



North Carolina Department of Correction
Division of Prisons

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June 16, 2011

PEP Memorandum #4

(PEP Memorandum #3 related to State Board of Community Colleges approvals and was sent to colleges only)

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: **Frequently Asked Questions (FAQ) Document – Prisoner Education Program (PEP)**

Legislative changes to the Prisoner Education Program are impacting the way the Department of Correction (DOC) and the NC Community College System (NCCCS) do business. These changes, outlined in three previous memos, will be effective for Fiscal Year 2011-2012.

In light of these changes, questions are arising as you and your staffs meet to discuss educational programming for the upcoming year. As a result, we have developed the attached Frequently Asked Questions (FAQ) document. If you have additional questions as you work through this new process, please feel free to contact the following staff members:

Gloria M. Upperman, DOC - Gloria.Upperman@doc.nc.gov or 919-838-3642
Tony Reggi, DOC- Anthony.Reggi@doc.nc.gov or 919-838-3643
Tracy McPherson, NCCCS - mcphersont@ncccommunitycolleges.edu or 919-807-7117

It is DOC's intent to preserve as much education and training as possible within the parameters set by the Legislature. To do this, it is important to maintain an open dialog among all parties. We continue to be encouraged by the local partnerships that are keeping the inmate education program strong. Thank you again for your efforts.

Please forward this FAQ to appropriate staff. We are having technical difficulties in developing our new Prisoner Education Program point of contact lists. We hope to have this remedied soon so we can copy your designees directly on related correspondence.

Attachment - FAQ

cc: Secretary Alvin Keller, NCDOC
President R. Scott Ralls, NCCCS

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Prisoner Education Program FREQUENTLY ASKED QUESTIONS (FAQ)

Question 1: How were the classes listed on the Joint Confirmation Form determined for my facility?

Answer: NCCCS staff provided DOC Division of Prisons officials with course data found in NCCCS databases showing the recent history of courses at each facility. DOC compared the list to the current Prisoner Education Program (PEP) priorities and devised a list of authorized courses for each facility. These priorities, listed below, have been consistently communicated to the Legislature as DOC's funding priorities for prison education:

- Priority 1: BSK - Basic Skills and/or Human Resources Development (HRD) Courses
- Priority 2: CEP – Courses that support Correction Enterprises
- Priority 3: ICP – Courses that support the Inmate Construction Program
- Priority 4: OPS – Courses that support Prison Operations
- Priority 5: VST - Vocational (Occupational) Skills Training Courses

Question 2: How was the budget amount (or DOC Target Allocation) determined?

Answer: The budget amount (or DOC Target Allocation) for each facility was determined by taking the recent history of courses, including number of enrollments, scheduled hours and number of offerings, and calculating the amount of funding needed to pay student registrations. All registration fees were calculated using the NCCCS Continuing Education registration rates, except for Foodservice Technology, Barbering, and Cosmetology (Curriculum tuition rates were applied). The registration fee for Continuing Education courses is based on the number of scheduled hours for the course: 1-24 hours is \$65.00; 25-50 hours is \$120; and >50 hours is \$175.

Please be aware of these registration fee rates when scheduling courses to assist DOC in maximizing available registration funding. Remember, longer courses are more economical for DOC, but they also require prison managers to make sure that the inmates assigned to these courses are available for the full length of the course. Please discuss these enrollment-management issues as you plan your courses.

Question 3: Do we have flexibility in changing the classes?

Answer: In general, the authorized Course IDs listed on the Joint Confirmation Form represent DOC's priorities for that facility and may only be changed if an error is identified. However, changes may be approved by DOC if the proposed courses do not increase the registration fee total above the DOC Target Allocation, if they align with the overall DOC priorities, and if they do not take the place of any higher priority courses needed at the facility (contact Gloria Upperman or Tony Reggi, DOC, at 919-838-4000 to discuss). In addition, there is some flexibility that can be applied as colleges and prisons create a schedule based on the authorized Course IDs (see Questions 7 & 8 for additional information). As you plan your courses, please keep these things in mind:

- The Course IDs listed on the Joint Confirmation Form do not dictate the local course titles, course hours (as long as courses don't exceed the course max hrs), or the total number of local course sections offered. The actual schedule of courses is determined by the local college and prison jointly, making sure not to exceed the registration fee DOC Total Allocation for the facility.

