

## Feasibility of Implementing Puente Program

In Spring of 2025, the College Council of Miramar College formed a workgroup to explore the feasibility of implementing the Puente Program on campus. This workgroup comprised of students, classified professionals, faculty and administrators met on multiple occasions to collect and review informational materials directly related to the Puente Program. This report provides a high-level overview of the program components and the potential staffing, facility and fiscal impacts of implementing the Puente Program at Miramar College.

### Overview

The Puente Project is a national award-winning program that for over 40 years has improved the college-going rate of tens of thousands of California's educationally disadvantaged students. Puente is open to all students and is designed to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and contribute to the community. Puente trains instructors and counselors to implement a program consisting of **instruction, counseling support, mentoring, and professional development.**

### Program Description

The Puente Program is a year-long, cohort-based student support program that pairs transfer-level English courses with Personal Growth courses in a two-semester sequence for approximately 25 students annually. More recently the Puente Program has expanded into offering Math courses paired with Personal Growth courses. The Puente Program components consist of the following:

- **English Component:** students enroll in a year-long transfer-level English course sequence (composition in the Fall, followed by critical thinking or literature in the Spring)
- **Counseling Component:** students receive educational planning, career development, and personal growth courses from a counselor specifically assigned to the Puente program.
- **Mentorship Component:** Puente students are provided with a structured mentoring program in which they are matched with a trained professional mentor identified from the campus staff members and/or the neighboring community. This component may also include Peer-to-Peer mentoring.
- **Professional Development Component:** Puente provides extensive initial and ongoing training to faculty and staff who have been selected to implement the Puente program on their campus.

A full description of the Puente Program and related implementing guidelines can be found here:

[Puente Community College Guidelines](#)

### Staffing Impact

Administrator (5% of Dean)

- Provides general project oversight, including staffing assignments, budget management, annual reporting, and other related duties.

Program Co-Coordinators (5% - 10% of Puente Instructor and Puente Counselor)

- Provide day to day logistical support, including student recruitment, scheduling and delivery of program services/activities, gathering data for reporting purposes, and other related duties.

English Instructor (20% of FT Instructor)

- Teaches Puente English course each semester, serves as a mentor/advisor to Puente students, and supports the overall implementation of program services and activities. The English instructor will also serve as a Co-Coordinator of the program.

Counselor (50% of FT Counselor)

- Assigned to provide academic, personal, career, and transfer counseling support to a cohort of approximately 25 Puente students. The counselor will also teach 1 Personal Growth course each semester, support the overall implementation of the program services and activities, and serves as a Co-Coordinator of the program.

Classified Professional (25% of FT position or NANCE @ 10 hours per week)

- Provides day to day support to program staff and students, including program logistics, data gathering, preparing and processing staffing and budgetary paperwork, and other related duties.

Mentors (volunteer positions)

- Comprised of community-based professionals who will be trained to provide guidance and support to Puente students. Mentors may include campus faculty, classified professionals, and administrators as appropriate. (May also include students if implementing a peer-to-peer component.)

## **Facilities Impact**

There are no specific recommendations regarding dedicated space for the Puente Program; however, it is likely that the Puente students may benefit from a clearly identified location for one-on-one meetings with Puente staff members, informational workshops, and community building. If space is available, some possible locations that might be ideal for a Puente Program are the K-1 building, the new Kaleidoscope offices (I building), or the Library building. Space needs may include the following:

- Private Office: To be shared by Instructor/Counselor
- Cubicle Workstation: for Classified Professional and/or student workers
- Group gathering/study space: for workshops and community building

## **Fiscal Impact**

The Puente Program is funded by the UC Office of the President and the California Community Colleges. Funds for Community Colleges are allocated through the annual CA State Budget process. For fiscal year 2025 – 2026, the State has allocated \$13.33 million to the Puente Program. In fiscal year 2024 – 2025, this same amount was allocated as a 60/40 split between the participating colleges and the Puente Project Organization. Thus, \$7.9 million was distributed between 78 participating colleges, each receiving funding between \$75,000 to \$170,000.

