



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

March 19, 2019

MEMORANDUM

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

FROM: Karen Tikkanen, Director Workforce Continuing Education – Training & Standards

RE: Prison Education Program (PEP) Joint Annual Plan - FY 2019-2020

PEP Memorandum #14

RESPONSE DEADLINE: April 30 2019

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 2019-2020 by April 30, 2019.

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 2019-2020. 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 30, 2019.

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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:

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

Karen Tikkanen, Director of Training and Standards, NC Community College System 919-807-7117 or tikkanenk@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 <https://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. Sophia Feaster, NCDPS/DAC Ms. Gilda Rubio-Festa, NCCCS Continuing Education Officers, NCCCS Mr. Wesley Beddard, NCCCS Basic Skills Directors, NCCCS Business Officers, NCCCS Ms. Diane Steinbeiser, NCCCS Chief Academic Officers, NCCCS Presidents