



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

James C. Williamson, Ph. D.

President

March 30, 2017

MEMORANDUM

TO: Prison Education Program: Point of Contact – Local College

FROM: Nate Humphrey, Director
Workforce Continuing Education – Training & Standards

RE: Prison Education Program (PEP) Joint Annual Plan - FY 2017-2018

PEP Memorandum #13

RESPONSE DEADLINE: April 28, 2017

The Prison Education Program (PEP) joint annual plan provides the tool for colleges and prisons to collaboratively assess the needs for community college programs delivered at the prison facilities in the upcoming fiscal year. This includes physical and instructional resources necessary as well as associated tuition, registration, and testing fees.

Please submit the attached Joint Annual Planning document for all College and Career Readiness, Workforce Continuing Education, and Curriculum courses planned for fiscal year 2017-2018 by **April 28, 2017**.

The purpose of joint annual planning is to develop a proposed schedule of community college courses for each facility and to calculate the Prison Education Program (PEP) funding necessary to support those courses in Fiscal Year 2017-2018. The intent of these planning discussions goes beyond the calculation of funding support needed from North Carolina Department of Public Safety (NCDPS) budget allocations to cover student registration and testing fees. The process also involves colleges working with local prison staff to appropriately plan all necessary instructional resources to effectively execute programs requested by NCDPS. Prior to completing this document, college and local prison staff should meet to discuss the purpose and content of this planning document.

This joint plan should be signed by the college president, prison superintendent, and local PEP points of contact. We ask that the community college point of contact (designated by the college on the attached form) be responsible for ensuring that a signed hard copy and an electronic copy are submitted by **April 28, 2017**

PEP Memo #13
March 30, 2017

PEP documents should be submitted to:

Temeka Hester
Research and Information Manager
Workforce Continuing Education
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
email - hestert@nccommunitycolleges.edu

For additional information, please contact any of the following members of the PEP state-level coordinating team:

Dr. Rick Smith, Director of Educational Services, Division of Adult Corrections
984-255-6162 or Rickey.Smith@ncdps.gov

Sophia Feaster, Education Specialist, Division of Adult Corrections
984-255-6168 or Sophia.Feaster@ncdps.gov

Nate Humphrey, Director of Training and Standards, NC Community College System
919-807-7117 or humphreyj@nccommunitycolleges.edu.

Thank you in advance for your prompt attention to this PEP Joint Annual Plan and for your continued partnership in support of inmate education in North Carolina. Note: All previous Prison Education Program (PEP) Memos are archived for reference at <http://www.nccommunitycolleges.edu/workforce-continuing-education/administrative-resources/prison-education-program>

Attachment – Joint Annual Plan

CC: Dr. Lisa Chapman, NCCCS
Ms. Margaret Robertson, NCCCS
Ms. Gilda Rubio-Festa, NCCCS
Mr. Wesley Beddard, NCCCS
Ms. Jennifer Frazelle, NCCCS
Ms. Diane Steinbeiser, NCCCS
Presidents, NCCCS

Dr. Rick Smith, NCDPS/DAC
Ms. Sophia Feaster, NCDPS/DAC
Continuing Education Officers, NCCCS
Basic Skills Directors, NCCCS
Business Officers, NCCCS
Chief Academic Officers, NCCCS