COMMUNITY COLLEGES
SAN DIEGO & IMPERIAL COUNTIES
CAREER EDUCATION

March 15, 2023

TO: Career Education Deans

CC: CEOs, CIOs, CSSOs

FROM: San Diego-Imperial Regional Consortium

Regional Strong Workforce Program (SWP) Request for Applications for Career Navigation (Rd7)

Please review this RFA carefully before completing the RFA Response Form for the Career Navigation Project below. The RFA Response Form will be used to develop the contract scope of work with your college and populate the SWP workplan in the statewide system [NOVA](#).

These funds must be spent by June 30, 2024. The region will ask for preliminary progress and budget reports in, October 2023, January 2024, and April 2024 to assess project progress. If progress is not being made, funds may be reallocated to other colleges.

If you have questions about the intent and scope of this RFA, please contact Danene Brown at (danene.brown@gcccd.edu). Please submit the application to Sue Fisher (sue.fisher@gcccd.edu) and Kay Watson (kay.watson@gcccd.edu) by April 28, 2023.

Section I: Context and Purpose of RFA

Five years ago, the regional Pathway Navigation workgroup created an action plan to strengthen practices related to student entry into the colleges and navigation into and through their career and educational pathways. In an effort to address this action plan, two RFAs were released to support colleges' work toward adopting and embedding onboarding strategies for all students — namely, outreach, improved pre-enrollment engagement, orientation, and career exploration processes — integrated with the colleges' Guided Pathways and Student Equity and Achievement Program efforts. The regional colleges have achieved great gains in these areas and much of the Pathway Navigation work is fully integrated with Guided Pathways efforts. However, another need has surfaced out of a review of the Pathway Navigation work. This need is support for Career Services.

According to the 2018 Strada-Gallup report, the majority of students cite jobs and career outcomes as the number one reason for going to college. Career Services encompasses the services provided to students to give students the competitive edge when entering the workforce, no matter if the student's employment goals are immediate or long term. Career Services offer students the opportunities to explore career options, understand and experience workplace expectations, hone soft skills, and find employment opportunities via career assessments and explorations, work-based learning, or job referral programs. Further, an analysis of the National Association of Colleges and Employer's Class of 2022 Student Survey, found that students using career services were: more likely to obtain a paid internship; 2.4 times more likely to say their degree is related to the job they obtained, if the student participated in a paid internship; and 3.3 times more likely to say their institution prepared them well for their career. Given the regional colleges' needs for career services support and the research to support student success via career services, the region is committed to supporting our regional community colleges in providing these critical programs and services to students.

Section II: RFA Overview

The purpose of this funding is to provide to support to the regional colleges in the development and implementation of a Career Services Strategic Plan. The first year of funding, Phase I, will include an assessment of the college's Career Services and the creation of a Career Services Strategic Plan. Phase II (years 2-4) will provide support for the implementation of the college's Career Services Strategic Plan.

Phase I - Activities:
- Create an assessment team. This team should include, at a minimum, Career Services faculty/staff, the administrator responsible for Career Services or designee, the Job Placement Case Manager, the Work-based Learning Coordinator, and the Employer Relations Liaison.
- Designate a Project Lead.
- Assess the college's Career Services utilizing the National Association of Colleges and Employers (NACE) Professional Standards for College & University Career Services Guide and Workbook. An assessment tool will be provided.
- Assessment team holds, at least monthly, meetings.
- Assessment team attends the Fall 2023 NACE Community of Practice.
- Assessment team participates in monthly Technical Assistance meetings.

- Assessment team participates in the regional Career Exploration, Preparation & Employment workgroup and Communities of Practice.
- Assessment team creates and presents the Career Services Strategic Plan.

The deliverable for Phase I is the Career Services Strategic Plan. This plan will:
- Align with the college's Strategic Plan
- Incorporate equity-minded practices and align with college's Equity Plan
- Recognize the college's Career Services' strengths and accomplishments, and potential enrollment management opportunities
- Include a plan for implementation, which consists of recommendations and activities for improvement based on NACE Standards

Phase II (Years 2-4)

The college's Career Services Strategic Plan recommendations will the framework for Phase II. Colleges may apply for Phase II funding. The funds:
- Must be used to address the recommendations from the Career Services Strategic Plan
- Must address issues supported by the NACE Standards
- Cannot be used for hiring full-time staff or building construction

Colleges will be expected to participate in the regional Career Exploration, Preparation & Employment workgroup and Communities of Practice. The deliverables for Phase II consist of an evaluation of the Career Services Strategic Plan's implementation. This evaluation will include:
- What issues and recommendations were addressed?
- How were NACE Professional Standards incorporated?
- What, if any, processes/practices/procedures were put in place to address improvements identified in the Career Services Strategic Plan?
- How does the implementation of the Career Services Strategic Plan align with the college's Strategic Plan and Equity Plan?
- How will the college continue to evaluate Career Services?

