

Everett Community College

2000 Tower Street
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Mailstop 69

Passport Viable Plan for **Everett Community College**

	Developed By:	Reported to:
December 10, 2018	Everett Community College 2000 Tower Street Everett, WA 98201 Mailstop 69	Washington Student Achievement Council Passport to College Program PO Box 43430 Olympia, WA 98504-3430

The state of Washington created the Passport to College Scholarship program through RCW 28B.117. The Passport to College program is administered by the Washington Student Achievement Council (WSAC) and helps current and former foster youth enroll, persist, and complete a postsecondary education. WSAC provides institutions with financial incentives for agreeing to have a “viable plan” for supporting Passport students by:

Leadership Commitment: Create a lasting institutional commitment to serve current and former foster youth by designating a president, chancellor, vice-president, or other position of leadership to advocate and take responsibility for the program’s success.

Designated Campus Support Staff: Designate a knowledgeable “home base” staff person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling / advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students.

Connect with Social Services and Independent Living Providers: Work with SETuP program staff, Department of Children, Youth and Families (DCYF) and its contracted Independent Living (IL) providers and other nonprofit agencies serving foster youth to ensure students from foster care receive a full-range of support services and other college preparation information. Ensure appropriate releases of information are in place in order to most efficiently serve students.

Financial Aid: Review each Passport student’s individual budget to recognize their actual living expenses and tailor the financial aid package, to utilize all available resources to meet the student’s full need and minimize reliance on loans.

Period of Performance

The Viable Plan shall commence on **September 24, 2018**, and shall continue through June 30, 2020.

Purpose

To recruit and outreach to eligible Passport students.

To provide Passport enrolled students with services and support so they are able to successfully persist and complete a postsecondary education.

Leadership Commitment

The president of **Everett Community College** supports the program and has authorized all necessary college services and leadership to ensure program success.

Key Staff

Changes to key staff must be communicated to WSAC within 30 days of the change.

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Passport Designated Support Staff (DSS)

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- Assist with navigating enrollment processes for prospective Everett Community College Passport Scholars
- Provide educational, career and short-term counseling and crisis intervention for Passport students
- Advise Passport students regarding student services processes, course selection, career opportunities, etc.
- Advise faculty, staff and administrators on issues related to Passport student development and retention
- Track student progress and maintain detailed student and service records; assist with data collection
- Conduct workshops, seminars, and/or orientations for student development and retention
- Maintain frequent contact with Financial Aid Support Staff regarding Passport Students' Financial Aid statuses
- Plan and attend transfer events with students at local transfer institutions
- Staying current in professional tools and techniques by attending appropriate conferences and trainings
- Supervision of part-time or work study student staff
- Manage use of incentive grant funds and complete Incentive Grant Report

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- Award Passport scholarship funds to eligible students
- Review and/or follow up with FAFSA and WASFA applications for general Financial Aid eligibility - award the scholarship when eligible
- Award Financial Aid adjustments throughout the academic year
- Support the DSS with identifying Passport scholars
- Verify Passport Scholar eligibility through the WSAC's Passport Checker
- Run quarterly reports to cross-check students in the WSAC Portal
- Meet with Passport Scholars one-on-one, or with DSS, if students have questions regarding Financial Aid - Financial Aid Support Staff is available without scheduled appointments to navigate the Financial Aid process with students and/or the DSS

Roles and Responsibilities (for example, Passport Navigator, Leadership)

TRiO Advisors

- Provide ongoing academic, financial aid, and transfer advising to eligible Passport Scholars.
- Make appropriate referrals to other offices including Center for Disability Services, Workforce Funding, and Financial Aid.
- Communicate with DSS regarding specific needs of Passport Scholars on caseloads.
- Refer Passport Scholars to DSS for counseling and incentive funding use as needed.

TRiO Connect Mentor

- Conduct weekly check-ins, in person or via email/text with Passport Scholars and communicating updates to DSS.
- Provide campus tours to incoming Passport Scholars
- Outreach to alumni of foster care who are not currently attending.
- Facilitate a broader impact of service to current and alumni of foster care at EvCC.
- Work with DSS to empower and inform alumni of foster care
- Organize and facilitate weekly lunches with Passport Scholars and alumni of foster care to focus on building community with students and provide information on campus resources and skills.

Director of Admissions

- Provides admissions reports of enrolled alumni of foster care and their contact information for outreach purposes.

