



January 10, 2019

Marta Cronin
President
Columbia Gorge Community College
400 East Scenic Drive
The Dalles, OR 97058

Re: *No. 18040128-Grant*

Dear Marta:

I am pleased to inform you that Meyer Memorial Trust has approved a grant of \$175,000 to support diversifying the educator workforce by recruiting, training and mentoring K-5 teachers from under-served populations in the greater Columbia Gorge area.

The enclosed grant agreement sets forth the terms and conditions of the award. After your careful review, this document should be signed and one copy returned to Meyer. Please make sure that a copy is available throughout the period of the grant to all appropriate individuals in your organization.

Please contact us if you have any questions about this agreement or, subsequently, about the implementation of the grant. Unless notified otherwise, Matt Morton will be your primary contact for this award. While we anticipate that everything will go well with this award, please do not hesitate to contact us if challenges arise.

Congratulations on your successful proposal and best wishes as you undertake this work.

Sincerely,

A handwritten signature in blue ink that reads 'Michelle J. DePass'.

Michelle J. DePass
President & Chief Executive Officer



AWARD #18040128

GRANTEE: Columbia Gorge Community College
GRANT PURPOSE: To diversify the educator workforce by recruiting, training and mentoring K-5 teachers from under-served populations in the greater Columbia Gorge area
GRANT AMOUNT: \$175,000
GRANT PERIOD: 3 years
2/1/2019 to 1/31/2022

GRANT AGREEMENT

This Grant Agreement (this "Agreement") is made by and between Meyer Memorial Trust, a trust organized under the laws of the State of Oregon ("Meyer Trust"), and Columbia Gorge Community College ("Grantee"), effective as of 2/1/2019 (the "Effective Date").

RECITALS

- A. Meyer Trust is organized and operated for charitable purposes within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code of 1986, as amended ("IRC"). Meyer Trust is classified as a private foundation under IRC Section 509(a).
- B. Grantee is organized as a tax-exempt government entity.
- C. Meyer Trust wishes to make a grant to Grantee, subject to the terms and conditions stated in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

AGREEMENT

1. **Grant Amount and Purpose.** Subject to the terms and conditions herein, Meyer Trust agrees to grant to Grantee \$175,000 payable in U.S. Dollars (the "Grant"). The Grant is being made for the purpose indicated above.
2. **Payment Schedule and Conditions.** The Grant will be disbursed as follows:

#	Amount	Disbursement Condition	Target Payment Date*
#1	\$125,000	Unconditional, following receipt by Meyer Trust of a signed copy of this Agreement.	February 2019
#2	\$25,000		February 2020
#3	\$25,000		February 2021

** The target payment dates set forth herein are targets only and Meyer Trust retains discretion to distribute payments on such dates as it determines.*

Meyer Trust shall have the right to withhold payments under the Grant for Grantees who fail to meet the reporting requirements set forth in the Agreement.

3. **Use of Grant Funds.** Grantee shall use the Grant only for the Grant Purpose described above, shall treat the Grant as restricted for the Grant Purpose, and shall repay to Meyer Trust any part of the Grant that is used for any purpose other than the Grant Purpose, unless Meyer Trust provides prior written consent for such use. Grantee is solely responsible for: (a) all activities supported by the Grant, (b) the content of any product or service created with the Grant, and (c) the manner in which such products or services may be disseminated.
4. **Grant Period.** The Grant is to be expended by Grantee in furtherance of the Grant Purpose during the grant period stated above. The Grant shall be spent in full by the end of the Grant Period unless otherwise agreed to by Meyer Trust. Grantee shall promptly notify Meyer Trust if it expects at any time that any portion of the Grant will not be spent by the end of the Grant Period, in which event the parties will discuss the status of the Grant, including any adjustments needed with respect to the end date of the Grant Period and/or to the Grant Purpose. If no adjustment to the end date of the Grant Period is agreed upon by the parties, Grantee shall repay to Meyer Trust any portion of the Grant which has not been spent by the end of the Grant Period.
5. **No Pledge.** Neither this Agreement nor any other statement, oral or written, express or implied, nor the making of any contribution or grant to Grantee, shall be interpreted to create any pledge or any commitment by Meyer Trust or by any related person or entity to make any other grant or contribution to Grantee or any other entity for this or any other project. The Grant shall be a separate and independent transaction from any other transaction between Meyer Trust and Grantee or any other entity.
6. **Reporting.**
 - a. Reporting Purpose. Meyer Trust views reports as a valuable learning tool and requests that Grantee be forthcoming and candid in keeping Meyer Trust informed of Grant-

related activities (both positive and disappointing).

