterparts. During each four-hour class, participants will not only tour the three programs offered at City College, but they will also learn about career opportunities in the three fields and take part in a hands-on lab in which they will learn basic automotive repair skills. The classes will be taught by our female automotive instructor and transportation department chair in a safe, non-threatening environment.

What are the major activities or strategies that will be carried out and by whom?

Activity 1:

City College's female automotive instructor, Kat Pfau, will develop and teach four introductory automotive technician classes for women titled, "Women in Automotive" through City College's Workforce Training Center. Each session will accept 10 students and will be four hours long. Classes will introduce women to transportation career opportunities while also teaching them basic automotive repair skills such as lifting and changing a tire; how to jump a car; identifying, checking, and changing fluids; replacing belts; and inspecting brakes. Lunch will be provided by our local industry partner, Denny Menholt. Students will be able to speak with representatives from Denny Menholt and learn more about the automotive profession. One session will be held in the fall, one in the winter, one in the spring, and one in the summer—official dates are yet to be determined. The first session in the fall will be open specifically to high school students while the remaining three sessions will be open to females of all ages.

Activity 2:

Postcards and email marketing for the classes will be designed and implemented by MSUB’s Communications and Operations Manager, Kealy Dowd. Social Media promotion will be done by Charlene Allmer, our Marketing and New Student Specialist. In addition, our New Student Specialists will promote the classes specifically to high school-aged females during their high school visits and the college fairs they attend in the fall.

Do proposed activities include a secondary/postsecondary partnership component?

- Yes
- No

Describe the secondary/postsecondary partnership that will take place:

City College will include a special focus on high-school students, as the first session will only be open to high school students. The automotive instructor will partner with City College’s Director of Dual Enrollment and the School District Two Career Coaches in promoting the event to high school students interested in pursuing a career in the transportation fields. We will also promote the sessions to the other local high schools with postcards, flyers, and in-person.

What is the timeline for this project? Please provide a brief summary of key dates for the proposed project.

Aug-Oct
 Kat develops class
 1st round promoting
 1st class Oct

Nov-Jan
 2nd round promoting
 2nd class Dec

Feb-April
 3rd round promoting
 3rd class April

May-June
 4th round promoting
 4th class June

Please provide the contact information for any other significant parties relating to this grant:

Name	Title	Phone	Email
Kat Pfau	Transporation Department Chair	406-2473004	kpfau@msubillings.edu
Vicki Trier	Dean of City College	406-247-3009	Vicki.trier@msubillings.edu

Project Outcomes & Evaluation

Project Outcomes

How many students does the project intend to reach? Males? Females?

40 Female Students

Describe the project's goals to be measured in detail and how these relate to the project's activities:

The main goal of "Women in Automotive" is to introduce 40 female students to transportation careers by bringing in local industry professionals and the transportation programs offered at City College through hands-on learning with lab equipment. This will increase women's exposure to high-paying careers in transportation fields, additionally demonstrating that the programs taught at City College are an entry point into these careers. Second, by promoting the event to female high school students through the new student specialist and the director of dual enrollment, City College will further strengthen its partnership with the local high schools and career counselors. Finally, the women will learn valuable automotive repair skills in a neutral environment taught by a woman with 20+ years of experience in the automotive industry.

Evaluation Activities

Describe the evaluation plan for determining your progress or success in meeting the proposed goals and outcomes:

City College will survey all class participants to gain feedback on their experience, interest in future engagement in transportation programs, and ways that City College faculty and staff can support their career goals. The survey will also include questions regarding the automotive technician techniques taught in the class; whether the students felt they were valuable, other skills they would have liked to have learned, and how City College can improve on the class. This will inform faculty and staff on the success of the sessions and the benefits of offering additional classes.

List the responsible parties for completing the evaluation of the proposed activities::

Kat Pfau, Automotive Instructor and Transportation Department Chair will perform the data collection.
Kaili Payne, Perkins Coordinator will perform the final report.

Budget Narrative

In less than ~500 words, please provide a narrative explanation of the budget—with the focus on the expenditure of these Perkins funds.

Each line item in the final budget, and it's purpose, should be accounted for in the budget narrative.

Budget Narrative

\$101.00 will be used to cover indirect costs as outlined in our Indirect Costs agreement.

