

YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

Worksheet: Not for submission - Use web entry form

California Community Colleges
Perkins Title IC

1. Grant Agreement No.: **12-C01-070** Total Grant Award: **\$654,862**
 2. District/College: **YCCD/Modesto Junior College**
 3. Project Director: **Mark Anglin/Melissa Beach** Account #: **13-C01-079**

Reporting Time Frame (Select One)

<input type="checkbox"/> 1st Quarter	(7/1-9/30)	Due 10/25
<input checked="" type="checkbox"/> 2nd Quarter	(7/1-12/31)	Due 1/25
<input type="checkbox"/> 3rd Quarter	(7/1-3/31)	Due 4/25
<input type="checkbox"/> 4th Quarter	(7/1-6/30)	Due 7/25
	Final	Due 8/25

PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS												
4. Object of Expenditure Reporting Categories	Q1 Cert.			2nd Quarter			3rd Quarter			4th Quarter		
	Budget	Expenditure	Balance	Budget	Expenditure	Balance	Budget	Expenditure	Balance	Budget	Expenditure	Balance
5. 1000 Instructional Salaries ¹	66,546	7,746	58,800	70,696	24,943	45,753			0			0
6. 2000 Non-instructional Salaries ¹	292,811	36,119	256,692	289,609	114,277	175,332			0			0
7. 3000 Employee Benefits	96,345	18,072	78,273	95,182	46,066	49,116			0			0
8. 4000 Supplies and Materials	72,631	7,681	64,950	71,021	29,509	41,512			0			0
9. 5000 Other Operating Exp. & Svs.	33,676	1,216	32,460	34,782	5,503	29,279			0			0
10. 6000 Capital Outlay	85,923	0	85,923	86,643	10,832	75,811			0			0
11. 7000 Other Outgo	6,929		6,929	6,929	0	6,929			0			0
12. Total Direct Expenditures ¹	654,861	70,834	584,027	654,862	231,130	423,732	0	0	0	0	0	0
13. Administration-Indirect			0			0			0			0
14. Total Expenditures	654,861	70,834	584,027	654,862	231,130	423,732	0	0	0	0	0	0

¹Administration is limited to 5 percent of the total direct expenditures.

²Not to exceed 4 percent of the total direct expenditures.

15. Progress Report (Check one and complete the reverse side)

Activities are being conducted as planned.

Activities are not being conducted as planned.

16. Expenditures meet guideline* (Check one and complete #20 on the reverse side)

Yes No

Percent of Allocation Expended:	35%
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* Guideline:

1st Quarter at least 20% of total allocation expended,
 2nd Quarter at least 44% of total allocation expended,
 3rd Quarter at least 68% of total allocation expended,
 4th Quarter at least 84% of total allocation expended, 100% obligated

These guidelines are based the standard payment of the allocation under apportionment.

Section I: Summary of Activities Conducted During the 2nd Quarter:

Administration of Justice (2105) Internships were provided to Administration of Justice students working in liaison with the MJC Security Department. Approximately 4-6 students are being trained and utilized as night-time "campus escorts" to promote security on campus at night. Continues to provide access to the software program "Copware" for the students to research current case decisions as they relate to the field of law enforcement. The Administration of Justice Club visited Alcatraz Penitentiary in November as a field trip experience. Completed Transfer Model Curriculum to reflect current expectations from the State of California and streamline transfer to California State Universities.

Ag (0101) Agriculture faculty members were provided the opportunity to attend professional in-service activities by attending the CCC Agriculture collaborative Mid-Winter Institute. Opportunities included but were not limited to industry partner tours, curriculum work, update on new 'Doing What Matters' statewide CTE initiative, etc.

