



**Great Falls College MSU**

Prepared by Great Falls College MSU  
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Reserve Application

**Submitted by Jessica Dykstra**

**Submitted on 06/23/2022 3:22 PM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2022-2023 Perkins Reserve Application

Description

Under Perkins V legislation, Perkins Reserve funding may be made available to eligible agencies in order to:

A. Foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or

B. Promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

Awarding Agency Name

Montana University System, Office of the Commissioner of Higher Education

Agency Contact Name

Jacque Treaster

Agency Contact Phone

(406) 449-9135

Agency Contact Email

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/2b930bec-dc7f-439f-8cde-856eff1637a7>

### Award Information

Award Range

\$30,000.00 - \$80,000.00

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

6/20/2022

Award Type

Competitive

Indirect Costs Allowed

Yes

Indirect Cost Rate

5.00 %

Restrictions on Indirect Costs

Yes

Citation Governing Indirect Cost Restriction

Federal Guidelines state that no more than 5% of project funds can go to administration and indirect costs.



Matching Requirement

No

## Submission Information

Submission Window

02/23/2022 12:00 PM - 06/03/2022 5:00 PM

## Question Submission Information

Question Submission Email Address

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

Question Submission Additional Information

For more information about the 2022-2023 Perkins Reserve Application, including application requirements, please see the 2022-2023 Perkins Reserve Application RFP.

Attachments

- Perkins Reserve Fund RFP 2022-2023 Final

## Additional Information

Additional Information URL

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

Additional Information URL Description

Please refer the Montana University System Perkins Resources website for additional information on Perkins.

## Award Administration Information

Administrative and National Policy Requirements

Use of Funds:

Campuses awarded funds must complete the activities and achieve the outcomes identified in the final, awarded version of the grant application.

Funds must be used in accordance with:

- CFR 34: Education – Part 74: Administration of Grants & Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,

<http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

- 2 CFR 200 is the current guidance PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200.xml>

Reporting

LEAs awarded funding for this project agree to the following:

- Submitting applications and amendments prior to stated deadlines.
- Finalizing grant budget no later than June 15th, 2022.
- Program staff attendance at state-level professional development/trainings
- Regular attendance on monthly webinars/conference calls
- Providing quarterly fiscal and program reports by deadlines
- Submitting a final program report on projects activities, populations served, and outcomes achieved at year end
- Submission of budget amendments prior to May 1st, 2023.

#### Other Information

##### Eligibility and Duration

One-year grant awards are available through an annual application process to:

- Tribal colleges, two-year colleges, and community colleges who receive or will receive Perkins Postsecondary Local Application funds during the same grant year (LEAs).
- LEAs who have been in good standing with their local application funds for two years prior to the application year. This includes adhering to grant application and reporting deadlines, submitting data, and all Perkins and Civil Rights monitoring.



## Project Information

### Application Information

Application Name

Great Falls College MSU

Award Requested

\$56,788.00

Total Award Budget

\$56,788.00

### Primary Contact Information

Name

Jessica Dykstra

Email Address

dual@gfcmsu.edu

Address

2100 16th Avenue South  
Great Falls, MT 59405

Phone Number

(406) 771-4390



## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Program Manager Contact

Jacque Treaster

406-449-9135

jtreaster@montana.edu

#### Campus Information

Campus Name

Great Falls College

#### Campus Fiscal Manager

Provide the contact information for the fiscal manager who will be processing Perkins funds disbursement.

Last Name

Roberts

First Name

Carmen

Is the Fiscal Manager's mailing address different than above?

- Yes
- No

Fiscal Phone Number

406-771-4392

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

carmen.roberts@gfcmsu.edu

#### Additional Perkins Contacts

Please provide email addresses, names and titles of people on your campus to be notified of grant issues.

#### Additional Perkins Contacts

	Name	Title	Email Address
<b>Contact 1</b>	Shannon Marr	Director of Recruitment and Enrollment	shannon.marr1@gfcmsu.edu
<b>Contact 2</b>			
<b>Contact 3</b>			
<b>Contact 4</b>			

	Name	Title	Email Address
Contact 5			
Contact 6			
Contact 7			
Contact 8			

When you're finished answering the questions on this page, click [Mark as Complete](#). An application cannot be submitted until all pages are marked as complete.

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## Part 2. Project Narratives

### Project Narrative Directions

Campuses may submit up to 10 projects for their allocation of local funds. When you're finished adding all requested projects, **SCROLL ALL THE WAY TO THE BOTTOM OF THE PAGE** and click **Mark as Complete**.

**An application cannot be submitted until all pages are marked as complete.**

Not finished with this page yet? Scroll to the bottom of the page and click **Save** or **Save & Continue** to fill out the missing information at a later time.

