

North Carolina Community College

Minority Male Mentoring Program

2012 - 2013 Request for Proposal

DATED MATERIAL – OPEN IMMEDIATELY

Deadline: 4pm Thursday, August 9, 2012

North Carolina Community College System

**MINORITY MALE MENTORING PROGRAM
REQUEST FOR PROPOSAL (RFP)
PLAN AND APPLICATION
2012 - 2013**

COLLEGE: _____

ADDRESS: _____

PROGRAM TITLE: (Ex: ABC College Hero Program)

PREPARED BY:

Name/Title *Date*

Phone *Email Address*

PROGRAM COORDINATOR/LEAD COACH:

Name/Title *Date*

Phone *Email Address*

Applications must be received at the North Carolina Community College System, Academic and Student Services Division, **no later than 4pm, Thursday, August 9, 2012.** If you have any questions concerning Minority Male Mentoring Program RFP application, please contact Daniel Alvarado at (919) 807-7106 or via e-mail at alvaradod@nccommunitycolleges.edu.

E-mail application to: Daniel Alvarado alvaradod@nccommunitycolleges.edu

Mail five paper copies to: John Kornegay,
Social Research Analyst
North Carolina Community College System

Regular Mail:
5016 Mail Service Center
Raleigh, NC 27699-5016

Overnight (Fed Ex, etc.)
200 West Jones Street
Raleigh, NC 27603-1379

Minority Male Mentoring Program

The North Carolina Community College System (NCCCS) SuccessNC's Minority Male Mentoring Program moves NCCCS away from the traditional mentoring model, to active, intensive, and engaging processes of student coaching and case management. The three goals of the program are:

1. Minority Male Mentoring Program, minority male students will have a **higher persistence rate from semester to semester and year to year** than non-participating minority males in the community college system, as demonstrated by enrollment data reported by the campuses.
2. Minority Male Mentoring Program, minority male students will have a **higher graduation rate** than non-participating minority males in the community college system, as demonstrated by graduation data reported by the campuses.
3. Minority Male Mentoring Program, minority male students will have a **higher rate of transfer to four-year institutions** than non-participating males in the community college system, as demonstrated by enrollment data reported by the participants and confirmed by the four-year institutions.

To help achieve the stated goals, funding is being provided through the North Carolina General Assembly and the federal College Access Challenge Grant (U.S. Department of Education P378A110017). These funds will be used to assist community colleges in providing administrative support, programming, and measuring program outcomes. Recipients of the grant must meet **all** data collection and reporting requirements.

The term of the grant awards for this Request for Proposals (RFP) is August 1, 2012 through June 30, 2013. Should additional funds become available during the term of these grant awards, NCCCS reserves the right to use this RFP process to disburse those funds.

SECTION ONE: DEFINITION, TARGET POPULATION, PROGRAM REQUIREMENTS, EVALUATION AND FUNDING

DEFINITION

A coach is defined as an expert on people and personal development. A coach's role is to provide structure, foundation, and support so people can begin to self-generate the results they want on their own. Coaching is a process of inquiry, relying on the use on well crafted questions, rather than continually sharing the answer to get people to sharpen their own problem solving skills. Learning and growth are achieved by both parties involved. In coaching, the relationship is intentional, and the focus is not only on what the person needs to do to become more successful, but also who the person is and how s/he thinks.

A coach works on the whole person and is multidimensional, rather than focusing only on what the person is already doing. The coaching relationship is built on choice rather than necessity student coaching. As a best practice intervention to build student success and support student development, coaching can be a key component of increased persistence, credential attainment, or transfer to four-year colleges and universities. Minority Male Mentoring Program includes

leadership/character building, academic advisement and counseling, financial aid literacy instruction and career exploration.

TARGET POPULATION

The general target group is minority males enrolled in community colleges. Minority Male Mentoring Program is available to all currently enrolled college students and the college cannot discriminate.

PROFESSIONAL DEVELOPMENT

The North Carolina Community College System Office (NCCCS) will provide professional development to train the Minority Male Mentoring Program perspective lead/supporting coaches. The primary training will assist programs in their transition from the former mentoring model to the evolving coaching model. Professional development will be on-going through-out the entire academic year.