Connect Advisory Board

- The Connect Advisory Board will begin meeting quarterly in winter 2018. It will be composed of EvCC Faculty and Staff and regional partners.
- The Advisory Board will be responsible for reviewing successes of the quarter, and providing input on ideas for upcoming quarters, challenges and ways to address unmet needs of Passport Scholars and alumni of foster care at EvCC.

Additional Offices (e.g. admissions and registration, advising and counseling, multicultural services, campus champions)

Center for Disability Services – DSS and TRiO will refer Passport Scholars to CDS as needed, walking them over to schedule an intake. TRiO and DSS maintain contact with CDS and discuss how to best serve Passport Scholars who utilize CDS services.

Entry Advising – DSS maintains communication with Entry Advising Advisors to provide them updates on the Connect program. Entry Advisors are often the first EvCC employees to observe when a student as an alumni of foster care. Entry Advisors then refer them to DSS for verification of Passport. If the student is a Passport Scholar and TRiO eligible, or ineligible for Passport but is TRiO eligible, the DSS assists the Scholar in applying for TRiO. If a referred alumni of foster is neither Passport eligible nor TRiO eligible, DSS works to connect Student with other appropriate campus resources.

Outreach and High School Programs

OHSP maintains relationships with the EVCC feeder schools through contact with school counselors, including the McKinney Vento liaison, and school administration. They conduct high school visits and table at local events that captures possible Passport Scholars and/or individuals connected to possible Passport Scholars.

Diversity and Equity Center

Provide support in processing administrative tasks and budgeting of the incentive funds. The Director of the Diversity and Equity Center serves as the budget authority and signatory of DSS budget requests.

Recruitment Plan

Currently, recruitment occurs through partnerships and events. The DSS maintains contact with Youthnet which refers and connects Passport Scholars to DSS when the student is interested in attending EvCC. DSS is working to build a collaborative relationship with Treehouse for Kids as well which could also refer and connect interested Passport Scholars to DSS at EvCC. Additionally, DSS has attended the Passport to Careers College Fair and provides information on EvCC to Passport Scholars.

DSS will work with Outreach and High School Program to discuss recruitment at the high school level through the college fairs and career days that they attend to recruit.

Retention and Graduation Plan

Enrollment in TRIO

All Passport Scholars who are eligible for TRIO Student Support Services, will be enrolled in TRIO. TRIO has a curriculum and infrastructure to support the needs of Passport Scholars that includes community building events and dedicated space. The dedicated TRIO space is equipped with computers, printing and gathering space for students to build relationships among the TRIO staff and students. TRIO has a strategic high touch case management model that includes Academic Advising, Personal and Career Counseling, Financial Aid navigation, assistance with renewing the FAFSA,

referrals to campus and community resources, university campus visits for students who are interested in transferring, financial literacy resources and workshops, one-on-one and small group tutoring, and mentoring. Additionally, each quarter, TRIO advisors and counselor receive mid-quarter assessments, verify enrollment for subsequent quarters, and end of term grades to ensure appropriate enrollment in classes. Students also have access to TRIO Grant Aid that can award up to \$1800 per year for eligible participants.

For Scholars that are not eligible to participate in TRIO will be supported with the use of Incentive Grant Use dollars to provide a seamless experience for TRIO ineligible scholars.

Additionally, through processes in place with TRIO, Advisors and the DSS well established relationship with cross-campus partners that we can rely on to support the students many touch points across campus. Key partners include, but not limited to: Housing, Center for Disability Services, Student LIFE, Athletics, Tutoring Center, Financial Aid, Workforce Funding, MESA (Math, Engineering, Science Achievement), Enrollment Services, the Registrar, Testing Center, Cashier's office, and individual faculty.

Connections with Regional Partners

Foster Support Faith Alliance –The Foster Support Faith Alliance is a group of churches, organizations and individuals committed to ensuring foster children, foster parents and the local Everett Children's Administration office are well supported by their community. DSS attends quarterly meetings with the Foster Support Faith Alliance to communicate information about foster youth in higher education to community partners and to learn about additional community resources for foster youth.

Treehouse for Kids – DSS will establish a working relationship with Treehouse for Kids. DSS and Treehouse will communicate regarding the needs of Passport Scholars and collaborate to meet needs.

Youthnet – Youthnet is a primary referral source of Passport Scholars. If a Passport Scholar receives ongoing support from Youthnet, DSS and Youthnet Case Managers communicate regarding the needs of those Scholars and collaborate to meet needs.