### Project 1

Project 1 Title

Dual Enrollment Online Orientation

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 4

1 - Project/Program/Purchase Summary\*

Great Falls College is contracted with ADG (Advantage Design Group) to create a robust online orientation product for all of our students. We also paid for an additional secondary "member group" of Dual Enrollment students which will allow for a complete orientation experience for all dual enrollment students. There will be no cost for the grant because this product is funded by the Office of Recruitment & Enrollment.

**Priority area addressed:** #2 Using technology to enhance career exploration activities.

**Specific description:** This online orientation product will consist of seven modules that will cover a variety of topical areas including academic expectations, support services, accessing technology, policies and procedures and next steps. The product features trackable quizzes that keep students engaged as they navigate through the program and provides profile-directed content so students are automatically sent down the right orientation path based on their student type. Students will only see material relevant to them as dual credit students and the product contains a single sign-on component which will reinforce the use of Net ID for dual credit students (how they sign into everything else at Great Falls College). There will be glossary terms, resource links, tracking and reporting, memory return (allowing students to complete the orientation in more than one session), frequently asked questions, and just-in-time information. It is responsive for tablets and smartphones.

**Stakeholders for this activity:** Great Falls College Admissions, Advising and Career Services, and First Year Experience group, Dual Enrollment Partner High schools, and students. Existing/Repeat Event or New Event? Repeat (from last year). We are still in the process of developing it, and the goal is for it to go live on our website in the 2022-2023 academic year.

1 - Expected Measurable Outcome(s)\*

All dual enrollment students will utilize the online orientation prior to their first term of enrollment. We expect a decrease in the number of student alerts (faculty reports/concerns) and the amount of calls to the Technology Assistance Center. We expect this platform to be live and available to students in the Spring 2023 semester.

1 - How does this project advance the use of technology in CTE?

This project uses exclusive technology to serve local, regional, and state-wide dual enrollment students in both CTE



and general education courses.

1 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports partnering high school administrators and counselors as well as Great Falls College staff and faculty.

### Add Projects

Would you like to add another project?

- Yes  
 No

Project 2 Title

CTE Academies

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 4

2 - Project/Program/Purchase Summary

For several years, Great Falls College has successfully offered a Dual Enrollment Welding Cohort which allows high school students to earn both a Certificate of Technical Studies (CTS) and a Certificate of Applied Science (CAS) in Welding & Fabrication during their senior year of high school. Great Falls College is using a similar model in our efforts to develop dual enrollment academies in the areas of Allied Health Sciences, Business and Accounting, and Computer Technology.

**Priority area addressed:** #1 expanding opportunities for students to participate in distance and blended-learning CTE programs; #3 increasing access to high-quality CTE programs that offer dual enrollment, work-based learning, and/or industry recognized credentials. #4 increasing the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs. #7 pilot new or innovative CTE programs that include a secondary or middle school partnership.

**Specific description:** In 2022-2023, the Perkins Reserve Coordinator would continue to research the concept and work with CTE faculty and program directors, high school administrators and teachers, and district administrators to design and implement academies that will be available to all dual enrollment students. The overarching goal is to create an Academy concept that offers students the opportunity to gain focused skillsets and knowledge specific to a CTE field, explore various career opportunities, and earn certification in a health care or computer technology field (ex: Certified Nursing Assistant (CNA) or Emergency Medical Technician (EMT), Cisco Networking, Cybersecurity certificate, etc.).

**Stakeholders for this activity:** high school teachers and administrators, HOSA advisors and CyberPatriot advisors, college health science division, computer technology, and accounting program directors and faculty, Lifelong Learning personnel, and industry (health care and IT) representatives.

**Existing/Repeat Event or New Event:** Repeat

2 - Expected Measurable Outcome(s)

The outcome is to expand the steering committee to include more school districts, identify available CTE options within those districts, and begin developing objectives and curriculum to be implemented in the near future.

2 - How does this project advance the use of technology in CTE?

This project does not advance the integration of technology in CTE. However, once the academies are established and implemented, the goal is to use online learning platforms to offer dual credit CTE courses through multiple

modalities, including in-class, synchronous/asynchronous online, and via Hyflex. Each of these modalities would involve the integration of technology.

2 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports buy-in from multiple partners, including high school teachers, high school administrators, dual credit and CTE instructors, college faculty and program directors, and industry representatives.

Would you like to add another project?