- b. **Reporting Obligations.** Grantee shall provide grant reports to Meyer Trust as described below and as set forth in the attached Reporting Guidelines. All reports (other than phone check-ins) shall be in writing and shall be submitted by an authorized representative of Grantee per the instructions on the reporting guidelines on or before the specified due dates. Each written report shall include a narrative that describes Grantee's activities in furtherance of the Grant Purpose and with use of the Grant funds in compliance with the terms of this Agreement. Grantee shall submit reports on the following schedule:
 - i. **Interim Report.** An interim report shall be due by Grantee to Meyer Trust on or before 1/15/2020.
 - ii. **Interim Report.** An interim report shall be due by Grantee to Meyer Trust on or before 1/15/2021.
 - iii. **Final Report.** A final report shall be due by Grantee to Meyer Trust on or before 3/15/2022.
 - c. **Additional Evaluation Activities; Additional Reports.** From time to time during and after the end of the Grant Period, Meyer Trust may request that Grantee participate in additional evaluation activities to assist Meyer Trust in evaluating its grant programs. If Grantee believes in good faith that such additional evaluation activities will place a material financial burden on Grantee or interfere with the timely performance of Grantee's regular activities, Grantee shall notify Meyer Trust and the parties will confer in advance regarding any such requests.
7. **Recordkeeping and Accounting.** Grantee shall maintain a complete and accurate record of the Grant received and expenses incurred pursuant to this Agreement, and, if asked, shall answer questions and provide additional information as is reasonably necessary to verify compliance with the terms of this Agreement. Grantee shall retain such books and records for at least four (4) years after the end of the Grant Period.
8. **Goals.** Grantee has also provided program goals which are attached to this agreement.
9. **No Earmarking.**
- a. **No Earmarking for Lobbying.** This Grant is not earmarked for carrying on propaganda or otherwise attempting to influence legislation within the meaning of IRC Section 4945(d)(1) ("Lobbying"), and Meyer Trust and Grantee have made no agreement, oral or written, to that effect. Meyer Trust and Grantee acknowledge and agree that (i) there is no agreement, oral or written, that obligates Grantee to use Grant funds for Lobbying, even if Grantee's proposal or other communications between Meyer Trust and Grantee express an intent to use Grant funds for Lobbying, and (ii) any use of Grant funds by Grantee for Lobbying constitutes a decision of Grantee that is controlled by Grantee and made completely independently of Meyer Trust. In making this Grant, Meyer Trust is relying on Grantee's representations made in its grant application and attached proposed budget. Grantee represents and warrants that the budget attached hereto does not include any amount for Lobbying, and agrees not to change the project budget such that the amount funded by Meyer Trust under this Agreement (and any

other agreements between the parties) exceeds the amount, if any, budgeted by Grantee for non-Lobbying activities of the project, as calculated for each year of the Grant.

- b. No Earmarking for Re-Grants. This Grant is not earmarked for re-grant to individuals or organizations (collectively, "Re-Grants"). Meyer Trust and Grantee acknowledge and agree that (i) there is no agreement, oral or written, that obligates Grantee to use Grant funds for Re-Grants; (ii) there is no agreement, oral or written, whereby Meyer Trust may cause the selection of recipients of any Re-Grants; and (iii) any use of Grant funds by Grantee for Re-Grants constitutes a decision of Grantee that is controlled by Grantee and made completely independently of Meyer Trust.

10. **Prohibited Uses.** Notwithstanding anything to the contrary in this Agreement or any other documents relating to the Grant, Grantee shall not use any portion of the Grant for any of the following purposes, and shall implement policies and procedures to prevent diversion of the Grant for any of the following purposes:

- a. Public Election; Voter Registration Drive. To influence the outcome of any specific election for candidates to public office, or to carry on, directly or indirectly, any voter registration drive, within the meaning of IRC Section 4945(d)(2);
- b. Any Other Purpose. To undertake any activity for any purpose other than a charitable, scientific, religious, literary, or educational purpose within the meaning of IRC Section 170(c)(2)(B); or
- c. Violation; Private Inurement; Inconsistent Action. To induce or encourage violations of law or public policy, to cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with IRC Section 501(c)(3).

11. **Term and Termination.** This Agreement shall commence on the Effective Date and continue until the end of the Grant Period. If Meyer Trust determines, in its reasonable discretion, that Grantee has failed to comply with or otherwise breached any term or condition of this Agreement (including without limitation any reporting requirements) or that the Grant Purpose has been jeopardized, Meyer Trust may, upon written notice to Grantee, withhold further Grant payments to Grantee and/or terminate this Agreement. If such a termination of this Agreement occurs, Meyer Trust may require the return of all or part of the remaining Grant funds and/or any Grant funds spent in violation of this Agreement. In the event of such demand, Grantee shall immediately repay the requested funds to Meyer Trust. Meyer Trust shall have no liability to Grantee as a result of termination of this Agreement in accordance with this Section.

12. **Grantee Representations and Warranties.** Grantee represents and warrants that it is a tax-exempt government entity. Grantee further represents and warrants that it possesses, or will possess, all governmental franchises, licenses, certificates, permits, authorizations, and approvals necessary for it to perform its obligations under this Grant Agreement. Grantee further represents and warrants that it possesses, or will possess, all governmental franchises, licenses, certificates, permits, authorizations, and approvals necessary for it to perform its obligations under this Grant Agreement.