PROGRAM REQUIREMENTS

Colleges chosen to participate in the Minority Male Mentoring Program must meet requirements listed below. Failure to meet the requirements may affect the college's ability to receive future funding. Colleges participating in Minority Male Mentoring Program must:

1. Provide at least one leadership position, "coach," to coordinate each campus program;
2. Identify a cohort of students who have applied and been admitted to the program;
3. Provide a structured relationship between each participant and a member of the campus community
4. Provide college transfer transition programming;
5. Require a study skills (ACA) course during the first semester of each student's participation;
6. Provide career counseling and academic advising prior to enrollment and during each semester of participation;
7. Recommend participants' enrollment in at least 12 credit hours per semester, with emphasis on program of study;
8. Provide structured academic planning with written academic map.
9. Provide service learning opportunities during each semester of participation.**

**Qualitative findings suggest, "service learning is effective in part because it facilitates four types of outcomes: an increased sense of personal efficacy, an increased awareness of the world, an increased awareness of one's personal values, and increased engagement in the classroom experience."

PROGRAM EVALUATION

All Minority Male Mentoring Programs will be evaluated on the following:

1. Each program must provide a descriptive job description for lead "coach;"
2. Each program must provide enrollment rosters to identify program participants;

3. Each program must provide case management files to show evidence of an established relationship between each participant and a member of the campus community;
4. Each program must provide attendance roster to show evidence of student participation in transitional programming (i.e. orientation, financial aid workshops, academic advising, etc.)
5. Each program must show evidence of student enrollment of a study skills (ACA) Course during the first semester of each student's participation, if applicable;
6. Each program must provide evidence showing that each student participated in career counseling and academic advising prior to enrollment and during each semester of participation;
7. Each program must provide evidence showing students were advised to enroll in at least 12-credit hours per semester, with emphasis on program of study;
8. Each program must provide evidence showing evidence of structured academic planning;
9. Each program participant must provide a reflective paper on their service learning experience.

PROJECT FUNDING

I. Grant Requirements and Allowable Expenditures:

Funding for colleges will be provided as follows:

- Each proposal selected will receive a base funding allocation of \$20,500
- Colleges may receive an additional allocation based on the college's curriculum minority male enrollment for 2011-2012.

Approved programs will be funded for one (1) academic year based on availability of funds and the program RFP application. Minority Male Mentoring Program funding may be used for the following:

- salaries for the coach and any retirement, FICA, and medical insurance;
- office supplies and materials;
- contracted services/supplemental contracts (*i.e., guest speakers*);
- professional development for faculty and staff
- travel
- student wages (*i.e., student recruiter, ambassador, etc*)
- computers/equipment
- program marketing items (*i.e., banner, posters, brochures*)

Funding may **NOT** be used for the following:

- honorariums/stipends for non-contractual services;
- certification fees for individuals
- food/catering services/refreshments (including paper products/plastic utensils)
- foreign travel
- entertainment
- individual promotional/branding items, giveaways (*i.e., shirts, bags, portfolios, etc*)
- any other items prohibited by state and federal guidelines. (Please refer to your institution's business office)

Eligible Applicants

All constituents of the North Carolina Community Colleges System are eligible to apply.

Project Period

August 1, 2012 – June 30, 2013

The following is a brief description of each required component for this application:

Application

Complete the cover sheet, the application (*Section Three*), provide a list of personnel who are key contacts for your program, provide a detailed budget sheet, list your program team partners, complete the activity table and provide a signed Assurances Form.

Budget

A budget sheet is required. Please include the details required for each budget sub-section including the number of staff, materials, and/or the costs of each. All state and federal budgetary guidelines must be followed.

General Application Directions

- Application must be typed and the applicant must use the application template provided.
- An e-mail copy of the application must be sent in addition to mailing hard copies.
- The original application plus five (5) additional hard copies must be submitted.
- Staple the mailed copies of the application in the top left-hand corner; do not bind the grant application.

Online access:

<http://www.nccommunitycolleges.edu>

Deadline for Applications

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SECTION TWO: REQUEST FOR PROPOSAL CONTENT & SELECTION CRITERIA - APPLICATION

(100 total points)

Part I. Need for Program & Past Effectiveness (10 points)

1. In one or two paragraphs describe the following: Number of students to be served, number enrolled in developmental studies, number of first generation college student, employment status (full-time, part-time, etc), and other related indicators. Include needs' assessment of participants' major of study, and education/career goals as well.

Part II. Program Description & Plan of Operation (60 points)

A. Participants (5 points)

1. Describe the methods for recruiting the participants and the strategies used to retain them.

B. Program Goal and Objectives (15 points)

1. State the overall program goal.
2. State how the program goals will be evaluated.

C. Activities and Services (40 points)

1. Describe how your program will meet the program requirements as listed in the Program Requirements section of this document.

Part III. Personnel & Staff Development (10 points)

A. Personnel and Administration (5 points)

1. Discuss the qualifications and responsibilities of Minority Male Mentoring Program personnel, indicating if they are full-time or part-time.

B. Staff Development (5 points)

1. Discuss your plan for faculty and staff development and orientation training, including who will be responsible for conducting them.