- Yes
- No

Project 3 Title

Pathways to Matriculation

Project 3 Begin Quarter

Q1

Project 3 End Quarter

Q4

3 - Project/Program/Purchase Summary

While Great Falls College continues to develop dual enrollment academy opportunities, we would also like to explore and develop curriculum options for students to complete a set of focused coursework that matriculates into a post-secondary CTE program.

**Priority areas addressed:** #1 expanding opportunities for students to participate in distance and blended-learning CTE programs; #3 increasing access to high-quality CTE programs that offer dual enrollment, work-based learning, and/or industry recognized credentials. #4 increasing the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs.

**Specific description:** In the 2022-2023 academic year, the Perkins Reserve Coordinator would work with partnering high school administrators, partnering high school counselors, Great Falls College faculty and administration, and other post-secondary public institutions in the MUS system to create and grow focused pathways for students to follow as they progress through their dual enrollment program.

**Stakeholders for this activity:** Dual enrollment partnering high school administrators and counselors, Great Falls College Health Science and General Studies divisions, college advising staff, college faculty and CTE program directors, and students.

**Existing/Repeat Event or New Event:** New

3 - Expected Measurable Outcomes

The outcome is to identify opportunities for different college and career pathways by collaborating with partnering high schools. Once the need is established, Great Falls College will work with the partnering high school counselors and/or administrators to develop a curriculum plan that outlines those pathways for dual enrollment students.

3 - How does this project advance the use of technology in CTE?

Once the pathways are developed and the program curriculum outlines are finalized, the goal is to use online learning platforms to offer dual credit courses through multiple modalities, including in-class, synchronous/asynchronous online, and via Hyflex. Each of these modalities would involve the integration of technology.

3 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

The project supports high school administrators, high school counselors, dual credit and CTE instructors, college advisors, college faculty and program directors, and industry partners.

Would you like to add another project?

- Yes
- No

Project 4 Title

WOW Event

Project 4 Begin Quarter

Q2

Project 4 End Quarter

Q2

#### 4 - Project/Program/Purchase Summary

The WOW event will be replacing the previous career pathway exploration events held at Great Falls College MSU, specifically the LIFE event, Girls in STEM, WANTO, Career Days, and the Youth Job Fair. All of these events will be rolled into this one concept.

**Priority area addressed:** #5: Expand public knowledge of Career & Technical Education and/or Montana Career Pathways program through outreach and career exploration events and activities.

**Specific description:** The WOW event will be a large-scale, all-encompassing workforce development event hosted by Great Falls College and steered by an organization called Central Montana Works. This annual event will serve middle school and high school students across the Central Montana region. The goal of this new organization is to establish and implement thorough, integrated, and continuous workforce development for the Central Montana region and for the entire state of Montana. The development of this program will be driven by the needs of businesses and industry. The overarching objective of the Central Montana Work program is to grow 1) the number of students participating in dual enrollment and 2) the number of CTE enrollment. Perkins Reserve will be an active participant in this initiative.

**Stakeholders for this activity:** Local and regional 7-12 students, United Way of Cascade County, regional businesses and industries, Great Falls Public School District/local districts/regional districts, Great Falls College faculty and CTE program directors, Great Falls College Lifelong Learning department, Great Falls Area Chamber of Commerce.

**Existing/Repeat Event or New Event:** New

#### 4 - Expected Measurable Outcome(s)

Increase the number of students participating in dual enrollment across the Central Montana region. Increase CTE enrollment across the Central Montana region. Increase the number of partnerships with area schools to promote career technical education, and in turn, increase the number of CTE high school teachers who are qualified to teach dual credit classes.

#### 4 - How does this project advance the use of technology in CTE?

Many of the industry representatives use didactic strategies to engage students, which has historically included virtual welding, computer and digital electronics, industrial robots, a simulated hospital, and other interactive and kinesthetic modalities for students to explore.

#### 4 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports secondary partnerships with regional middle schools and high schools, industry representatives, and community partners.

Would you like to add another project?

- Yes
- No

Project 5 Title

Perkins Reserve Workshop

Project 5 Begin Quarter

Q2

Project 5 End Quarter

Q2

5 - Project/Program/Purchase Summary

Attend required Perkins Reserve Workshop/Training meeting in Fall 2022.

**Existing/Repeat Activity or New Activity? Repeat**

5 - Expected Measurable Outcomes

Attendance. Implement any changes in managing the grant as suggested and/or required by OCHE.

5 - How does this project advance the use of technology in CTE?

N/A

5- What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

N/A

Would you like to add another field?

- Yes
- No

Project 6 Title

Teachers of Promise Pathways Program (TOPP)

Project 6 Begin Quarter

Q1

Project 6 End Quarter

Q4

6 - Project/Program/Purchase Summary

Helps support teachers' prep programs to establish a pathway for high school juniors and seniors to become teachers for Montana's schools.