13. **Notice of Changes.** Grantee shall notify Meyer Trust immediately of any change in (a) Grantee's legal or tax status; (b) its executive director, chief executive officer, or other key

personnel of Grantee related to the project being supported by the Grant; (c) the address, phone number, or email of Grantee's primary contact person; (d) Grantee's name or address; and (e) circumstances that may significantly affect or impact the operation of the project or the carrying out of the Grant Purpose.

14. **Control.** Meyer Trust and Grantee acknowledge and agree that neither Meyer Trust nor any "disqualified person" with respect to Meyer Trust (within the meaning of IRC Section 4946(a)) controls the Grantee within the meaning of IRC Section 4942.
15. **Compliance with Laws.** Grantee agrees to comply with all applicable laws, ordinances, and regulations during the Grant Period.
16. **Publications; License.** Upon Meyer Trust's request, any publications, studies or research funded by this Grant (excluding organizational internal assessments, feasibility studies, etc.) shall be made available to the public with the exception of materials that are trademarked by other organizations. Grantee grants and agrees to grant to Meyer Trust an irrevocable, perpetual, royalty-free, nonexclusive license to copy, publish and distribute any publications, studies, or research funded by this Grant at Meyer Trust's sole discretion with the exception of materials that are trademarked by other organizations.
17. **Publicity.**
 - a. Grantee. Meyer Trust encourages Grantee to refer to Meyer Trust's name when publicizing this Grant. Grantee is not required to obtain Meyer Trust's prior consent in publicizing this Grant; provided, however, that Grantee shall comply with the terms of this Agreement in all such public announcements and shall make clear that this Grant was made by Meyer Trust, a tax-exempt private foundation. Grantee shall also comply with the terms of Meyer Trust's trademark usage guidelines at <https://mmt.org/grantee-resources#media>
 - b. Meyer Trust. Grantee acknowledges that Meyer Trust shall have the right to use the name and logo of Grantee in relation to this Grant and refer or link to Grantee, its website, and the Grant in its reasonable discretion in any press release, professional or trade publication, website, advertisement, or other public document or announcement, including without limitation, in a general list of Meyer Trust's supported organizations, in Meyer Trust's Form 990-PF, and as otherwise required by law.
 - c. Trademarks. Any right granted to Meyer Trust or Grantee to use the other party's logo or any other trademark shall be revocable, non-exclusive, and non-transferable, and such party agrees to use such logo or trademark only in accordance with any trademark usage guidelines that the other party may provide from time to time. Meyer Trust's logo usage and quote request guidelines can be found online at <https://mmt.org/grantee-resources#media>. Each party agrees, upon request, to provide samples of such party's usage of the other party's logo or trademarks, and each party agrees to terminate usage of any such logo or trademark if such usage fails to meet the other party's trademark usage guidelines or quality standards or otherwise upon the other party's reasonable request. Each party agrees that any goodwill arising from use of the other party's logo or trademarks shall inure only to the benefit of the other party.
18. **Acknowledgement.** Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by specific reference

to the U.S. Internal Revenue Code. Grantee agrees that if Grantee has any questions about its obligations under this Agreement, including those incorporated by reference to the U.S. Internal Revenue Code, Grantee will promptly contact its own legal counsel.

19. **Certain Activities.** Grantee acknowledges that Meyer Trust is required by U.S. law to ensure that none of its funds are used directly or indirectly (i) to conduct or support terrorist activity; (ii) to support individuals or entities identified as terrorists; (iii) to support persons or organizations listed on the Specially Designated Nationals and Blocked Persons list maintained by the Office of Foreign Assets Control ("OFAC") of the United States Department of Treasury (the "SDN List") or otherwise the target of economic or trade sanctions as administered by OFAC or any other U.S. government agency; (iv) to conduct or support money laundering; or (v) to make corrupt payments to government officials. Grantee shall use its best efforts to ensure that Meyer Trust's funds are not so used. To assist Meyer Trust in complying with all applicable laws and regulations, Grantee agrees to provide Meyer Trust such information as it may reasonably request, including without limitation, information about persons or organizations receiving funds from Grantee.

In the event Meyer Trust has reason to believe that a breach of the terms and conditions of this Section has occurred or may occur, Meyer Trust may immediately terminate this Agreement or withhold further payments until such time as it has received confirmation to its satisfaction that no breach has occurred or will occur. In no event shall Meyer Trust be obligated under this Agreement to take any action or omit to take any action that Meyer Trust believes in good faith would cause it to be in violation of any U.S. laws.

20. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without reference to its conflict of laws provisions.
21. **Entire Agreement.** This Agreement (including any attached exhibits which are hereby incorporated by reference) constitutes the entire agreement with respect to the subject matter hereof, and shall supersede any prior or contemporaneous oral or written agreements, understandings or communications or past courses of dealing between Meyer Trust and Grantee with respect to the subject matter hereof. This Agreement may not be amended or modified, except in a writing by duly authorized representatives of both parties.