In considering the fiscal impact of the Puente Program, there will likely be three types of funding streams that support the implementation of the Program: In-Kind Support; Puente Categorical Funds (State grant); and General College Funds. When taking into consideration program supervision, staffing, operating costs, and mentor stipends; the overall fiscal impact is approximately \$220,000 annually. However, if you exclude In-Kind support (approximately \$114,000) and Puente Categorical funds (approximately \$75,000), the annual cost to the College in real dollars (General College Funds) would be approximately \$31,000. *Please see attached **Puente Expenditure Guidelines** for more details on allowable/unallowable expenditures.*

### **Projected Expenses**

Administrator/Coordinator Costs: approximately \$25,000

- Includes Dean and Co-Coordination costs

Instructor/Counselor Costs: approximately \$110,000

- Includes release time for instructor and counselor.

Classified Professional Costs: approximately \$4,000

- Includes 25% release time for Classified Professional or 10 hours per week for NANCE

Annual Operating Costs: approximately \$65,500

- Includes books, trips to universities, field trips, mentoring, cultural activities, etc.

Mentor Stipends: \$12,500

- Provides an honorarium for volunteer mentors

Professional Development Costs: Paid by Puente Program

- Includes week-long residential Puente Summer Institute and on-going required trainings

*Please see attached budget document for more details on **Projected Expenses**.*

### **Projected Funding Sources**

State Grant Allocation: \$75,000 (potential first year funding)

College Allocation: \$10,000 (recommended by Puente)

### **Process to Become a Puente College**

- **Exploration and Information:** a campus-wide exploration discussing the philosophy, mission, and process of the program. (Currently Underway)
- **Puente Presentation to Key Administrators:** a formal presentation of the program from the Statewide Office.

- **Recommended Activities Prior to submitting letter of intent and application:** Puente recommends visiting other Puente programs, designating staff, and identifying funds.
- **Letter of Intent and Application:** College President submits letter of intent and application, including recommended program staff and their resumes.
- **Confirmation of Attendance at Puente Summer Institute (PSI):** Training Coordinator will confirm that the new site team will be attending summer PSI.
- **Letter to new team members regarding PSI:** Puente Office will contact the new site team with details of PSI.
- **Agreement:** The Statewide Office will prepare agreement for signature by the President. The College becomes a site once this agreement is fully executed.

## **Concluding Recommendation**

With this document, the Workgroup has completed its review of the potential impacts of implementing a Puente Program at Miramar College. The next steps will be for College Council to review and discuss the information provided in this document, including constituent group leaders taking some time to inform and seek input from the broader campus as a whole. It will be especially important to seek input from the departments most directly impacted by the Puente Program – general counseling and English.

Assuming campus-wide support and with the President’s approval, the next step would be for the College to make official contact with the Puente Statewide Office to request a formal presentation of the Program. The Workgroup recommends that this step take place no later than the month of October 2025 in order to ensure that the remaining steps (outlined in the section above) will be completed in time for future program staff to participate in the Puente training to be held in the summer of 2026.

