2022-2023 Work Plan – Sabrina Aguilar and Devin Daughterly

TACTICS AND WORKPLAN FOR SUCCESS (APPRENTICESHIP)

Select from the tactics outlined below to indicate what work you will be moving in 2022-23 and how it relates to the Student-Centered Funding Formula metrics above (i.e., in the “Mapped Tactics” column). You should also add in your own specific tactics & map those to the appropriate SCFF area.

A. NEW STUDENT OUTREACH & YIELD
   A.1. Early Awareness Outreach: Middle School and Jr. High Students
   A.2. High School Outreach: High School Students
   A.3. K-12 Outreach: K-12 Counselors
   A.4. K-12 Outreach: Parents
   A.6. Financial Aid Workshops: High School Locations
   A.7. Kern County College Night: Increased Participation
   A.8. Kern Economic Development STEMposium: STEM & Relevant CTE Pathway Participation
   A.9. High School STEM & MESA Clubs: Student Engagement and Strategic Recruitment
   A.10. KHSD Health & Energy Academy: Student Engagement and Strategic Recruitment
   A.11. Career Awareness/Planning: CCGI and Naviance
   A.12. Conduct community outreach and education about apprenticeship programs being offered at BC.
      a. Work with labor councils and unions to build network and partnerships to bring opportunities to those who are historically underrepresented.
      b. Educate the community about the apprenticeship program process and offerings.
      c. Offer summer camps, academies, and field trips to K12 students that relate to our apprenticeship programs.

B. DUAL ENROLLMENT & EARLY COLLEGE

This does not apply to apprenticeship programs.

C. PERSISTENCE AND RETENTION
   C.1. Establish a BC Apprenticeship Council that covers all pre-apprentice and apprenticeship programs.
      a. Build a list of industry partners wanting to offer apprenticeship programs.
b. Invite current business partners to bring their partners to join the BC Apprenticeship Council.
c. Organize a BC Apprenticeship Council that includes business partners, labor councils and unions, nonprofits and other community supporters, DAS, and DOL.
d. Appoint or vote in members to serve as President, Vice-President, Secretary, and Treasurer.
e. Gain approval from DAS and DOL as a recognized apprenticeship council that offers approved pre-apprenticeship and apprenticeship programs.
f. Develop DAS and DOL recognized forms for pre-apprenticeship and apprenticeship programs (timecard template, rules and regulations, request for prior learning, request for previous work experience, mid-year apprenticeship evaluation, inactive status request, apprenticeship engagement log, committee evaluation and wage advancement form, and wage schedule form).
g. Hold monthly or quarterly apprenticeship council meetings with agendas and sign-in sheets (minimum is twice a year).
h. Develop a short- and long-term strategic plan for the apprenticeship council that includes potential needs for new programs.

C.2. Register BC Apprenticeship Council with DAS and DOL.

a. Once the BC Apprenticeship Council is established, reach out to DAS and DOL to request system access (DOL=Rapid System and DAS=DIR Access).
b. Provide DAS and DOL on-going documentation of apprenticeship council meetings.
c. Respond to DAS and DOL within 10 days upon information and audit requests.

C.3. Maintain electronic and hard copy student files for each pre-apprentice and apprentice.

a. Determine a central location to house hard-copy apprenticeship files.
b. Establish an electronic file location to house apprenticeship electronic files.
c. All files need to contain required documentation outlined by DAS and DOL (a master list is provided by DAS).

C.4. Develop a Canvas Course Shell to be used for all pre-apprenticeship and apprenticeship programs.

a. Review Canvas Shell created by South Central Coast Regional Consortium (Author: Dr. Devin Daugherty).
b. Make charges to course shell to align with BC Apprenticeship Council needs.
c. Create a Master Canvas Course Shell based upon feedback from the BC Apprenticeship Council.
d. Roll out the Canvas course for each apprenticeship program.
e. Canvas Course will be a repository for all apprenticeship documentation.
f. Assign faculty and administration to each Canvas Course.

C.5. Apply for funding through the California Apprenticeship Initiative (CAI).

a. Work with BC Apprenticeship Council to determine the need for existing and/or new program funding through CAI.
b. Start each application six weeks prior the end of a fiscal quarter.
c. Submit a grant routing sheet and copy of grant application once application is submitted.
d. Monitor CAI awards six weeks after the start of a new fiscal quarter.

C.6. Look for other opportunities for apprenticeship funding.
   a. Explore ways Employee Training Panel (ETP) funding can be used to support RSI courses.
   b. Explore ways Workforce Innovation and Opportunity Act (WIOA) funding can be used to support pre-apprenticeship programs.
   c. Work with other community colleges to create partnerships.
   d. Review DOL website monthly for new grants being offered.
   e. Research local, state, federal, and foundation grant funding for apprenticeship programs.
   f. Complete grant routing sheet with copy of application for each opportunity.

C.7. Adhere to reporting requirements for DAS, DOL, and grant agencies.
   a. Respond to DAS and DOL requests within 30 days.
   b. Update apprenticeship records in DAS and DOL systems within 72 hours of any change.
   c. Complete and submit quarterly reports for granting agencies by the 20th day following the end of a reporting quartering.

D. RE-ENROLLMENT

This does not apply to apprenticeship programs.

E. RISING SCHOLARS PROGRAM

This does not apply to apprenticeship programs.

F. BACCALAUREATE PROGRAM

This does not apply to apprenticeship programs.

G. DEGREE COMPLETION WITH TRANSFER FOCUS
   G.1. Institutionalize Graduation Initiative: Baccalaureate, ADT, AA/AS, Certificates, Noncredit
   G.2. Momentum Points: Progress Benchmark
   G.4. Automation: Degree and Certificate Award Processes
   G.6. Outreach: Middle School and Jr. High Students
   G.7. Outreach: High School Students
   G.8. Outreach: High School Counselors
   G.17 Develop a new program creation process.
      a. Receive support from business partners to create new apprenticeship program.
      b. Obtain letter(s) of support to justify at least 50 apprentices who could enroll into the program.
      c. Work with DAS and DOL to see if there is already am approved apprenticeship programs for the new program request.
d. Work with faculty and business partners to develop program objectives, OJT topics, and RSI courses.

e. Determine the length of the program (2,000 to 8,000 hours).

f. Submit a request to add program through DAS and DOL.

g. Start program once approval letter is received by DAS and DOL.

G.18. Create a Master Catalog/Apprenticeship Webpage for all pre-apprenticeship and apprenticeship programs and RSI opportunities.

  a. Develop a list of approved programs that can be offered through BC.
  b. Outline programs under approval and being developed.
  c. Create a guide for all programs that includes OJT and RSI requirements.
  d. Create a repository for all apprenticeship forms (templates).

H. DIVERSIFIED HIRING

H.2. Expand Faculty Diversification Fellowship: *STEM Discipline*

H.3. Promote Hiring of BC Alumni: *Intentional focus on improving time to job placement and quality of job placement leveraging current resources*

H.8. Website Re-design: *Engaging and friendly*

H.9. Determine appropriate workforce to manage apprenticeship programs and related grants.

  a. Determine appreciate position titles and job responsibilities.
  b. Work with Human Resources to identify new job titles and salary schedule.
  c. Recruit, hire, and train apprenticeship staff.

Work with other departments to provide staff for interview panels.