The undersigned certifies that he or she is a duly selected and authorized officer or representative of Grantee and is authorized to accept the Grant on behalf of Grantee, to obligate Grantee to observe all of the terms and conditions placed on the Grant, and, in connection with the Grant, to make, execute, and deliver on behalf of Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

MEYER MEMORIAL TRUST

By:



Michelle J. DePass
President & Chief Executive Officer

Date: 1/11/19

COLUMBIA GORGE COMMUNITY COLLEGE

By:

Name: _____

Title: _____

Date: _____

Columbia Gorge Community College Teacher Training Proposal - Project Budget

PROJECT REVENUE	GRANT PERIOD				Notes/Description/Calculations
	Project Year 1	Project Year 2 (if applicable)	Project Year 3 (if applicable)	Total Project Revenue	
	<i>(January 2019 - January 2020)</i>	<i>(January 2020-January 2021)</i>	<i>(January 2021 - January 2022)</i>		
Grants (please note if grant is pending, secured or you will apply.)					
[Grant 1]				\$0.00	
[Grant 2]				\$0.00	
[Grant 3]				\$0.00	
[Grant 4]				\$0.00	
[Grant 5]				\$0.00	
Sub Total Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	
Meyer Grant (this request)	\$125,000.00	\$25,000.00	\$25,000.00	\$175,000.00	
Individual Donations				\$0.00	
Memberships				\$0.00	
Corporations				\$0.00	
Special Events				\$0.00	
Government Grants and Contracts				\$0.00	
Earned Revenue	\$241,464.00	\$243,000.00	\$245,000.00	\$729,464.00	24 students / yr x 15 credits x 3 terms. Annual tuition \$127,440; Annual FTE reimbursement \$114,024
Other Revenue (specify)				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
TOTAL PROJECT REVENUE	\$366,464.00	\$268,000.00	\$270,000.00	\$904,464.00	

PROJECT EXPENSES	GRANT PERIOD						Total Project Expenses	Total Meyer Funding	Description/Calc
	Project Year 1	Meyer Funding for Year 1	Project Year 2	Meyer Funding for Year 2	Project Year 3	Meyer Funding for Year 3			
Project Personnel Expenses									
Faculty lead	\$110,000.00		\$115,000.00		\$120,000.00		\$345,000.00	\$0.00	
Program coordinator	\$55,000.00		\$58,000.00		\$60,000.00		\$173,000.00	\$0.00	
Adjunct faculty	\$75,000.00		\$80,000.00		\$85,000.00		\$240,000.00	\$0.00	
[Job title, FTE]							\$0.00	\$0.00	
[Job title, FTE]							\$0.00	\$0.00	
Taxes and Benefits							\$0.00	\$0.00	
Sub Total Personnel Expenses	\$165,000.00		\$170,000.00		\$175,000.00		\$758,000.00	\$0.00	
Non-Personnel Expenses									
Contractual/Professional Services	\$2,400.00		\$1,400.00		\$1,400.00		\$5,200.00	\$0.00	
Travel	\$2,500.00		\$2,500.00		\$2,500.00		\$7,500.00	\$0.00	
Meetings and Training (venue, food, etc.)	\$2,500.00		\$2,500.00		\$2,500.00		\$7,500.00	\$0.00	
Technology/Equipment	\$2,000.00		\$1,000.00		\$1,000.00		\$4,000.00	\$0.00	
Office Supplies	\$500.00		\$500.00		\$514.00		\$1,514.00	\$0.00	
Printing and Copies	\$6,500.00		\$4,000.00		\$1,500.00		\$12,000.00	\$0.00	
Telephone, Postage	\$250.00		\$250.00		\$250.00		\$750.00	\$0.00	
Other Expenses (specify): Teacher stipends	\$30,000.00		\$30,000.00		\$30,000.00		\$90,000.00	\$0.00	
Other Expenses (specify): Program advertising	\$8,000.00		\$5,000.00		\$5,000.00		\$18,000.00	\$0.00	
							\$0.00	\$0.00	
Sub Total Non-Personnel Expenses	\$54,650.00	\$0.00	\$47,150.00	\$0.00	\$44,664.00	\$0.00	\$146,464.00	\$0.00	
Indirect/Overhead							\$0.00	\$0.00	
TOTAL PROJECT EXPENSES	\$219,650.00	\$0.00	\$217,150.00	\$0.00	\$219,664.00	\$0.00	\$904,464.00	\$0.00	