Section III: RFA Process

This section outlines the RFA process for Phases I and II, including key milestones and timeline.

RFA Process for Phase I
1. **Submit RFA Response Form to the Regional Consortium**
2. **Execute contract with Regional Consortium**
   Your RFA will become the scope of work for your contract.
3. **Submit quarterly reports**
   It is expected that the college will submit timely progress and budget reports in October 2023, January 2024, and April 2024 to the Regional Consortium, as well as input to NOVA.

RFA Process for Phase II

1. Submit draft of RFA Response Form to the Regional Consortium

2. Schedule and attend required consultation meeting with regional representatives

The Regional Consortium will schedule a consultation meeting with your college after receiving the draft RFA Response Form. During the consultation meeting, the Regional Consortium team will review and discuss the college's draft RFA Response Form. The purposes of the consultation meetings are to confirm that the college is addressing the RFA goals, identify the required deliverables, and explain how funding will be distributed. Please be aware that this will be an iterative process as it is customized to each college's intervention or project. Consultation meetings with the Regional Consortium are intended to be collaborative. Before the scope of work can be finalized, all institutions interested in responding to this RFA must have at least one project/intervention consultation meeting with the Regional Consortium.

3. Submit final draft of RFA Response Form to the Regional Consortium

After completing the consultation meeting(s) with the Regional Consortium, the college will submit a final draft of the RFA Response Form. The Regional Consortium and the college should have met and finalized the following:

1. Scope of work of the contract based on the RFA Response Form
2. Total funding amount for the identified activities
3. Deliverables that the college must submit to receive payments
4. Quarterly progress report contents (e.g., what information should be included in NOVA's quarterly report to demonstrate the intervention's progress)

4. Execute contract with Regional Consortium

Your RFA will become the scope of work for your contract

5. Submit quarterly reports

It is expected that the college will submit timely progress and budget reports in October 2023, January 2024, and April 2024 to the Regional Consortium, as well as input to NOVA.

Section VI: RFA Response Form

Instructions: Fill in the fields below with the appropriate information. (NOTE: for Phase II, this form will not be finalized until after the consultation meeting(s) with the Regional Consortium.) This form will be used for the SWP workplan in NOVA and the contract scope of work with the Regional Consortium.

Participants for Phase I of the Career Navigation Project:
Institution Name:

Project Lead(s) (First & Last Names):
Project Lead(s) Email Address(es):

Career Services Faculty/Staff (First & Last Names):
Career Services Faculty/Staff Email Address(es):

Career Services Administrator/Designee (First & Last Name):
Career Services Administrator Email Address:

Job Placement Case Manager (First & Last Name):
Job Placement Case Manager Email Address:

Work-based Learning Coordinator (First & Last Name):
Work-based Learning Coordinator Email Address:

Employer Relations Liaison (First & Last Name):
Employer Relations Liaison Email Address:

Project Fiscal Reporter for NOVA (First & Last Name):
Project Fiscal Reporter for NOVA Email Address:

Other Assessment Team Members' names and email addresses:

Phase I - Start date: July 1, 2023
Phase I - End date: June 30, 2024

Funding Details
These funds cannot be used to supplant activities or expenses. For Phase I, these funds must be used to support the assessment of the college's Career Services and the creation of a Career Services Strategic Plan. This includes support for the designated Project Lead and assessment team members.
Phase I: Up to $50,000 per college. Funding must be spent by June 30, 2024.
Phase II: TBD based on state funding of Strong Workforce

Budget: *Please provide a detailed budget, which includes budget items by object code.* **Up to $50,000 per college.**

Object	Classification	Itemized List of Budgeted Expenses	Total
1000	Instructional Salaries		
2000	Non-instructional Salaries		
3000	Employee Benefits		
4000	Supplies and materials		
5000	Other Operating Expenses and Services		
Total Program Costs*			

*Indirect is not permitted on this project.

<u>Signature Approvals:</u>

Career Education Dean

_____   _____
Signature   Date

_____   _____
First and Last Names (Printed)   Title

Appropriate CIO/CSSO

_____   _____
Signature   Date

_____   _____
First and Last Names (Printed)   Title

College President

_____   _____
Signature   Date

_____   _____
First and Last Names (Printed)   Title