**Priority area addressed:** #2 Increase the number of opportunities for Montana high school students to explore and engage in college careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs.

**Specific description:** The TOPP program creates an academic pathway for students to consider teaching as their career path and inspire them to complete their Education degree within their home communities.

**Stakeholders for this activity:** Great Falls College MSU, four year institutions across the state, Great Falls Public Schools, partnering high schools, Montana K-12 schools and communities.

**Existing/Repeat Event or New Event:** New

6 - Expected Measurable Outcome(s)

Increase the number of high school students completing pre-Education coursework through dual enrollment. As a result, this will also increase the number of pre-service teachers in Montana.

6 - How does this project advance the use of technology in CTE?

Many of these Education courses are available online and as hybrids, so students will need to be proficient in using online learning platforms. One of these courses, EDU 270 Technology in Education, introduces prospective teachers to the uses of technology to enhance the education experience. Students learn to use media software common in educational settings for a variety of instructional purposes.

6 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports high school partnerships locally and regionally, specifically within Great Falls Public School District.

Would you like to add another project?

- Yes
- No

Project 7 Title

Enhancing the Dual Enrollment Experience with Technology Integration

Project 7 Begin Quarter

Q1 ▼

Project 7 End Quarter

Q4 ▼

7 - Project/Program/Purchase Summary

The COVID pandemic emphasized the importance of offering unique technology modalities to enhance the accessibility of content to all dual enrollment students, faculty, and counselors. The Dual Enrollment Coordinator will continue to expand these efforts to ensure that dual enrollment students, faculty, and counselors are able to benefit from various technology platforms throughout their educational experience at Great Falls College.

**Priority area addressed:** #1 expanding opportunities for students to participate in distance and blended-learning CTE programs #4 increasing the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment.

**Specific description:** The Dual Enrollment Coordinator will continue to develop ongoing educational opportunities (such as Dual Enrollment 101, counselor and faculty information sessions, and campus retreats). These training and advising opportunities will also be available via WebEx, Microsoft Teams, Zoom, and phone conference. The goal is to also improve our dual enrollment application/registration processes and faculty on-boarding processes by continuing our work in converting them to online forms via DocuSign. This will improve the accessibility and understanding of the dual enrollment process and campus resources available. Faculty training will enhance the dual enrollment experience because consistent, discipline-specific professional development for instructors, both new and continuing, is critical to the collaboration, quality, and sustainability of the dual enrollment partnership. All pathways are supported with these enhancements as well as these specific concurrent DE classes: ACTG 101, AHMS 144, BIOH 104, CSCI 100, CSCI 105, LIT 110, M121, M151, MART 231, PSYX 100, SOC 101, and STAT 216.

**Stakeholders for this activity:** Great Falls College MSU faculty mentors, division directors and department chairs, concurrent dual enrollment affiliate faculty, high school dual enrollment partners, students, counselors, and parents

**Existing/Repeat Event or New Event:** repeat with evolving components.

7 - Expected Measurable Outcomes

Our consistent efforts at refining online communication, accessibility, and resources have already generated positive feedback from students, families, partners, and faculty. As we work to improve our online platforms and support, we anticipate both a continuity and increase in satisfaction with the dual enrollment experience. This positive feedback continues to help increase the number of high school students enrolling in the DE program at Great Falls College MSU. In addition to the aforementioned qualitative measurement methods, this project will be quantitatively measured by increased numbers of students accessing campus resources, specifically advising appointments, and increased attendance in online platforms.

7 - How does this project advance the use of technology in CTE?

This project advances technology abilities through the use of Zoom, Microsoft Teams, Microsoft Outlook, DocuSign, and other online platforms.

7 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports high school dual enrollment partnerships and affiliated DE faculty, students, families, and counselors.

Would you like to add another project?

- Yes
- No

Project 8 Title

NACEP Conference Attendance

Project 8 Begin Quarter

Q2

Project 8 End Quarter

Q2

8 - Project/Program/Purchase Summary

The Perkins Reserve Coordinator will attend the National Alliance for Concurrent Enrollment Partnerships annual conference being held in Minneapolis, Minnesota.

**Priority area addressed:** #1 expanding opportunities for students to participate in distance and blended-learning CTE programs; #3 increasing access to high-quality CTE programs that offer dual enrollment, work-based learning, and/or industry recognized credentials. #4 increasing the number of opportunities for Montana high school students to explore and engage in college and careers through dual enrollment with priority given to growing CTE-focused dual enrollment programs. #7 pilot new or innovative CTE programs that include a secondary or middle school partnership.