Funding

Awarding Financial Aid

Passport Scholars are given priority processing for Financial Aid review for the quarter they plan to attend. This is common practice for first year students, and on a case by case basis for returning students (discussed by the DSS and Financial Aid Support Staff).

During the Financial Aid review process, if students do not submit their requested documents within two weeks, they are sent another notification and given an additional two weeks. After the additional time, their file will be closed until documents are received.

Passport Scholars are given priority to state funding, such as State Need Grant and State Work Study funds, even if funds have been exhausted for the academic year.

Use of Supplemental Support / Utilization of Incentive Grants

The Incentive Grant funds are used in a variety of ways to provide direct support to Passport Scholars as well as indirect support to Passport Scholars and Passport ineligible alumni of foster care across campus. A portion of the funds are used for supplies such as a cell phone, emergency food, food and beverages for events and printing costs. A larger portion of the funds are utilized for services such as placement testing, textbook purchases for the lending library, Netbook rentals, debt assistance, tutoring, and transportation. Funds are used to support Passport Scholars who are not eligible for TRiO to receive seamless services such as tutoring, campus visits, and grant aid (incentive funds). The funds are also utilized to pay for events and programs such as student outings and the Passport Conference. Lastly, the funds are used for staffing compensation and professional development. This includes compensation for the DSS and mentor for time beyond their contracted work hours, and for trainings for Staff directly serving Passport Scholars.

See attached budget for breakdown of Incentive Grant Fund use.

Expectations of the Student

- Meet with DSS and/or TRiO Advisor at least twice per quarter
- Contact DSS and/or TRiO Advisor if they are unable to make their appointment and reschedule
- Attend class(es) regularly and keep up with class assignments
- Maintain satisfactory progress of 2.5 GPA
- Attend one instructor office hour of each enrolled class per quarter
- Renew FAFSA or WAFSA each year prior to deadline
- Talk with DSS and/or TRiO Advisor prior to dropping or adding a class
- Inform DSS and/or TRiO Advisor of any academic or personal issues that may be interfering with their schooling
- Actively participate in one TRiO or Connect event per quarter i.e. workshops, cultural, educational or leadership development events
- Meet with DSS and/or TRiO Advisor prior to quarterly registration
- Inform DSS and TRiO of any changes to their address, phone number or email address
- Participate in an exit interview should they decided to leave Everett Community College (due to graduation or any other reason)

EvCC Connect 2018-2019 Budget	Budgeted 2018-2019	Notes
Rollover from 17-18	\$25,843.20	
Projected Income	\$9,000.00	
Staffing		
Part-Time Staffing	\$3,100.00	For time over contracted hours
Fringe Benefits	\$900.00	30% of PT Staffing
Work Study Staffing	\$1,000.00	For over 40 hours/mo
Staff Trainings	\$1,500.00	UIR, Professional Development
Supplies		
Office Supplies	\$1,500.00	Laptop
Communication	\$500.00	Cell phone
Printing	\$100.00	Midquarters, promotional flyers, etc
Emergency Food	\$700.00	\$200 for Fall, Winter, Spring and \$100 for Summer
Food & Beverages	\$900.00	\$300 for Fall, Winter, Spring
Utensils/Serving Items	\$90.00	\$30 for Fall, Winter, Spring
Services		
Placement Testing Voucher	\$500.00	
Orca Card Voucher	\$500.00	
Book/Supplies Voucher	\$6,000.00	
Netbook Rental Voucher	\$400.00	
Incentives: Meet with DSS	\$750.00	These would be paid to the student in gift card format
Incentives: Math Tutoring	\$900.00	These would be paid to the student in gift card format
Debt Assistance	\$3,000.00	Will pay final ≤50% of balance directly to whomever is owed the debt
Emergency Assistance	\$2,000.00	Rent, tuition, bills, etc.
Graduation Assistance	\$500.00	Regalia, transcripts, etc.
Events/Programs		
Student Outings	\$1,000.00	This would be to pay for whatever we do on the outing, eat, tickets etc.
Transportation	\$500.00	This is for renting vans/gas to take students on outings; Gas for travel
Passport Conference	\$500.00	Registration, Travel, Lodging
Educating the Whole Child	\$1,000.00	D&E EtWC Training
TOTAL EXPENSES	\$27,840.00	
BALANCE	\$7,003.20	