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- The Course IDs are listed in DOC's priority order for each facility. This means that the first Course ID on the list is considered the most important for that facility, and so on. If colleges are not able to offer everything requested by DOC, please do all possible to offer the highest priorities (drop the lower priorities first). **If for some reason the highest priorities cannot be offered by the college, DOC requires that the Superintendent or designee contact DOP Educational Services as soon as possible to discuss.** DOC does not want colleges offering lower priority courses in lieu of higher priorities.
- Basic Skills (ABE, GED, ESL) courses are free to the student, and inmate students in Human Resources Development (HRD) courses will most likely qualify for the HRD waiver so no fees would be assessed. Since Basic Skills and HRD courses are DOC's first priority and they will not require the use of DOC registration funding, these classes may be added without additional DOC approval. (This is why they are not specifically listed on the Joint Confirmation Form.)

Question 4: Can we add classes to the schedule after July 1, 2011?

Answer: Only in very limited cases will it be possible to add courses after July 1, 2011. From DOC's perspective, it must manage the funds available to pay registration fees in a way that ensures that funds are not over expended. The Joint Confirmation Forms are the primary vehicle for managing these funds. This means courses that will require the payment of registration fee cannot be added to the schedule after July 1, 2011, unless approved by DOC. Such approvals will be made on a very limited basis due to funding limitations. However, as noted above in Question 3, Basic Skills and HRD classes may be added at any time. Regular State Board of Community Colleges approval is still needed for such courses, if not already obtained.

Question 5: How will tuition/registration fees be paid?

Answer: If the Course ID is listed on the Joint Confirmation Form for a facility, this means that DOC has committed to paying the registration fees for inmates in these related courses. How the billing and payment process will work is still being determined. At this time, we assume the process will mirror other third-party billing situations that are common to community colleges. The details of this system are being worked out by a joint committee of local college staff, Community College System Office staff, and Department of Correction staff. Additional information will be forthcoming from this group.

Question 6: If the college needs State Board of Community Colleges approval for any of the courses on the Joint Confirmation Form, what is the deadline and process for this?

Answer: The first deadline related to this is the June 27, 2011 submission of the signed Joint Confirmation Form to Gloria Upperman at the Division of Prisons. After that form is received, Community College staff will send college presidents a short form to sign acknowledging requests for State Board of Community Colleges approval. This will be the basis of an approval request that will go to the State Board on July 15, with a request for retroactive approval to July 1, 2011 since that is the effective date of the Legislation. This is an expedited process, so colleges do not have to submit the standard State Board approval paperwork to be granted approval in July.

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Question 7: Our Joint Confirmation Form doesn't seem to list enough courses. What do we do?

Answer: Your Joint Confirmation Form may only list one or a few Course IDs, but that does not mean that you are limited to that total number of course sections/course offerings for the fiscal year. The Course IDs listed on your Joint Confirmation Forms indicate the general instructional areas, such as horticulture, computers, welding, plumbing, etc., that DOC has authorized for your facility. These instructional areas are identified using the Community College System's Continuing Education State Course ID number. This Course ID does not dictate local course titles, the individual course hours, or the total number of local course sections offered; this is determined by the local college and prison jointly (making sure not to exceed the registration fee DOC Total Allocation for the facility for Fiscal Year 2011-2012). See EXAMPLE 1 below.

Question 8: How do we convert our Curriculum program to Continuing Education if our list of authorized courses does not seem to have enough courses to cover all the courses we offered through curriculum?