**Specific description:** In order to enhance the development and implementation of grant activities #2 (CTE Academies) and #3 (Pathways to Matriculation), the Perkins Reserve Coordinator will use this opportunity to learn from other successful dual enrollment programs across the country. Many institutions have developed (or are in the process of developing) dual enrollment academies, and the networking at this conference would allow the coordinator to gain new knowledge and insight in order to effectively implement the concept. Additionally, dual enrollment projects remain a priority for this grant and for Great Falls College MSU. It is vital that the coordinator is up-to-date on current issues, trends, and best practices in dual enrollment. By attending educational sessions and interacting with other dual enrollment professionals, the coordinator can return to the state with more ways to improve our efforts and refine our programs and offerings.

**Stakeholders for this activity:** Great Falls College MSU Academic Division directors and affiliate faculty, partnering high schools, and community industry partners.

**Existing/Repeat Event or New:** repeat

8 - Expected Measurable Outcomes

After attending the conference, the dual enrollment coordinator will report back to campus (specifically to Joint Directors, CPBAC (College Planning and Budget Analysis Committee), and Bridging Opportunities group) and share the major highlights and key takeaways of the experience. This practice is a common expectation of all conference attendees from Great Falls College MSU.

8 - How does this project advance the use of technology in CTE?

As mentioned above, the conference provides a unique opportunity for dual enrollment professionals to share their knowledge, successes, and failures which will enhance the structure and implementation of dual enrollment programs and offerings at Great Falls College MSU and the state of Montana.

8 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

This project supports all partnerships that participate in dual credit.

Would you like to add another project?

- Yes
- No

Project 9 Title

Connections 101

Project 9 Begin Quarter

Q1

Project 9 End Quarter

Q4

9 - Project/Program/Purchase Summary

Connections 101 is a multi-faceted program available at Great Falls College MSU through the Career and College Readiness Center. Collaboration with this program is a continued grant activity and addresses priority areas within Perkins Reserve.

**Priority area addressed:** #6 building capacity for existing industry recognized credentials with priority given to those available to both secondary and post secondary participants.

**Specific description:** The Connections 101 program gives students the skills and academic knowledge necessary to prepare for college, a professional career, job placement, or job advancement. It is offered in partnership between the Career and College Readiness Program, Great Falls College MSU, and the Department of Labor and Industry (Job Service). This is a no-cost program designed to help develop and improve academic skillsets, provide OSHA certification, earn 6 college credits for free, provide financial assistance for students who choose to continue on towards a college degree. The program also focuses on boosting work ethic proficiency and guides students through various modalities of career exploration to align with their purpose, plan, and path. The Connections 101 program is now in its fourth year and continues to help participating students establish a framework that will allow them to either work towards a college degree or gain technical skills to transition directly into a relevant career. Some examples of the work-based learning opportunities and pre-learning courses offered through this program are: First-Aid & CPR training, C.N.A classes, AHMS 144 Medical Terminology, WLDG 100 Intro to Welding Fundamentals, CAPP 131 Basic Microsoft Office, and developmental math and writing courses.

**Stakeholders for this activity:** Career & College Readiness Center staff, Great Falls College MSU Academic Division Directors, Great Falls College MSU Lifelong Learning department, Great Falls College MSU Advising &



Career Center, Great Falls College MSU Admissions.

**Existing/Repeat Activity or New Activity?** Repeat

9 - Expected Measurable Outcomes

There are multiple tracking mechanisms in place for these students. Great Falls College MSU and the Career & College Readiness Center (CCRC) both track referrals to the program. We track the successful completions of enrolled students, and the CCRC provides extensive notes for each participant. The students who go on to enroll in Great Falls College are then provided intrusive advising that focuses on bringing campus resources and support services to the student, rather than waiting for the student to identify their own needs and miss opportunities for solutions.

9 - How does this project advance the use of technology in CTE?

N/A

9 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

We partner with the Career & College Readiness Center which is a department within Great Falls Public Schools. Many students enroll in Great Falls College MSU following a successful completion of Connections 101. These students can benefit from our Paired Pathways program and utilize the dual enrollment pricing. Montana Career Pathways is featured as part of the tools students use to explore and identify career paths.

Would you like to add another project?

- Yes
- No

Project 10 Title

Program Coordinator Salary Justification

Project 10 Begin Quarter

Project 10 End Quarter

10 - Project/Program/Purchase Summary

.78 FTE of the Program Coordinator for Perkins Reserve & Dual Enrollment is requested to be paid by this grant. Everyone at Great Falls College MSU will receive a .55/hr pay increase on November 5, 2022, so the base salary increased. The new annual salary for FY23 is \$43,103.

