

November 21, 2011



SODA FOUNDATION

Mr. Jason Cox
President
Los Medanos College Foundation
2700 East Leland Road
Pittsburg, CA 94565

Dear Mr. Cox:

We are pleased to advise you that Los Medanos College Foundation has been awarded a grant in the amount of \$200,000. The terms and conditions of this grant are as follows:

1. This grant of \$200,000 is for the Career Technical Education (CTE) Student Success Initiative for the grant period November 1, 2011 through December 31, 2013.
2. Please pay particular attention to the Reports to the Foundation (Section C) of the enclosed Grants Conditions, where we detail expected performance indicators and reporting requirements.
3. This is an outright and one time grant. Our check for \$200,000 will be sent upon receipt of the signed award letter and the executed Grant Conditions, which are sent to all Y & H Soda Foundation grantees advising them of their reporting and accounting responsibilities. Together they serve as a contract between Los Medanos College Foundation and the Y & H Soda Foundation.

If you have any questions about this grant award, please contact Kappy Dye, CFO/Grants Manager.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Robert Uyeki'.

Robert Uyeki
Executive Director

A handwritten signature in cursive script, appearing to read 'Jason Cox'.

Jason Cox, President
Los Medanos College Foundation

Date: 12-2-11

A handwritten signature in cursive script, appearing to read 'Richard Livingston'.

Richard Livingston, Interim President
Los Medanos College

Date: 12/2/11

Enclosed: Grant Conditions

1635 SCHOOL STREET MORAGA, CALIFORNIA 94556
925-631-1133 FAX: 925-631-0248

Y AND H SODA FOUNDATION GRANT CONDITIONS

The following conditions required by the Y and H Soda Foundation ("Foundation") are incorporated into the attached Grant Notification and Agreement ("Notification") and form a part thereof:

A. Limitations on Use; Agreements and Warranties of Grantee

The Grantee represents, warrants and agrees as follows:

1. The Grant funds shall be expended only for the purposes stated in the Notification and in accordance with the Budget attached thereto, and no change, modification, adjustment or amendment will be made except with the advance written consent of the Foundation.
2. Expenses incurred by the Grantee prior to the date of the Notification shall not be charged against the Grant except with the written consent of the Foundation.
3. The Grantee warrants and represents that on the date of the Notification the Grantee is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code Sections 501(c)(3) and 509(a)(1) or (2) and has no reason to believe that it will or should cease to be recognized as such by the Internal Revenue Service. While the Grant remains unexpended, there shall be no substantial and material changes in the nature of the Grantee's sources of support (other than changes arising from the Grant or other unusual grants) which could adversely affect such recognition.
4. The Budget submitted by the Grantee reflecting the use of the Grant and the timing of all expenditures is true, correct and complete.
5. The Grantee shall not expend any funds from the Grant (1) to carry on propaganda, or otherwise attempt, to influence legislation, within the meaning of Internal Revenue Code Section 4945(d) or (e), or regulations promulgated thereunder, (2) except as provided in Internal Revenue Code Section 4945(f), to influence the outcome of any specific election, or to carry on, directly or indirectly, any voter registration drive within the meaning of Internal Revenue Code Section 4945(d) and regulations promulgated thereunder, or (3) for any purpose other than one specified in Internal Revenue Code Section 170(c) (2) (B).
6. The Grantee shall be responsible for the expenditure of the Grant in accordance with the terms of the Notification and these General Conditions and shall maintain adequate records in accordance with generally accepted accounting principles (GAAP).
7. Except as permitted in writing by the Foundation, no part of the Grant funds will be paid by the Grantee to organizations or consultants engaged in fund raising or public relations for services rendered to obtain this Grant.

B. Return of Unexpended Grant Funds

The Grantee shall return to the Foundation any unexpended Grant funds if:

1. The Foundation determines in its absolute discretion that the Grantee has not performed its obligations with respect to the Grant or any warranty or representation of the Grantee made herein or if the Grantee's application is incorrect in any material respect.

2. The Grantee ceases to be an organization described in Internal Revenue Code Sections 501(c)(3) and 509(a) (1) or (2).
3. The purpose for which the Grant has been made cannot, in the opinion of the Foundation, be accomplished due to changed circumstances or other reasons.
4. The Grantee has not spent all funds in accordance with the terms of the Budget within ninety (90) days after the time or times specified in the Budget unless the Grantee receives written approval from the Foundation to delay the expenditure.