Major improvements were made to the Animal Science program by providing state of the art technology. First, an autoclave was purchased for the Registered Veterinary Technician program. This new high-tech machine will provide students with experiences that are valuable and relevant to the current RVT job market, in addition will prepare our students for specific skills in the area of sanitation and sterilization which is a core component to any veterinary practice. Additionally it will allow the program to maintain the ability to produce graduates with the skills and education necessary to be successful in the job market immediately upon certificate completion. This unit may be used across other Animal Science programs as well. Secondly a portable laptop computer and accessories were purchased for use in RVT program to use in conjunction with the digital x-ray machine purchased last year to allow for better instruction in the field of veterinary x-ray technique. This new technology will give our students the advantage to obtain skills that will make them competitive in today's job market. A Lac-Teck milk dispenser was purchased for the Animal Science program, used specifically in teaching sheep production techniques in saving lambs that have been rejected by their mother. This unit is the latest technology available for this purpose. Finally in the area of Animal Science a Chore Time Model 55 feed deliver system was purchased for use in swine production instruction. As with the items described above this unit will introduce students to the latest in feeding methodologies for swine production.

Business (0501) Student and staff assistants are employed in instructional labs (accounting, office administration, computer science and computer graphics) to increase student success by directly helping each student individually with his or her class work. Software was purchased in Business and Computer Science in order to provide students with the most up-to-date technology in the classroom. The Business department hosted an Advisory Council Meeting to kick off the academic year.

CNA (1230.30) A basic care simulation adult manikin provided the students to practice bathing techniques, using complete bed/bath care, peri-care and perform passive range of motion. With the purchase of comfort grip spoon and fork and the 'reacher', the students can experience assisting a patient who is status post CVA. Additional DVD's were made available for viewing patient care skills. The class graduated a total of 42 students in December. This program is a 1 semester certified nurse assistant class.

Counseling (6310) Three counselors continued to work on an instructional faculty advising model. The model and advising tool-kit were shared with the rest of the counseling faculty for feedback. In the spring there are plans to present this model to lead instructional faculty in each division (5.2). Two counselors developed a brochure for undecided students. The brochure is currently being set up for printing in the spring 2013 semester (8.1). Three counselors are investigating the creation of an online educational planning videos to assist students in setting up their education plans. The plan is to have at least a couple videos completed by the end of the spring 2013 semester. These videos will be an option that enhances all guidance educational planning courses including GUIDE 110 and 111 (1.1, 8.1, 10.9.1). The Perfect Interview software that was purchased last year continues to be utilized in the Career Development & Transfer Center (8.2). In collaboration with the Business, Behavioral and Social Sciences Division, an Office Administration student worker was hired in the fall semester. The student has been assigned projects that have developed advanced skills in utilizing Microsoft Excel (4.1, 10.2.2, 10.3.1). All counselors attended a tour of Glacier Hall to learn about the newest offerings in the MJC nursing program and to learn about program updates (10.20.1). This division continues to provide comprehensive guidance counseling (8.1), offer career assessments and inventories (8.1, 10.7.1), and provides job placement opportunities (8.1, 10.3.1, 10.16.1)

DSPS (6420) The Alternative Media Center (AMC) has continued to be a big focus for the second quarter of 2012-2013. Program staff developed contracts with Learning Alley, a non-profit organization that works directly with publishers and colleges to deliver books in alternative media format. Learning Alley has served as a ebook library. Books that are not found within Learning Alley, or the department's own ebook library are manually formatted to serve CTE students w/disabilities. Students have overwhelmingly positively expressed satisfaction over this new process and the attention to detail in the service that they have been receiving. Staff will survey student satisfaction to formally collect quantifiable data. The department focused on the AMC and has improved the processing of student requests since the last reported period. Students receive a 2-week turn-around commitment in receiving their book requests. Overall most students have received their request within one week or less.