There are several new and enhanced continuing activities that this position will coordinate in an effort to refine and grow our CTE programs. The CTE Academies and Pathways to Matriculation are both in the early phases of the design process and need a dedicated person to oversee their development and future implementation. These are both innovative projects for CTE and will have measurable outcomes, specifically regarding enrolled academy students and eventually, academy "graduates". The Academy concept is a program that cannot be explored and/or implemented without the Coordinator as it requires extensive research, frequent meetings with stakeholders, and copious curriculum planning.

10 - Expected Measurable Outcomes

The outcomes will be measured by a feasibility report that will feature overall goals, implementation plans, budget, and curriculum.



10 - How does this project advance the use of technology in CTE?

The use of technology will be essential for the Academy projects, as well as all other projects the Coordinator supports.

10 - What secondary partnerships, dual enrollment and/or Montana Career Pathways activities does this project support?

All pathways are supported in the CTE Academy models and the Pathways to Matriculation. Overall, the Perkins Reserve/Dual Enrollment Coordinator supports all secondary partnerships and dual enrollment/career pathways.

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## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Total Budgeted
<b>00 - Administrative/Indirect Costs</b>		
Indirect Cost	\$2,704.00	\$2,704.00
<b>Subtotal</b>	<b>\$2,704.00</b>	<b>\$2,704.00</b>
<b>02 - Hourly Wages</b>		
Perkins Reserve Coordinator	\$34,490.00	\$34,490.00
<b>Subtotal</b>	<b>\$34,490.00</b>	<b>\$34,490.00</b>
<b>03 - Employer Paid Benefits</b>		
Perkins Reserve Coordinator-All Other Employer Paid Benefits	\$5,830.00	\$5,830.00
Perkins Reserve Coordinator-Health Insurance	\$10,120.00	\$10,120.00
<b>Subtotal</b>	<b>\$15,950.00</b>	<b>\$15,950.00</b>
<b>05 - Printing - Operating Expenditures</b>		
All Projects - Various printing/copying for routine work completed by Coordinator	\$400.00	\$400.00
<b>Subtotal</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>08 - Communications</b>		
All Projects - Mailings (Dual Enrollment essentials, Dual Enrollment MOUs and Agreements, Dual Enrollment Events)	\$400.00	\$400.00
<b>Subtotal</b>	<b>\$400.00</b>	<b>\$400.00</b>
<b>09 - Travel</b>		
Perkins Reserve Meeting/Training - Lodging	\$240.00	\$240.00
Perkins Reserve Meeting/Training - Per Diem	\$183.00	\$183.00
Project #8 - NACEP Conference Airfare	\$418.00	\$418.00
Project #8 - NACEP Conference Ground Transportation	\$60.00	\$60.00
Project #8 - NACEP Conference Hotel Lodging	\$592.00	\$592.00
Project #8 - NACEP Conference Meals & Incidentals	\$216.00	\$216.00
<b>Subtotal</b>	<b>\$1,709.00</b>	<b>\$1,709.00</b>
<b>10 - Dues &amp; Subscriptions</b>		
Montana ACTE Membership Renewal	\$80.00	\$80.00
NACEP Institutional Membership Renewal	\$560.00	\$560.00
<b>Subtotal</b>	<b>\$640.00</b>	<b>\$640.00</b>

	Grant Funded	Total Budgeted
<b>11 - Training/Registration</b>		
Project #8 - NACEP National Conference Registration	\$495.00	\$495.00
<b>Subtotal</b>	<b>\$495.00</b>	<b>\$495.00</b>
<hr/>		
<b>Total Proposed Cost</b>	<b>\$56,788.00</b>	<b>\$56,788.00</b>

**Revenue Budget**

	Grant Funded	Total Budgeted
<b>Grant Funding</b>		
Award Requested	\$56,788.00	\$56,788.00
<b>Subtotal</b>	<b>\$56,788.00</b>	<b>\$56,788.00</b>
<hr/>		
<b>Total Proposed Revenue</b>	<b>\$56,788.00</b>	<b>\$56,788.00</b>

**Proposed Budget Detail**

See attached spreadsheet.

**Proposed Budget Narrative**

**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) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Perkins Reserve Coordinator**

.78 FTE of the Program Coordinator, Perkins Reserve & Dual Enrollment, salary is requested to be paid by this grant. Everyone at Great Falls College MSU will receive a .55/hr pay increase on November 5, 2022, so the base salary increased. The new annual salary for FY23 is \$43,103. Project 10 outlines the salary justification. There are several new and enhanced continuing activities that this position will coordinate in an effort to refine and grow our CTE programs. The CTE Academies and Pathways to Matriculation are both in the early phases of the design process and need a dedicated person to oversee their development and future implementation. These are both innovative projects for CTE and will have measurable outcomes, specifically regarding enrolled academy students and eventually, academy "graduates". The Academy concept is a program that cannot be explored and/or implemented without the Coordinator as it requires extensive research, frequent meetings with stakeholders, and copious curriculum planning.