Part IV. Collaboration & Coordination (10 points)

1. Discuss the collaborative planning process for developing and implementing the program. Include a list of names and departments of the individuals that you will work with (*see Appendix A, page 12*).
2. Indicate how each of the departments listed above will contribute to the Minority Male Mentoring Program.

Part V. Program Evaluation (5 points)

1. Describe the plan to evaluate the effectiveness and quality of proposed activities (*see page 3-4*).
2. Describe how the program evaluation will be used for continuous improvement.

Part VI. Budget

(5 points)

1. Provide a tentative budget narrative based on funding/program needs explaining specific items such as number and type of positions, rationale for salary levels, and specific equipment/supplies for the program, etc. (*See attached Budget Sheet, page 9*)
2. List any other funding sources for this program, including specific dollar amounts and how these funds will be used.

2012- 2013 MINORITY MALE MENTORING PROGRAM TENTATIVE BUDGET AND COST EFFECTIVENESS		Funds Requested
Personnel Support Salaries <ul style="list-style-type: none"> • Full-time coach(s) • Part-time coach(s). 	\$ \$	Total: \$
Student Support Salaries <ul style="list-style-type: none"> • Salaries, Supportive, Full-time • Salaries, Supportive, Part-time • <i>(Description in the application of administrative positions as they relate to the program).</i> 	\$ \$	Total: \$
Educational and Professional Developmental Materials and Supplies Please include: <ul style="list-style-type: none"> • Material(s) for literacy and for oral communication skills. • List/describe materials, number of texts/CDs requested, price per item, and the total cost. 		\$
Equipment and Office Supplies <ul style="list-style-type: none"> • List/describe equipment, estimated amount of equipment requested, and the estimated total cost. (For example, computers, printers, scanners, fax machines, computer programs and software, etc.) 		\$
Contractual Services <ul style="list-style-type: none"> • List/describe the contractual services, the estimated amount, and/or total cost. 		\$
Travel <ul style="list-style-type: none"> • List examples of events for staff and student travel and calculate the estimated number of travelers, mileage, lodging, and subsistence estimated for program. 		\$

<p>Faculty and Staff Training</p> <ul style="list-style-type: none"> <i>(Description of any orientation/professional development training at the local college subsidized with Minority Male Mentoring Program funds).</i> 	<p>\$</p>
<p style="text-align: center;">TOTAL BUDGET:</p>	<p>\$</p>
<p>Note:</p> <ul style="list-style-type: none"> How much funding do you expect to receive from other sources to support Minority Male Mentoring Program during the 2012-2013 program year? 	<p>\$</p>

**Minority Male Mentoring Program Grant
General Assurances Form**

_____ agrees to:
Community College

1. Provide administrative supervision and support necessary to foster success of the program;
2. Supplement and expand funding for existing programs, activities or services as needed;
3. Adhere to programmatic and evaluation guideline as stated in Request for Proposal;
4. Ascertain that the community college is in compliance with applicable state and federal laws to promote equal opportunity for all participants without regard to race, color, religion, gender, age, disability, political affiliation or national origin;
5. Work cooperatively with the System Office in monitoring and evaluating the program.
6. Submit all reports in a timely manner.
7. Use grant funds to support the cost of only those activities described in the proposal and approved by the State Board of Community Colleges.
8. Assure that all approved funds for this program will be used according to the State Board of Community College guidelines.
9. Commit to finding ways to sustain your Minority Male Mentoring Program.

To Be Completed by Community Colleges	
<p style="text-align: center;">_____ Signature of Head/Lead Coach</p>	<p style="text-align: center;">_____ Date</p>
<p style="text-align: center;">_____ Signature of Vice President/Dean</p>	<p style="text-align: center;">_____ Date</p>
<p style="text-align: center;">_____ Signature of President</p>	<p style="text-align: center;">_____ Date</p>

Appendix A – Activity Table Sample

Activity Type	Program Activity (brief description)	Department(s) or Team Member(s) Responsible
Engagement of program participants	Leadership Training	Student Activities Director
Program promotion/outreach	Program overview at New Student Orientation, web and print announcements, one-on-one recruitment	Coordinator & Team Partners
Career guidance	Group and one-on-one meetings	Career Services/JobLink
1-on-1 referrals/case management/coaching	Weekly check-in, monthly meetings, case management designed for each participants	Coordinator & Counseling Services
Advisement/WebAdvisor	Graduation requirements/class scheduling	Advising Center
Support services	Interviewing training, Life Skills Boot-camp	JobLink, Career Services, Chamber of Commerce, Workforce Development
Follow-up and tracking/evaluation	Datatel/SharePoint management, reporting	Coordinator
Job placement assistance	Contract facilitator specifically for job placement assistance	XYZ Corp