Early College (6010) The Early College program and office serves as the liaison to K-12 school districts in many areas, including articulation with high schools, collaboration with college-going programs administered through the Stanislaus County Office of Education, and oversight of the college portion of the Passport to College scholarship program for students who were fifth graders in Years 07-08, 08-09, and 09-10. The Director of Early College also directs the CTE Transitions project that includes working with local employers and agencies to create an internship program, and assisting charter and other high schools to enroll students in college coursework. Without Early College support staff, the Director is responsible for maintaining these K-12 relations. Activities conducted during the 2nd Quarter of 2012 include:

- Membership on the YROP Board of Management;
- Participation in Regional advisory meetings for the following industry sectors: Regional Transportation, Culinary and Hospitality (at new Stanislaus County Institute in Oakdale), Building Trades, Child Development,
- Attendance at Educational stakeholders' meeting with United Way to plan focus of educational projects in the community;
- Attendance at High School Counselor's breakfast meeting at MJC;
- Participation in AG articulation workshop in December
- Serving as member of Valley Charter High School Board of Trustees.
- Working with high school teachers to create new or renewal articulation agreements;
- Participation in CTE Deans' meetings to plan spring advisory meeting;
- Meetings with Stanislaus Partners in Education and MJC cross-department group to explore internship opportunities for MJC students;
- Collaboration with MJC Pre-college and TRIO programs to involve Passport to College students in existing outreach programs.
- Participation in webinar on Student Success Act of 2013 that will impact matriculation services for entering and continuing students at MJC.

Fire Science (2133) EMS (1250) The Regional Fire Training Center held their Fall 2012 Fire Academy Program graduation to celebrate students successfully completing program in December 2012. Dean Mendez and Director Sola met with members of the EMS and Paramedic community to begin the evaluation and planning of a new fee based Paramedics Program with Community Education. Dean Mendez and Director Sola attended the

local RFTC Joint Partnership Advisory meeting for local Fire Authorities to present and gain feedback on the 1 year JPA Agreement extension and receive guidance on the development of a new 5 year agreement. Local Fire Authorities help support an estimate 10% of the RFTC operational costs annually under this fiscal and use agreement.

Faculty and staff have planned, recruited and began a new cohort for the Spring 2013 Fire Academy program. The demand for students from this program places both physical and academic requirements to achieve program and course learning outcome targets. Instructors meet weekly to review students in program and their progress as well as intervention strategies to improve student success.

Director Sola, on behalf of the MJC Regional Fire Authority, submitted a bid for a newer engine to the Salida Fire Authority. The purchase was made possible via CTE Perkins approved project funding approved in Fall 2012 campus planning meeting. The newer engine replaces a 1978 fire engine.

Library (6110) Provide library support, with one computer lab staff member, one computer lab short-term contract staff member (covering for staff member who is on extended sick leave), and one computer lab student assistant They are stationed in our computer lab where students do vocational research and type papers. Purchased various vocational eBooks – subjects include: medicine, drug and alcohol addictions, children’s health, hate crimes, psychology at work, industries, etc.) and vocational paper periodical subscriptions – Livestock, etc.

Medical Assisting

The program has used \$8,220.00 and this has allowed for the Medical Assisting clinical coordinator to arrange for 5 new clinical sites for students to do practicum portion of the program. She is in charge of making arrangements for students to participate in their clinical rotations, and communicate and provide facilities with required documentations. These new clinical sites will allow for more clinical opportunities as well as employment. Students will be taking the skills acquired in the first semester and transferring the entry level competencies to direct patient care.

RN (1230.10)RE: Underrepresented population, use of technology and student success: We continue to use of CTE monies to support the non-instructional hourly wages of the instructional support technicians (IST) to aid in the classroom and human patient simulation lab (HPSL). CTE money also paid for instructional supplies from market lab, laundry services for the skills lab via Del Rio Cleaners and pagers from American Messaging Company for use in the clinical facilities. In the second quarter, the cumulative total spent on IST’s plus benefits was \$16,302.00. These activities continue to assist students in skill acquisition, enable timely communication, encourage use of critical thinking and enable continuous quality in distance learning.

Respiratory Care. The Respiratory Care program used CTE funds to purchase a variety of single-patient use equipment for the students to practice with on each other in lab. The equipment varied from simple examination gloves to Arterial Blood Gas kits and pulmonary function testing mouthpieces, to name some. New DVDs on difficult medical concepts, procedures and diseases were purchased to improve student learning. The RC program also purchased self-assessment examinations from the National Board for Respiratory Care for the students to use in the computer lab. Improvement in success on practice exams has already been shown, as well as feedback from clinical sites which stated “this class was the most prepared that they could remember”. Graduates are currently taking boards and so far MJC RC graduates of 2012 have shown 100% success.