2018 Meyer Outcome & Reporting Chart

Organization: Columbia Gorge Community College		Project: To diversify the educator workforce by recruiting, training and mentoring populations in the greater Columbia Gorge area	
Meyer portfolio: Equitable Education		Which portfolio goal does the project contribute to? Goal 1	
Which of the portfolio's outcome(s) does the project contribute to? Increase community participation in education systems and improve alignment between com increase education workforce diversity			
GRANT AGREEMENT			
Grant outcomes: List 1-3 key grant-specific outcomes (i.e. changes or end results) that you will achieve as a result of your work. (Outcomes should be realistic and achievable within the grant term and should contribute to advancing the Meyer portfolio outcome(s) listed above.)	How will you demonstrate that you have achieved each outcome? (List a target #, % change, specific deliverable or qualitative measure of change)	Which grant year will you complete this in? (e.g. Year 1, Year 2, end of grant)	List your actual a each outcome fo grant year
Establish teaching as a profession of the future in the Mid-Columbia region, with growing opportunities for a diverse and modern workforce.	At least 50 advising / mentoring appointments and requests directly resulting from the Education Program.	Year 3	
Provide an educational pipeline (high school to community college to university) that supports the access, retention and success of a diverse student population seeking to enter the teaching profession.	Fifteen (15) students enrolled in the fall, 2020 Education AS cohort with a 75 percent completion rate of first year courses, and 24 students enrolled in the fall, 2021 cohort.	Year 3	
Increased opportunity for and participation of under-served populations, emphasizing people of color, first- generation college students, and individuals living on low incomes.	Socio-economic demographics of enrolling Education AS cohorts closely match demographic mix at regional school districts.	Year 3	
For multi-year grants: List 1-2 interim benchmarks for each year prior to the final grant year that will demonstrate that you are making progress towards achieving your grant outcomes.	How will you demonstrate that you have reached each interim benchmark?	Which grant year will you complete this in?	List your actual a each interim ben relevant grant ye
Design, development and approval of programmatic curriculum, including: Dual credit opportunities at Mid-Columbia regional high schools; Education AS at Columbia Gorge Community College; AS2BA at Oregon State University.	Provisional agreement between CGCC and OSU articulating CGCC's Education AS to OSU's AS2BA.	Year 1	
Development of support services: Recruitment and marketing plans to attract diverse teacher candidates, mentoring services, academic advising and financial advising, and academic support.	Approved 2018-19 work plans for the inclusion of programmatic support services, including budget allocations	Year 1	

	and calendar of recruitment events for winter and spring 2020. (Note: CGCC marketing requires program approval by NWCCU, anticipated no earlier than March 2020).		
Enrollment in Fall, 2020 cohort of Education AS	Fifteen (15) students enrolled in first cohort (September 2020) with at least eight (8) from priority populations.	Year 2	
Advising, mentoring and academic support services requests from priority populations.	At least 75 requests for advising/mentoring services at high schools and CGCC with at least 50 percent from priority populations.	Year 2	
Diversity, Equity and Inclusion (DEI): List 1-3 specific changes that will occur at an organizational and/or project level during the grant period as a result of your DEI work. <i>(If this is already addressed in other sections of this chart, write "see above".)</i>	How will you demonstrate that you have achieved each DEI change?	Which grant year will you complete this in?	List your actual a each DEI change grant year
Inclusion of seamless educational programs that move students from high school through community college and on to university with the necessary supports to encourage participation, retention and completion by the typically under-served populations in our region.	Demographic data of Education AS students at CGCC intending to transfer to OSU and enroll in the AS2BS Education degree.	Year 3	
Use of disaggregated demographic data related to participation, retention and completion in order to inform academic planning and decision-making.	Consistent inclusion of disaggregated student demographic data in planning and decision-making activities.	Year 2	
CGCC will expand high school dual credit enrollment of priority populations in classes aligned to the Teacher Program.	High school and CGCC dual credit enrollment and completion by priority population students.	Year 2, 3	

[Click here](#) for instructions and examples on how to complete this form.



2018 Annual Grant Report Guidelines

The annual report is an opportunity for you to reflect on your grant project and share your insights and lessons learned. Grantees' annual reports help Meyer to analyze our funding strategies, assess our overall impact and inform future planning. We encourage you to be open and honest in sharing your challenges, frustrations and feedback as well as your successes. The lessons you learn in facing obstacles are as valuable to us as your successful outcomes.

We recognize that projects do not always unfold exactly as originally planned. The annual report also gives you an opportunity to explain any changes you may have made to the project plans, and to identify potential future course corrections to help you meet your goals.

Please remember that any significant proposed changes to your grant project plan, outcomes or budget must be discussed with and approved by your Meyer staff contact prior to implementing changes.

Report instructions

Your report should include:

- A narrative report that responds to the questions below
- The required attachments listed on page 2

Please include your organization name and grant number in the file name of your documents.

If your grant agreement notes a phone check-in in lieu of a report, program staff will schedule an informal phone check-in with you near the date indicated in the grant agreement. The staff contact will provide questions and any requests for supplemental materials in advance of the phone check-in.

Please submit your reports electronically at <http://grantis.mmt.org>. Contact us at grantops@mmt.org or 503-228-5512 if you need your log-in. Please do not email reports directly to your Program Officer.

Narrative questions

Answer the narrative questions as briefly and succinctly as possible. Use bullet points when appropriate. Don't repeat information that is captured in the attachments; just reference the attachments in your response. Please limit your response to two pages.