**03 - Employer Paid Benefits**

Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Perkins Reserve Coordinator-All Other Employer Paid Benefits**

Employer paid benefits for Dual Enrollment and Perkins Reserve Coordinator. Medicare=\$500 @1.45%

Retirement,=\$3,100 @8.87% Social Security=\$2,140 @6.2% Unemployment Insurance=\$90 @.35%

### Perkins Reserve Coordinator-Health Insurance

.78 of the Program Coordinator for Dual Enrollment & Perkins Reserve is requested to be paid by this grant. The total annual cost of health insurance benefits is \$12,144.

### 05 - Printing - Operating Expenditures

Each line item should list the print rate, # of copies, and use. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### All Projects - Various printing/copying for routine work completed by Coordinator

Printing for various projects, including the WOW Event, Pathways development, and CTE dual enrollment info sessions for parents/students.

### 08 - Communications

Create a line item for each communications expense (eg. cellphone, mailings) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### All Projects - Mailings (Dual Enrollment essentials, Dual Enrollment MOUs and Agreements, Dual Enrollment Events

Mailings for projects, including MOU agreements to partners, CTE info sessions/parent nights, Dual Enrollment program updates, info to prospective partners.

### 09 - Travel

Include a list of who is traveling, purpose of travel, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. All travel must follow state of Montana rates and policies. Examples: --Program Coordinator to attend state Perkins meeting, fall 2021, Helena MT. Lodging 2 nights @\$155 (\$103 GSA rate plus tax) - \$230; mileage 190 miles @ \$.58 - \$110; per diem 2 days @ \$23/day - \$46 --Program Instructor to attend training in Seattle, WA, Sept. 13-19. Airfare \$200, Baggage round trip @ \$30, Ground transportation round trip @ \$50, Airport parking \$30, Per diem 9 days @ \$50, Lodging 8 nights @ \$200. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### Perkins Reserve Meeting/Training - Lodging

The training will be held in an undecided location (assuming Helena). Hotel accommodations for Coordinator to attend the required meeting. \$103 + tax per night, for 2 nights)

#### Perkins Reserve Meeting/Training - Per Diem

Per Diem for Coordinator to attend required Perkins Reserve Meeting/Training in undecided location (assume Helena). First & Last Day of Travel per diem (\$30.50 x 2 days), Rental Car (\$36 x 2 days), Gas (\$50 total).

#### Project #8 - NACEP Conference Hotel Lodging

Hotel accommodations for Coordinator to attend NACEP conference in Minneapolis, Minnesota. (1 room, 4 nights, \$148 per night + tax)

#### Project #8 - NACEP Conference Airfare

Airfare for Coordinator to attend NACEP conference, GTF to Minneapolis (1 person, roundtrip flight).

#### Project #8 - NACEP Conference Ground Transportation

Ground transportation round-trip for Coordinator to attend NACEP.

#### **Project #8 - NACEP Conference Meals & Incidentals**

Minneapolis/St. Paul per diem rates @ \$54 per day for 4 days.

#### **10 - Dues & Subscriptions**

List each due, or subscription as a separate line item. Conferences registrations and other professional training should be listed under the Training/Registration category. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### **Montana ACTE Membership Renewal**

Annual renewal of membership for the Montana Association for Career and Technical Education,

#### **NACEP Institutional Membership Renewal**

Annual renewal of membership for National Alliance of Concurrent Enrollment Partnerships.

#### **11 - Training/Registration**

List the cost per attendee, who will be attending, the name of training and the host org. Any travel-related to training or professional development should be listed separately under the travel category. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### **Project #8 - NACEP National Conference Registration**

"Member Early Bird" price to register for the NACEP (National Alliance of Concurrent Enrollment Partnerships) national conference happening in Minneapolis, Minnesota in November 2022.