C. Reports to the Foundation

The Grantee shall submit information demonstrating to the Foundation that the grant funds have been expended as indicated in the grant proposal. Please report on the following goals as part of your grant reporting:

- Student Success Center: Report back on launch of newly integrated Student Success Center with specific information on number of staff trained; number unduplicated students served; and general summary of Center's accomplishments and challenges.
- CTE Career Gateway: Report back on launch of new CTE Gateway Orientation Sessions including number of orientations offered per semester, number of students completing each orientation and follow-up data on individual student outcomes. Goal is that a minimum of 200 students will be served over the two-year grant period.
- CTE Counseling Courses: Report back on launch of new CTE industry-specific Counseling Courses with detailed information about course enrollment. Goal is that a minimum of 325 students will be served over the two-year grant period.
- Professional Development: Report back on professional development activities including number and type of trainings offered to key staff; number of staff that engage in professional development activities and general feedback on trainings.
- Student Tracking Systems: Report back on work of the CTE Evaluation Team including description and use of baseline data and major data points for measuring student success. Provide CTE certificate and degree completion rates for next five years (2011/12 baseline data, 2012/13, 2013/14, 2014/15) with breakout by CTE certificate and/or credential. Data should be broken out between students who are utilizing the LMC CTE CSSI services and those who are not using CSSI services so that we can determine whether CSSI strategies are improving student outcomes.

<u>Type of Report</u>	<u>Due Date</u>	<u>Reporting Period</u>
Initial Report	September 1, 2012	January 1, 2012 through June 30, 2012
2012-2013 Report	September 1, 2013	July 1, 2012 through June 30, 2013
2013-2014 Report	September 1, 2014	July 1, 2013 through June 30, 2014
2014-2015 Report	September 1, 2015	July 1, 2014 through June 30, 2015

D. Monitoring and Evaluation

In order to assess the effectiveness of the Foundation's grants, the Foundation may monitor or conduct an evaluation of the project or program funded by this Grant which may include visits by representatives of the Foundation to observe the Grantee's operating procedures with respect to this project or program and to discuss the project or program with the Grantee's personnel.

E. Public Announcements

The Grantee shall review all proposed announcements regarding this Grant with a representative of the Foundation prior to publication and all such proposed announcements shall be sent to the Foundation for such review. The Grantee shall also provide information regarding means of dissemination.

F. Limit of Commitment

This Grant has been authorized by the Directors of the Foundation and is accepted by the Grantee with the understanding that the Foundation has no obligation to provide additional funds or other support to the Grantee for the purpose stated above or any other purpose or project of the Grantee.

G. Interpretation of Agreement

These Grant Conditions, together with the Notification, Budget and grant application, constitute the entire agreement of the Foundation and the Grantee with respect to the subject matter herein and therein contained and shall be interpreted under the laws of the State of California.

H. Certificate of Grantee

Los Medanos College Foundation hereby certifies to the Y & H Soda Foundation that Grantee on the date hereof is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code Section 501(c)(3) and 509(a)(1) or (2) and the undersigned has no reason to believe that Grantee will or should cease to be so recognized by the Internal Revenue Service. In particular, Grantee has received no notice from the Internal Revenue Service to the effect that such recognition is under review or investigation or might be terminated.

Y & H SODA FOUNDATION

Dated: _____

By: _____
Robert Uyeki, Executive Director

LOS MEDANOS COLLEGE FOUNDATION

Dated: 12-2-11

By: _____
Jason Cox, President
Los Medanos College Foundation

Dated: 12/2/11

By: _____
Richard Livingston, Interim President
Los Medanos College Foundation

Los Medanos College CTE SSI Implementation Plan

CSSI Goal: The goal of the CTE Student Success Initiative (CSSI) is to build gateway experiences and other innovative strategies to increase retention, persistence, success, and higher rates of certificate and degree completion and to support job placement among low-income and non-traditional students enrolled in CTE programs at LMC.

CTE Career Gateway

1. LMC CTE faculty, counselors and key staff of the Career Center and other related programs will design a 9-hour, new student orientation for all potential students regardless of age or previous college experience and specifically for displaced workers, underemployed workers or those adults that are looking for re-training or more education. Participants of this free program will get an overview of college programs, career planning advice, assistance with the application and registration process and will learn about financial resources available to all students. Key elements may include:
 - Delivered as non-credit by faculty and staff
 - Nine hours total delivered in three consecutive 3-hour sessions
 - Orientation includes preparation for assessment
 - Assessment, campus tour and counseling appointments follow orientation

Student Success Center

2. Integrate career development in the classroom with curriculum and activities.
3. Research, purchase and incorporate career software into Career Center website.
4. Create “pathways” from Outreach to Employment for CTE majors.
5. Implement comprehensive student *success, retention & outcomes* management system while maintaining communications with CCC, DVC and DO regarding progress.

CTE Counseling Courses

6. CTE faculty will partner with academic counselors within a CTE Counseling Team to design CTE career exploration and college success courses for 1) Industrial Technology (ETEC and PTEC), 2) Vocational Technology (Auto, Appliance Repair, HVAC, Welding), 3) Health Care (RN and VN), 4) Public Safety (Police/Fire/EMS), 5) Business/Computer Technology, 6) Child Development, 7) Arts (Journalism, Graphic Design and Recording Arts).

Professional Development

7. Career coaching theory and practice for CTE faculty and student services staff.
8. Structure and function of the external workforce system for all employees.
9. Orientation training for faculty and staff on resources in the Student Success Center.
10. Orientation for external workforce system on resources of the Student Success Center.