A total of \$1,177.00 will be budgeted for instructor wages

- Hourly wages for automotive instructor \$45/hr x 22 hrs = \$990
- Fringe benefits \$990 x 18.876% = 187.00

A total of \$700.00 will be budgeted for promotional materials

Ποστχαρδ ανδ Ποστερ πρινγτινγ 300.00

- Boosted social media posts 4 @ \$50/each = \$200.00
- Postage for postcards \$200.00

A \$150.00 will be used for consumable supplies

- \$120 will used be for tire pressure gages to be used by students in class

\$330 will be used for fan belt tension gages to be used by students in class

PLEASE REVIEW: NOTICE REGARDING EDUCATIONAL MARKETING MATERIALS

Please keep a couple things in mind with the educational marketing materials. When using federal funds, videos and any other marketing materials can't promote your college specifically in any way. Here are a few examples of what you can and can't do:

You can...	You can't...
Interview students or faculty wearing Gallatin College clothing	Have students or faculty identify as being "from Gallatin College" unless you are including other Montana schools in video as well.
Interview students or faculty with a Great Falls College sign in the background	Show a standalone shot/view of the front of Great Falls College (unless showing other Montana schools in video as well)
List/Show <u>all</u> schools in Montana where students can enroll in the highlighted programs	State that students are enrolled in highlighted programs at Helena College (without mentioning other schools)

A good rule of thumb is to remember that these videos will need to be made available for any Perkins schools in Montana to use to promote nontraditional careers if they want to, so the videos should be general enough that a college in Havre or a high school in Libby could also use it.



OCHE will need to review videos before we can reimburse for any video related expenses. If you have any questions about content don't hesitate to give me a call and we can run through it.

Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
00 - Administrative/Indirect Costs		
Indirect Costs	\$101.00	\$101.00
Subtotal	\$101.00	\$101.00
02 - Hourly Wages		
Instructor Pay	\$990.00	\$990.00
Subtotal	\$990.00	\$990.00
03 - Employer Paid Benefits		
Fringe for Instructor	\$187.00	\$187.00
Subtotal	\$187.00	\$187.00
05 - Printing - Operating Expenditures		
Postcards and Posters	\$300.00	\$300.00
Subtotal	\$300.00	\$300.00
06 - Consumable Supplies		
Automotive Lab Supplies	\$150.00	\$150.00
Subtotal	\$150.00	\$150.00
08 - Communications		
Boosted Social Media Posts	\$200.00	\$200.00
Mailings	\$200.00	\$200.00
Subtotal	\$400.00	\$400.00
Total Proposed Cost	\$2,128.00	\$2,128.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$2,128.00	\$2,128.00
Subtotal	\$2,128.00	\$2,128.00
Total Proposed Revenue	\$2,128.00	\$2,128.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

00 - Administrative/Indirect Costs

5% maximum of total award requested

Indirect Costs

\$101.00 will be used to cover indirect costs as outlined in our Indirect Costs agreement.

02 - Hourly Wages

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours and hourly rate. Examples: --Program Adjunct for New Perkins Program to teach two new courses (\$750/credit hour for 6 credit hours)

Instructor Pay

Instructor pay for developing "Women in Automotive" classes. 6 hours @ \$45 per hour = \$270. Instructor pay for "Women in Automotive" classes. 16 hours @ \$45 per hour = \$720.

03 - Employer Paid Benefits

Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance.

Fringe for Instructor

Fringe for Instructor. $\$990.00 \times 18.876\% = \187.00

05 - Printing - Operating Expenditures

Each line item should list the print rate, # of copies, and use.

Postcards and Posters

Marketing Materials for Women in Automotive classes. Will not be used for recruiting.

06 - Consumable Supplies

Includes basic office supplies, books and reference materials, CTE classroom supplies and software. Basic office supplies will be capped at \$150 per application unless a justification is presented and approved by OCHE prior to application.

Automotive Lab Supplies

\$150.00 for tire pressure gages and fan belt tension gages.

08 - Communications

Create a line item for each communications expense (eg. cellphone, mailings)



Boosted Social Media Posts

4 boosted social media posts @ \$50/each =\$200. Will not be used for recruiting.

Mailings

\$200.00 for postcard postage.