



North Carolina Department of Correction
Division of Prisons
831 West Morgan Street • 4260 MSC • Raleigh, North Carolina 27699-4260
Telephone (919) 838-4010 Fax (919) 733-8272
Robert C. Lewis
Director of Prisons

Beverly Eaves Perdue
Governor

Alvin W. Keller Jr.
Secretary

June 2, 2011

PEP Memorandum #2

Response Needed by June 27, 2011

To: Prison Facility Superintendent
Community College President

From: Jennie Lancaster, Chief Operating Officer, NC Department of Correction
Sharon Morrissey, Senior Vice President/Chief Academic Officer, NC Community College System
Co-Chairs, Interagency Committee on Correctional Education

Subject: **Itemized List of Courses Authorized for DOC Registration Funding for FY 2011-2012**

In a memo dated May 31, 2011 (PEP Memorandum #1), we explained that the inmate waiver will be eliminated as the form of payment when registering inmate students in community college classes as of July 1, 2011, per the Appropriations Bill of 2011. (Please see clarification at end of this memo.*) We further indicated that each local prison and college would receive an itemized list confirming the priority courses that DOC has determined it will support for Fiscal Year 2011-2012 through the payment of tuition and/or registration fees. **Your itemized list is on the attached Joint Confirmation Form.**

Joint Confirmation Form

The Joint Confirmation Form will be the basis of joint planning for Fiscal Year (FY) 2011-2012. After prison-college planning discussions are complete, sign and return the Joint Confirmation Form to Gloria M. Upperman, Director, Division of Prisons Educational Services, DOC, 4264 Mail Service Center, Raleigh, NC 27699-4264, on or before June 27, 2011.

The DOC Division of Prisons will use this form to confirm that local colleges and prisons understand which priority programming will be supported by DOC through the payment of tuition/registration funds and to confirm that total funds allocated for payment stays within the funds available. The form will also provide a confirmation of specific training local colleges and prisons indicate they can deliver in the upcoming fiscal year. DOC wishes to preserve as much training as possible within the outlined priorities. After July 1, 2011, colleges and prisons will be given details on a more formal planning process, to include creation of a Joint Annual Plan due by October 1, 2011. Details will be forthcoming.

Specific information about the attached form follows.

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DOC Target Allocation/Registration Funds

In the middle section of the attached form, there is a dollar amount marked "**DOC Target Allocation/ Registration Funds.**" This is the amount that DOC has estimated that it will take to pay the tuition/registration fees associated with courses at your local prison, and this is the amount that has been encumbered for this purpose. It is imperative that college and prison officials discuss a Fiscal Year 2011-2012 programming schedule and calculate the actual amount of funding that will be needed to pay tuition/ registration fees for planned courses. The registration fee for CE courses scheduled for 1-24 hours is \$65.00; for 25-50 hours is \$120; and for >50 hours is \$175. Curriculum tuition for a term is \$66.50 per credit hour, up to 16 SHC (anything above 16 SHC is no additional cost). The College-Calculated Registration Total should be documented on the attached form next to the DOC Target Allocation. If your total Fiscal Year 2011-2012 registration calculation is higher than the DOC Target Allocation noted on your form, please contact Gloria Upperman (919-838-3642) or Tony Reggi (919-838-3643) in the DOP Educational Services Section immediately. DOC and NCCCS officials will assist in helping colleges and prisons determine ways to offer programming that will maximize available DOC registration funding. Basic Skills and HRD courses are authorized as a top priority for DOC and should be discussed in your planning sessions; however, since registration is free or waived for eligible students, these courses are not included on your itemized list and would not be included in your calculations.

There are five columns on attached chart. The column headings are explained below:

(1) DOC Priority

All programming authorized for Fiscal Year 2011-2012 meets specific priorities outlined by DOC. These priorities are the five areas that were collaboratively identified last year and shared with the Legislature several times. The priorities and their abbreviations are listed below:

1-BSK Basic Skills/Human Resources Development (HRD) Courses

Note: Basic Skills and HRD courses are not listed on the attached form because there is no cost for Basic Skills courses and it is assumed that only inmates who meet the requirements for the HRD waiver will be enrolled. Colleges are authorized to continue such training in FY11-12 without including them on the attached list; however, State Board of Community Colleges (SBCC) approval is still necessary if not already received.

2-CEP Courses that support Correction Enterprises

3-ICP Courses that support the Inmate Construction Program

4-OPS Courses that support Prison Operations

5-VST..... Vocational (Occupational) Skills Training Courses

(2) Course ID and (3) Course Title

Columns 2 and 3 are the authorized Community College Course IDs (course numbers) and State Course Titles. These signify the priority course(s) that DOC has determined it will support for Fiscal Year 2011-2012 at this facility through the payment of tuition and/or registration fees. Upon recommendation from Department of Correction, colleges that offer similar courses will be asked to use the same Course ID numbers—i.e. colleges that teach masonry will all use MAS3002. When the upcoming Joint Annual Plan is created for October 1, 2011, associated DOC OPUS codes will be confirmed for these offerings.