Questions for interim and final reports

1. Provide a brief overview of the key grant project activities and accomplishments from the most recent grant year.
2. Did you encounter any unexpected opportunities or challenges with your project that impacted your ability to achieve the benchmarks and outcomes listed in your Outcome and Reporting Chart for this grant period?
 - a. If yes, briefly describe the opportunities or challenges you experienced, how you responded to them, and any changes you anticipate to the project going forward as a result.
3. Have there been any significant changes in your organization since your last grant report?
4. Do you have any feedback for Meyer on our administration of the grant program? Is there anything we could do to better support your work?

Additional questions for final reports only

5. Describe the one most important way that the project contributed toward diversifying the educator workforce in the greater Columbia Gorge area.
6. What is the most important lesson you learned from this project about creating systems- and policy-level impact that might be helpful to other projects, Meyer or the field as a whole?
7. Did Meyer's funding help to leverage additional resources for this project during the grant period and/or to sustain the project in the future? If yes, please list the sources, amounts and uses for these resources.

Required attachments for interim and final reports

- An updated Outcome and Reporting Chart, with information for the relevant grant year. (For instructions on how to fill out the Chart, [click here.](#))
- A completed Demographic Information Survey (complete and submit online at <https://www.surveymonkey.com/r/MeyerGranteeSurvey>)
- An accounting of Meyer grant expenditures to date compared with the approved budget
- A copy of the organization's most recent Statement of Activities (revenue & expenses by category) and Balance Sheet (assets & liabilities); if you recently completed an audit, please include a copy.
- Any materials that were produced with Meyer funds and are included in your grant deliverables

2018 Equitable Education Full Proposal

Columbia Gorge Community College

File Number: 18040128

Submitted 07/12/2018

Page 1

SECTION: Application Primary Contact

Mr. Daniel Spatz, Community Outreach Manager
dspatz@cgcc.edu
(541) 506-6034 x6034

Page 2

SECTION: The Proposal

Question: Support Type

Project Support

Question: Are you applying on behalf of an eligible collaborative?

No

Page 3

No questions on this page.

Page 4

No questions on this page.

Page 5

SECTION: Your Grant Outcomes

Question: *Grant Outcome #1*

List one key outcome that you will achieve by the end of the grant period

Establish teaching as a profession of the future in the Mid-Columbia region, with growing opportunities for a diverse and modern workforce.

List one thing you could track and report on to demonstrate you have achieved that outcome

At least 50 advising / mentoring appointments and requests directly resulting from the Education Program.

Question: *Grant Outcome #2*

List one key outcome that you will achieve by the end of the grant period

Provide an educational pipeline (high school to community college to university) that supports the access, retention and success of a diverse student population seeking to enter the teaching profession.

List one thing you could track and report on to demonstrate you have achieved that outcome

Fifteen (15) students enrolled in the fall, 2020 Education AS cohort with a 75 percent completion rate of first year courses, and 24 students enrolled in the fall, 2021 cohort.

Question: *Grant Outcome #3*

List one key outcome that you will achieve by the end of the grant period

Increased opportunity for and participation of under-served populations, emphasizing people of color, first-generation college students, and individuals living on low incomes.

List one thing you could track and report on to demonstrate you have achieved that outcome

Socio-economic demographics of enrolling Education AS cohorts closely match demographic mix at regional school districts.

SECTION: Your Interim Benchmarks

Question: *Interim Benchmark #1 for Year One*

For two- or three-year grants: List an interim benchmark you will achieve in year one that will demonstrate that you are making progress towards achieving your final grant outcomes

Design, development and approval of programmatic curriculum, including: Dual credit opportunities at Mid-Columbia regional high schools; Education AS at Columbia Gorge Community College; AS2BA at Oregon State University.

List one thing you could track and report on to demonstrate you have achieved that benchmark

Provisional agreement between CGCC and OSU articulating CGCC's Education AS to OSU's AS2BA.

Question: *Interim Benchmark #2 for Year One*

For two- or three-year grants: List an interim benchmark you will achieve in year one that will demonstrate that you are making progress towards achieving your final grant outcomes

Development of support services: Recruitment and marketing plans to attract diverse teacher candidates, mentoring services, academic advising and financial advising, and academic support.

List one thing you could track and report on to demonstrate you have achieved that benchmark

Approved 2019-20 work plans for the inclusion of programmatic support services, including budget allocations and calendar of recruitment events for winter and spring 2020. (Note: CGCC marketing requires program approval by NWCCU, anticipated no earlier than March 2020).

Question: *Interim Benchmark #1 for Year Two*

For two- or three-year grants: List an interim benchmark you will achieve in year two that will demonstrate that you are making progress towards achieving your final grant outcomes

Enrollment in Fall, 2020 cohort of Education AS

List one thing you could track and report on to demonstrate you have achieved that benchmark

Fifteen (15) students enrolled in first cohort (September 2020) with at least eight (8) from priority populations.