Electronics Tech (0934) The new Spring 2013 ACT Program Cohort student applicants were recruited, interviewed and accepted into two primary educational pathways supported by the Electronics Technology faculty. These pathways included Energy & Solar, Advance Manufacturing, and Computer Hardware & Systems.

Instructors: Jim Howen, Adrian DeAngelis, Michael Ryun, Marty Mckinsey and Timothy Vaughan and Dean Pedro Mendez met to discuss instructional program facility moves from the Electronics Building on East Campus to the Sierra Hall Building on West Campus. Professors met with Technology Services and Buildings & Grounds in addressing networking, electrical power, instructional media and computer and software setups. The result is the Industrial Electrical and Electronics Classes (ELTEC) are now taught in newer facilities at the Sierra Hall Building on West Campus while the Computer Electronics & Hardware classes have remained on the East Campus in the Electronics Building alongside Computer Science teaching areas.

Procurement of PLC design in build has begun. The project continues to be developed in the anticipated project time which is completion by Spring 2013. The current project will enhance the automation experience for student with rich input and output based technology found in processing and manufacturing facilities throughout the San Joaquin Valley.

Professor Jim Howen has been designated primary liaison for the Ceres High School Advance Manufacturing Program. As a result, Professor Howen will conduct active meeting with Chris Van Meter (Ceres) in review of the dual enrollment program elements and student outreach.

Auto Tech (0948) The Automotive Technology and Auto Body Collision Repair Program officially transferred Advisory efforts to the YROP Transportation Technology Department unifying local high school CTE programs and industry to a single local regional planning group. Meeting was held in October 2012 at the West Campus.

The Automotive Technology committed to sponsoring the Automotive Occupational Olympics Competition this Spring 2013. Instructors are engaged in submitting competition plans to the YROP Occupational Olympics Committee and is participating in planning meetings.

Professor Deven Chew & Gerald Wray have worked with Workforce Development staff Marla Uliana and Marissa Cahn in interviewing and selecting students and procuring resources required for the Electrical Vehicle Project Build for Spring 2013. This project will entail the conversion of a Go-Kart into Electrical Power.

The Automotive Technology Program return to offering SMOG based course work in the credit program and have begun to explore partnerships with Community Education to bring SMOG Update Classes, Motorcycle Repair Training to MJC.

Auto Body Collision (0949) The Automotive Technology and Auto Body Collision Repair Program officially transferred Advisory efforts to the YROP Transportation Technology Department unifying local high school CTE programs and industry to a single local regional planning group. Meeting was held in October 2012 at the West Campus.

AUBDY Professor Jeff Beebe continues to foster industry relationships with employers such TESLA Motors and Burnside Body Shop for the development of internship and job placement sites for students. Professor Jeff Beebe continues working closely to support the MTS Program on campus by supporting workshops to students at Elliott Continue Education Center. Articulation Agreement: Professor Jeff Beebe, Adjunct Instructor Deven Chew and Turlock High School Instructor Dean Massey met and review curriculum for course articulation between the MJC Auto Body Program and the Turlock High School Automotive and Auto Body course work.

Machine Tool Tech & Welding (0956) Faculty continues to participate in 2012-13 ACT Program Cohort student applicants to assist with the review and recommendations of students interested in the ACT Welding Pathway and the ACT Advance Manufacturing Pathway. Professor Sonny Gumm

continues to offer a Modesto City Schools ROP Welding Transition Program on Site at the West Campus on Wednesday for high school students interested in vocational based course work. Both the Machine Tool Technology and Welding faculty have committed to sponsoring the Occupational Olympics Competitions this Spring 2013. Instructors are engaged in submitting competition plans to the YROP Occupational Olympics Committee and is participating in planning meetings.