## **Report Prepared by Puente Feasibility Workgroup:**

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Object	Item Description	In-Kind Support	Requested Puente Funding	Requested College Funding	Total Fiscal Impact
<b>1000</b>	<b>Academic Personnel</b>				
	Administrator (Dean @ 5%)	10,482	0	0	10,482
	Program Co-Coordinator (2 positions @ 5% Release time each)	11,886	0	0	11,886
	Professor of English (Instructional Faculty @ 20% release time)	30,048	0	0	30,048
	Counselor (Counseling Faculty @ 30% release time)	26,243	0	0	26,243
	Counselor - PERG Course (Counseling Faculty Overload @ 54 hours x \$80/hr)	0	0	4,320	4,320
	Adjunct Faculty - classroom backfill (@ 54 hours x \$100/hr)	5,400	0	0	5,400
	Adjunct Faculty - non-classroom backfill (@30% 9 hrs x 18 wks x \$80/hr)	0	0	12,960	12,960
<b>2000</b>	<b>Classified Professional Personnel</b>				
	Classified Professional (NANCE @ 17 wk x \$20 x 10 hrs/wk)	0	0	3,400	3,400
	Peer Mentors	0	5,000	0	5,000
<b>3000</b>	<b>Benefits</b>				
	Administrator (@ 36%)	3,563	0	0	3,563
	Classroom Faculty (@ 23%)	13,183	0	0	13,183
	Non-Classroom Faculty (@ 23%)	13,373	0	0	13,373
	Adjunct Faculty (@ 23%)	0	0	5,216	5,216
	Classified Professional - NANCE (@ 11%)	0	0	374	374
<b>4000</b>	<b>Supplies</b>				
	Office Supplies	0	5,000	0	5,000
	Academic Field Trips/Conferences	0	10,000	0	10,000
	Books (for Puente Curriculum)	0	6,000	0	6,000
	Basic Needs Support (Food, Drinks, Snacks, etc.)	0	10,000	0	10,000
	Promotional/Recruitment Material	0	2,000	0	2,000
	T-shirts/Graduation Stoles	0	2,000	0	2,000
	Puente Club Support	0	5,000	0	5,000
<b>5000</b>	<b>Contracts</b>				
	Mentor Honorariums (25 mentors @ \$500 each)	0	12,500	0	12,500
	Food at special events	0	5,000	0	5,000
	Staff Travel - PD Events	0	0	5,000	5,000
	Student Community Building events	0	5,000	0	5,000
<b>6000</b>	<b>Equipment</b>				
	Office Computer	0	2,500	0	2,500
	Student Use Computers	0	5,000	0	5,000
	<b>Totals</b>	<b>114,178</b>	<b>75,000</b>	<b>31,270</b>	<b>220,448</b>



**These guidelines are no longer valid: Applicable from August 28, 2024-April 2025**

### Puente Expenditure Guidelines

Please note that you must also adhere to your college/district spending processes.

We encourage Coordinators to collaborate with the campus administrator who has a fiduciary responsibility for program administration.

Implementation Funds are to be used for Puente student enrichment programs and activities such as field trips, college visits, and costs associated with programmatic events such as Noche de Familia and the Transfer Motivational Conference. Approved associated costs also include Puente-branded materials and items for promotional purposes. Implementation Funds may not be used for program coordinators' salaries.

Refer to award letter to determine funding type. Glossary of funding type is on sheet 5.

**These guidelines were applicable from August 28, 2024- April 2025**

Category	Goods and services	Approval	Limitations
Academic Field Trips	Student Conferences, cultural events, museums visits <b>that are tied to curriculum.</b>	Allowed	
Basic Needs (refer to guidelines)	Snacks	Allowed	
Compensation	Unclassified temporary staff such as a non-student instructional assistant	Allowed	Up to \$15,000 per year per student, but cannot include benefits
Compensation	Compensation for student support staff: peer mentors, tutors, program support.	Allowed	Up to \$15,000 per year per student, but cannot include benefits
Learning Materials	Books, e-readers, book rentals, and book access codes <b>that are tied to curriculum</b>	Allowed	
Learning Materials	Calculators, technology tools (i.e laptops, tablets, iPads), educational supplies	Allowed	Tools are for lending purposes.
Learning Materials	Career Development assessments such as Strengths Finder <b>that are tied to curriculum</b>	Allowed	No more than \$5,000; can make special request if needed
Learning Materials	Office Supplies including supplies for classroom, Puente space, and events	Allowed	
Phase 3 Engagement	Puente Club	Allowed	No more than \$5,000 annually to support transfer-related activities) Note: the \$5,000
Phase 3 Engagement	Special phase 3 events--talks, college tours, transfer-prep campus events	Allowed	
Puente Promotional Materials	Branded t-shirts/apparel	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Puente Promotional Materials	Hardcopy flyers/postcards (Non-glossy or plastic finished)	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Puente Promotional Materials	Notebooks	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Puente Promotional Materials	Puente graduation stoles	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Puente Promotional Materials	Refillable water bottles	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Puente Promotional Materials	Stationery	Allowed	For Program Participants - limited to \$15,000 total annual expenditures; required use of
Special Events	Event space rental, keynote speakers, live music for events like End of the Year Celebration	Allowed	Limited to \$5,000 per speaker event