To maximize available registration funding, DOC has determined it will not pay curriculum tuition for any programs except Foodservice Technology, Barbering, and Cosmetology at facilities where this curriculum programming is currently offered. Colleges offering other curriculum programming will be asked to convert training to similar continuing education courses. On the attached form, any current curriculum programming was converted to continuing education (with the exception of those listed above) and a similar Continuing Education Course ID and Course Title were assigned. In these instances, the words "Need Approval" were inserted beside the course title since colleges will need SBCC approval to offer these as Continuing Education courses (see explanation on next page). If you are unsure how your current training aligns with the Course IDs/Course Titles provided on the itemized list, please contact Tracy McPherson, NC Community College System Office, at 919-807-7117 or mcpthersont@nccommunitycolleges.edu.

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Information on the State Board of Community Colleges' captive approval process for continuing education can be found at http://www.nccommunitycolleges.edu/Business_and_Industry/continuingeducation.htm. We have established the following due dates for submitting your applications: Applications submitted by June 15 will be processed for the July 15 State Board meeting. Applications submitted by July 20 will be processed for the August 19 State Board meeting. The Community College System Office will provide training, as needed. The "Feasibility and Implementation Plan for Extension Courses in NC Division of Prisons Facilities" form that is a normal part of the approval process will not be required. The Joint Confirmation Form that the System Office and DOC have access to will serve the purpose of the feasibility form for this project. (Expedited process approved. This paragraph is superseded by PEP Memo #3 dated June 6, 2011.)

(4) Max Hrs

Column 4 indicates the maximum hours for the course on the NCCCS Continuing Education (CE) Master Course List. Colleges have the flexibility to schedule individual courses for the number of hours deemed appropriate for the facility, inmate assignment, and/or length of training needed, as long as individual sections do not exceed the maximum hours for the course listed. When scheduling courses, keep the current registration fee scale in mind to maximize the use of available registration funds.

(5) Prison/College Response

Column 5 is the place for colleges and prisons to confirm the training jointly agreed upon for offering in Fiscal Year 2011 by noting "yes" or "no" in the column. If a college is unable to provide all training requested, DOC requests that training be supported in the priority order listed on the form. If requested training cannot be offered, please contact Ms. Upperman or Dr. Reggi (prior to submitting the form to discuss).

On behalf of the N.C. Department of Correction and the NC Community College System Office, we thank you for your strong efforts to focus on our identified priorities, especially over the past year. For decades our collaboration has created a training and learning environment for selected prisoners to address basic skills development and the acquisition of employment and "re-entry training" skills. You have trained an excellent inmate workforce that operates our multi-million dollar corrections enterprise division, and you have trained inmates that work on the prison construction crews that literally save the State millions of dollars in construction costs. You have also provided inmates with necessary basic academic skills and with job-seeking and job-keeping skills. We currently face new challenges as we seek to continue the Prisoner Education Program (PEP) within these new parameters, effective July 1. We thank you in advance for your continued cooperation in support of this important program. We recognize and appreciate your long-standing commitment to quality inmate education.

***Clarification: Applying the Current Inmate Waiver for "Enrollments" Prior to July 1, 2011**

PEP Memorandum #1, dated May 31, 2011, noted: "This will not affect enrollments prior to July 1." There have been questions about what constitutes "enrollment" in this case. To clarify, please note the following: The current inmate waiver will only apply to inmates enrolled in courses with a start date prior to July 1. In other words, **two conditions must be met:** 1) the course must begin prior to July 1, and 2) the inmate must be in the course prior to July 1. The inmate waiver is eliminated effective July 1, so any inmate enrolled after that day is subject to the new legislation, regardless of drop/add periods or college pre-registration processes. Payment of tuition and/or registration fees must be authorized by DOC for any enrollments from July 1 forward because the waiver will not apply. Per PEP Memo #1, item 5: "DOC has determined that it cannot fund curriculum tuition for inmates, with the exception of tuition for Foodservice Technology, Cosmetology, and Barbering at facilities where these programs are currently offered."

If you have questions, please contact Gloria M. Upperman (Gloria.Upperman@doc.nc.gov or 919-838-3642); Tony Reggi (Anthony.Reggi@doc.nc.gov or 919-838-3643); or Tracy McPherson (mcphersont@nccommunitycolleges.edu or 919-807-7117).

Attachment – Joint Confirmation Form
cc: Secretary Alvin Keller, NCDOP
President R. Scott Ralls, NCCCS