Answer: It is possible to offer the same number of local course titles, hours, and content as you were offering in your Curriculum program using the Continuing Education State Course ID (see explanation above). Most colleges are converting their Curriculum courses to Continuing Education by using the individual Curriculum course titles as the local titles of the corresponding Continuing Education courses and by using the same total contact hours as in the original Curriculum courses. They are also employing the same instructors when possible and using the same instructional materials. See EXAMPLE 2 below for an example of course conversion.

EXAMPLE 1: Continuing Education Courses (State Course IDs versus Local Course Titles)

Continuing Education State Course ID on Joint Confirmation Form	Local Course Titles/Sections Offered Under this State Course ID
Example: CAS-3120 Integrated Software: Computer Apps Max Hours: 108 (as listed on NCCCS Master Course List)	Examples: CAS-3120 Introduction to Computers – 48 Hours CAS-3120 Word Processing & Spreadsheets – 100 Hours CAS-3120 Advanced Computer Apps – 100 Hours
Notes: <ul style="list-style-type: none">• This is what is listed on the Joint Confirmation Form.• This is the Course ID that DOC authorizes as appropriate for the facility based on past history and current program priorities.• This is the programming area that DOC is committed to using its tuition/registration funds to pay for inmate registrations at this facility	Notes: <ul style="list-style-type: none">• Every college and prison will determine its own local courses based on the state Course ID and the needs at the prison.• Each local course section represents a separate registration fee per inmate enrolled. These total registrations must stay within the DOC Total Allocation for the fiscal year.• These are examples of local course titles and course hours jointly agreed upon by college and prison officials for a specific facility based on factors such as inmate availability, assessed need, space/equipment, and instructor availability.• These are examples of local course titles that will be listed on the joint annual plan that will be requested of colleges/prisons by October 1, 2011 (details to come).

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Example 2: Converting Curriculum Courses to Continuing Education

Current Curriculum Program		Conversion to a Continuing Education Course Series		
Curriculum Course	Contact Hours for this course	Continuing Education State Course ID and State Title	Continuing Education State Course ID and Local Course Title	Contact Hours for this course
AHR 110 Intro to Refrigeration 2 Class 6 Lab 5 SHC	128 contact Hours	AHR-3131 HVAC Heating and Air Conditioning 288 Max Hrs on Master Course List	AHR-3131 Intro to Refrigeration	128 contact Hours
AHR 112 Heating Technology 2 Class 6 Lab 5 SHC	96 contact hours	AHR-3131 HVAC Heating and Air Conditioning 288 Max Hrs on Master Course List	AHR-3131 Heating Technology	96 contact hours
AHR 113 Comfort Cooling 2 Class 6 Lab 5 SHC	96 contact hours	AHR-3131 HVAC Heating and Air Conditioning 288 Max Hrs on Master Course List	AHR-3131 Comfort Cooling	96 contact hours
220 Total Contact Hours		220 Total Contact Hours		

Question 9: Foodservice Technology, Barbering and/or Cosmetology are authorized by DOC as Curriculum programs at my facility, but all the courses are not listed on the Joint Confirmation Form. What do we do?

Answer: For these authorized programs, the Curriculum Program title was listed on the Joint Confirmation Form. This authorizes you to offer all the courses that make up your local curriculum program of study (State Board of Community Colleges approval is still required). Please calculate total tuition costs for the program as offered at your facility and confirm that it does not exceed the DOC Target Allocation. You will ultimately report all courses on the Joint Annual Plan that will be due on October 1, 2011 (details forthcoming), but you do not have to list them all now.

If you have additional questions, please contact the following members of the Prisoner Education Program (PEP) state team:

Gloria M. Upperman, DOC - Gloria.Upperman@doc.nc.gov or 919-838-3642

Tony Reggi, DOC- Anthony.Reggi@doc.nc.gov or 919-838-3643

Tracy McPherson, NCCCS - mcphersont@ncccommunitycolleges.edu or 919-807-7117