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Category	Goods and services	Approval	Limitations
Special Events	Family events/conferences including materials for events	Allowed	Balloons are not allowed.
Special Events	Food/Meals for on and off campus events	Allowed	
Special Events	<b>In state</b> conferences for <b>students</b> -- registration fees, travel, lodging	Allowed	chaperones travel expenses may be included
Special Events	Media--videography fees, website development, photos, graphic design	Allowed	
Special Events	Networking events; Ex: STEM event with local company	Allowed	
Special Events	Recruitment Events--conferences for local HS, continuation school, adult school students	Allowed	
Special Events	Team building activities tied to objective such as kayaking, ropes course, etc. <i>that is tied to curriculum</i>	Allowed	Limited to \$5,000 total annual expenditures <i>per year</i>
Special Events	Marketing, communication	Allowed	
Support for Transfer to 4-Year Un	College application	Allowed	If student is not eligible for fee waiver, providing your campus has a process for disbursing these funds
Support for Transfer to 4-Year Un	Consultant or speaker for Puente programming on a one-time contract basis	Allowed	Limited to \$5,000
Support for Transfer to 4-Year Un	In-state campus tours and related expenditures such as transportation, flights, food, hotels, snacks	Allowed	
Support for Transfer to 4-Year Un	Other costs associated with transfer, such as travel arrangement fees charged by a travel agency	Allowed	Limited to \$5,000
Learning Materials	Campus Bookstore vouchers	Not allowed	Not allowed for individual students.
Financial Aid	Grocery Cards	Not allowed	Not allowed for individual students.
Financial Aid	Meal vouchers from vendor for students	Not allowed	Not allowed for individual students.
Basic Needs (refer to guidelines	Public Transportation (transit cards/vouchers for bus, metro, car share services)	Not allowed	Not allowed for individual students.



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Category	Goods and services	Approval	Limitations
Puente Centers--on campus Pue	Construction, remodeling, or lease of facilities, purchase of equipment, or for programs and activities not eligible for state apportionment.	Not allowed	
Restrictions	Adjunct/Co-Coordinator/Counseling faculty salaries and benefits	Not allowed	
Restrictions	alcoholic beverages	Not allowed	
Restrictions	Classified staff to provide required clerical support or any other service/support	Not allowed	
Restrictions	Co-Coordinator's Professional Development conference fees, lodging, travel (ie. Puente spring conference, PSI, planning retreat facilitators, Puente Equity	Not allowed	
Restrictions	Fund on or off-campus political activities - such as local, state, or national political campaigns, candidates, or ballot initiatives.	Not allowed	
Financial Aid	Gas cards	Not allowed	
Restrictions	Graduate student interns	Not allowed	
Restrictions	Insurance premiums for events/program	Not allowed	
Restrictions	Mentor Professional Development	Not allowed	
Restrictions	Non-Puente events, activities, projects, materials	Not allowed	
Restrictions	Out of state travel for students or faculty coordinators	Not allowed	
Restrictions	single-use styrofoam and polystyrene products	Not allowed	
Restrictions	Student scholarships and cash equivalents (such as fellowships)	Not allowed	
Restrictions	Balloons	Not allowed	
Restrictions	Field trips to non-educational activities or amusement parks such as the zoo, Disneyland, Universal Studio, Six Flags, professional sports team games, circus, etc.	Not allowed	