Question: *Interim Benchmark #2 for Year Two*

For two- or three-year grants: List an interim benchmark you will achieve in year two that will demonstrate that you are making progress towards achieving your final grant outcomes

Advising, mentoring and academic support services requests from priority populations.

List one thing you could track and report on to demonstrate you have achieved that benchmark

At least 75 requests for advising/mentoring services at high schools and CGCC with at least 50 percent from priority populations.

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SECTION: Diversity, Equity and Inclusion

Question: *Briefly explain how your organization or project will advance DEI during the grant period.*

CGCC, OSU and Columbia Gorge ESD will partner with North Wasco County School District and Hood River County School District to develop coordinated recruitment, marketing and support strategies focused on priority populations. Outreach to the Latinx population, in particular, will occur through the Student Outreach and Recruitment team of CGCC at area churches, through social service and non-profit organizational partners such as The Next Door, Inc., family outreach through OSU Juntos, AVID at Hood River County School District and North Wasco County School District, and through the formal and informal networks represented on the Latinx Advisory Council of Columbia Gorge Community College. Special attention will be given to the Oregon Teacher Scholars Program in keeping with SB 182, which offers scholarships, mentoring and other resources to help culturally diverse candidates enter the teaching workforce. Efforts will be made, when feasible, to schedule classes in the evenings and at off-campus locations to improve accessibility. Selected marketing materials will be published in Spanish. Advising and mentoring appointments will be made with bi-lingual CGCC, Columbia Gorge ESD and OSU staff.

Question: *DEI Change #1*

List one change that will result from your DEI work during the grant period

Inclusion of seamless educational programs that move students from high school through community college and on to university with the necessary supports to encourage participation, retention and completion by the typically under-served populations in our region.

List one thing you could track and report on to demonstrate you have achieved that change

Demographic data of Education AS students at CGCC intending to transfer to OSU and enroll in the AS2BS Education degree.

Question: DEI Change #2

List one change that will result from your DEI work during the grant period

Use of dis-aggregated demographic data related to participation, retention and completion in order to inform academic planning and decision-making.

List one thing you could track and report on to demonstrate you have achieved that change

Consistent inclusion of dis-aggregated student demographic data in planning and decision-making activities.

Question: DEI Change #3

List one change that will result from your DEI work during the grant period

CGCC will expand high school dual credit enrollment of priority populations in classes aligned to the Teacher Program.

List one thing you could track and report on to demonstrate you have achieved that change

High school and CGCC dual credit enrollment and completion by priority population students.

SECTION: Key Personnel

Question: Describe the roles and qualifications of up to three people with primary responsibility for implementing the work. Please note how long each person has been with the organization.

Project lead: Lori Ufford, Chief Academic Officer, Columbia Gorge Community College. Ms. Ufford joined CGCC in 2001 and since that time has also served as Director of Advising and Career Services, Chief Student Services Officer and Interim President. In addition to the experience she has acquired through these positions of responsibility, Ms. Ufford brings relevant earlier perspective to the K-5 teacher education program we propose: Her undergraduate degree focused on elementary education through a preparation track for teachers at California State University Northridge; she later taught full-day kindergarten, developed course plans for students, and was a site coordinator for Mid-Columbia Children's Council, which manages Head Start programs in our region. In that role Ms. Ufford managed instructional and site staff, and created developmentally-appropriate curricula for various learning styles. She earned her MS.Ed. from Portland State University in 2006. As project lead she will have oversight of program/curriculum development, sustainability, internal and external coordination of program development and roll-out.

Dr. Matt Nyman, OSU College of Education, will work with school district, community-based and community college partners in development and implementation of the AS2BA teacher preparation program. He will also work with partners in guiding teacher candidates with an undergraduate degree into the already established and successful hybrid online MAT program. Dr. Nyman has been at the OSU College of Education for six years as a science educator and program lead. Dr. Nyman has over 20 years of experience in higher education teacher preparation including program development and implementation. Starting in 2015 he was a primary driver in development, implementation and now continuation of the College of Education's hybrid online Masters of Arts in Clinically Based Education, which has partnerships with three Oregon school districts.

Susan Lewis, Director of Curriculum & Assessment, Columbia Gorge Community College (2000 to present) – Ms. Lewis leads the Curriculum & Assessment Department at CGCC, providing support to faculty and departments in the development and approval of college courses and certificate/degree programming. Her curricular duties include providing administrative support to the college's Curriculum Committee, shepherding curriculum submissions through official state and accreditation processes, and ensuring compliance with internal and external curriculum policy. In addition, Ms. Lewis oversees academic and institutional assessment and chairs the Institutional Assessment Committee. Her department coordinates course, program and institutional student learning outcomes assessment; and academic program review. She also provides leadership and guidance for multiple institutional assessment processes that track measures determining institutional mission fulfillment. Ms. Lewis will provide support for the development and approval of the new Education AS at CGCC, as well as providing guidance in the development and execution of assessment strategies for monitoring the proposed project's progress and success.