## Performance Plan

Great Falls College MSU

Great Falls College MSU Reserve - Award

Grant Dates: 07/01/2022 - 06/30/2023

Period: 07/31/2022 - 06/30/2023

\$56,788.00

00 - Administrative/Indirect Costs	Budgeted Grant Funded	Amendment 1	Comments/Details of Change	Amendment 2	Comments/Details of Change	Amendment 3	Comments/Details of Change
Indirect Cost	\$2,704.00	\$2,704.00					
<b>SubTotal</b>	<b>\$2,704.00</b>	<b>\$2,704.00</b>					
02 - Hourly Wages	Budgeted Grant Funded	Budgeted Grant Funded					
Perkins Reserve Coordinator	\$34,490.00	4,700.00	Reduce by \$4,700 due to there was no Coordinator during 1st quarter				
<b>SubTotal</b>	<b>\$34,490.00</b>	<b>\$29,790</b>					
03 - Employer Paid Benefits	Budgeted Grant Funded	Budgeted Grant Funded					
Perkins Reserve Coordinator-All Other Employer Paid Benefits	\$5,830.00	\$5,030.00	Reduce by \$800 as no coordinator during first quarter				
Perkins Reserve Coordinator-Health Insurance	\$10,120.00	\$8,520.00	Reduce by \$1,600 as no coordinator during first quarter				
<b>SubTotal</b>	<b>\$15,950.00</b>	<b>\$13,550</b>					
05 - Printing - Operating Expenditures	Budgeted Grant Funded	Budgeted Grant Funded					
All Projects - Various printing/copying for routine work completed by Coordinator	\$400.00	\$400.00					
<b>SubTotal</b>	<b>\$400.00</b>	<b>\$400.00</b>					
08 - Communications	Budgeted Grant Funded	Budgeted Grant Funded					
All Projects - Mailings (Dual Enrollment essentials, Dual Enrollment MOUs and Agreements, Dual Enrollment Events)	\$400.00	\$760.00	Increasing by additional \$360.00 for mailing Dual Enrollment "Core" letter update to all students. It's an update on how close they are to completing MUS Core up through Spring 2023				
<b>SubTotal</b>	<b>\$400.00</b>	<b>\$760</b>					
09 - Travel	Budgeted Grant Funded	Budgeted Grant Funded					
Perkins Reserve Meeting/Training - Lodging	\$240.00	\$240.00					
Perkins Reserve Meeting/Training - Per Diem	\$183.00	\$183.00					
Project #8 - NACEP Conference Hotel Lodging	\$592.00	\$0.00	Remove \$592.00 for hotel lodging as did not send a representative to NACEP Conference. The coordinator was hired two weeks previous to conference				

Project #8 - NACEP Conference Airfare	\$418.00	\$0.00	Remove \$418.00 for airfare as did not send a representative to NACEP Conference. The coordinator was hired two weeks previous to conference				
Project #8 - NACEP Conference Ground Transportation	\$60.00	\$60.00					
Project #8 - NACEP Conference Meals & Incidentals	\$216.00	\$216.00					
DE Summit June 12-13 in Butte- Lodging		\$213.68	Requesting to add Dual Enrollment Summit June 12-13 in Butte. Hotel is 1 room for 1 person. 2 nights X \$98 per night plus tax= \$213.68				
DE Summit June 12-13 in Butte- Ground Transportation		\$97.97	Dual Enrollment Summit June 12-13 in Butte. Mileage calculated as \$.315 per mile X 311 miles round trip= \$97.97				
DE Summit June 12-13 in Butte- Meals per diem		\$75.50	Dual Enrollment Summit June 12-13 in Butte. Meals Per diem for 1 person. Dinner June 11 \$16.00, Full day meals June 12 \$33.50, Full day meals June 12 \$33.50=Total \$83.00				
<b>SubTotal</b>	<b>\$1,709.00</b>	<b>\$1,086.15</b>					
10 - Dues & Subscriptions	Budgeted Grant Funded	Budgeted Grant Funded					
Montana ACTE Membership Renewal	\$80.00	\$80.00					
NACEP Institutional Membership Renewal	\$560.00	\$560.00					
<b>SubTotal</b>	<b>\$640.00</b>	<b>\$640.00</b>					
11 - Training/Registration	Budgeted Grant Funded	Budgeted Grant Funded					
Project #8 - NACEP National Conference Registration	\$495.00	\$495.00					
Dual Enrollment Summit in Butte June 12-13		\$100.00	Requesting additional \$100 to cover registration for Dual Enrollment summit June 12-13 in Butte. Summit brings together Dual Enrollment coordinators to meet and problem solve issues facing either our institutions or the state as a whole. As a new coordinator, this summit will be the first time I am meeting many of these other coordinators in person.				
<b>SubTotal</b>	<b>\$495.00</b>	<b>\$595.00</b>					



12-Placeholder to Balance Budget (Funds Unspent)		\$7,262.85	Increase by \$7,262.85 for unspent funding to balance budget. No spending would occur without OCHE approval of these funds due to late in fiscal year.				
SubTotal		\$7,262.85					
Grand Total	\$56,788.00	\$56,788.00					