Question: If any new positions will be hired to carry out this project, please describe the roles and qualifications and/or attach draft job descriptions.

OSU will not be adding any additional staff for development and initial implementation of this teacher preparation partnership effort. However, once program enrollment begins, instructional for program courses and supervisory staff for teacher candidates clinical work will need to be hired. CGCC faculty recruited for or assigned to this program will be required to possess a Master's in Education. Additional qualifications may be required.

Question: If this project includes adding a new staff position that will be maintained after the grant period ends, please outline the specific revenue streams you plan to grow during the grant period and your strategies for revenue growth.

New faculty positions related to this program would be sustained by tuition revenue, a program fee and student FTE reimbursement from the State of Oregon as calculated by the funding formula for community colleges.

Question: *If your plans include the use of consultants, please identify if and how they were identified.*

No external consultants will be required for this program.

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SECTION: Proposed Budget

Question: *Briefly describe specifically how Meyer funds would be used.*

Meyer funds will be allocated primarily to hire faculty lead, adjunct faculty and program coordinator to support the Teaching Program at Columbia Gorge Community College. (OSU will provide program support through internal resources.) Other significant proposed expenses are for teacher stipends to support student practicums (allocated to participating faculty at North Wasco County School District and Hood River County School District); instructional coaches for student teachers (allocated to Columbia Gorge ESD); and program advertising and printing. (Note: Budget allocation for teacher stipends may require internal adjustment to budget as presented, but will not affect amount of our request to Meyer Memorial Trust.) Non-personnel expenses requested by CGCC will support other professional services (faculty development), travel, refreshments for outreach meetings with priority populations, technology equipment (laptops for faculty), office supplies and postage.

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SECTION: Project Budget – Lobbying

Question: *Does any portion of your proposal budget include lobbying?*

No

Question: *If yes, then what percentage of the budget includes specific lobbying expenses? If no, then please write N/A.*

N/A

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SECTION: Impact on the Organization

Question: *Organization size, FTE, structure.*

Before

CGCC has 21 full-time faculty and as of 2018. FTE for this period was approximately 840.

After

One full-time and one to two adjunct faculty will be added to the faculty roster. Student FTE is projected to increase by 24 annually.

Question: *Organization's operating expenses.*

Before

CGCC's total actual operating expenses (end of fiscal year 2017-18) were \$9,260,987.

After

This project is anticipated to increase annual operating expenses after conclusion of the grant by \$220,000.

Question: *Organization's ability to generate income.*

Before

CGCC's tuition and FTE reimbursement revenue is predicated upon current program offerings. Actual general fund revenues as of end of fiscal year 2017-18 were \$10,934,795 (including capital carryover).

After

Additional combined revenues of \$241,464 are anticipated in the year following conclusion of the grant and thereafter as long as the program continues. This reflects tuition and FTE reimbursement predicated on student cohort of 24.

SECTION: Future Plans

Question: *If this work will continue after the Meyer grant ends, what strategies do you have in mind to support the work in the future?*

We anticipate continuation of the Teaching Program after conclusion of the grant in order to help our instructional workforce accurately reflect the socio-economic and cultural diversity of our region. This holds true for community college faculty as well as our school districts, which will speak to the need for continuing education as teachers seek post-secondary credentials. The need for an instructional pipeline is further demonstrated by pending retirements at all levels. We expect program tuition, a program fee and FTE reimbursement to cover the annual operating costs of this program.

SECTION: Required:

Question: *Your organization's current board-approved annual operating budget:*

Uploaded File: CGCC_Adopted-Budget-2018-19_Final_Print.pdf 5.4 MB

Question: *Your two most recent year-end financial statements. Please provide audited statements, if available. If you do not have audited financial statements, please explain in the "Comments" text box at the bottom of this screen:*

Uploaded File: CGCC_Financial_Statements_-_June_2016.pdf 39.3 MB

Uploaded File: CGCC_Signed_Final_SINGLE_AUDIT_and_Financial_Statements_2016_-17.pdf 670 KB

Question: *Most recent monthly financial statements (Balance Sheet/Statement of Financial Position and Income Statement/Profit & Loss/Statement of Activities):*

Uploaded File: CGCC_Balance_Sheet_ytd_20180630.pdf 305 KB

SECTION: If Available:

Question: *An executive summary of your organization's current strategic plan:*

You have no input in this area yet.

Question: *An organizational diversity, equity and inclusion plan or statement:*

Uploaded File: CGCC_DEI_status_-_July_2018.docx 12.4 KB

Uploaded File: OSU_Educator_Equity_Plan.pdf 713 KB

SECTION: Optional:

Question: *Up to two other brief supplemental materials, if they are critical to assist our program staff in understanding your request.*

Uploaded File: CGCC_Latinx_Advisory_Council_roster_-_July_2018.docx 16.8 KB

Question: *Comments*

You have no input in this area yet.