



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

May 17, 2012

PEP Memorandum #8

(Corresponding Memo Sent to Prison Superintendents)

To: College Presidents

From: Sharon Morrissey, Senior Vice President and Chief Academic Officer
Jennifer Haygood, Vice President and Chief Financial Officer
NC Community College System

Subject: Prison Education Program (PEP) Year-End Instructions

This memo contains guidance for community colleges and Division of Adult Correction (DAC) prisons involved in the Prison Education Program (PEP). Please read below for details on the following:

1. **June 11th deadline for colleges to invoice local prisons** for this year's classes;
2. Instructions for the **upcoming Fiscal Year**, starting July 1, 2012;
3. Instructions for billing for **Career Readiness Certification (CRC) assessments**;
4. Instructions for establishing/re-establishing **Curriculum programming**; and
5. Instructions for requesting **increases in Registration Fund Allocations or changes to course approvals** for 2012-2013.

As this fiscal year comes to a close, please pay special attention to the June 11th billing deadline. In addition, please review plans for the upcoming fiscal year and determine if additional programming can be added, including Career Readiness Certification (CRC) assessments and/or curriculum programs, and if additional registration funding will be needed. Requests for changes to programming and/or registration-funding allocations may be made per the instructions below.

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

- Ms. Gloria M. Upperman, Director of Educational Services, Division of Adult Correction, at 919-838-3642 or Gloria.Upperman@ncdps.gov;
- Dr. Tony Reggi, Education Specialist, Division of Adult Correction, at 919-838-3643 or Anthony.Reggi@ncdps.gov; or
- Tracy McPherson, Director of Public Safety Programs, NC Community College System, at 919-807-7117 or mcpherson@nccommunitycolleges.edu.

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Year-End Transition Details:

1. Registration Fee Billing: Close-Out Procedures

- **College Deadline: June 11, 2012.** Colleges should forward all invoices to the local prison contact by Monday, June 11th for any class whose 10% point is reached by that date.
- **Local Prison Deadline: June 20, 2012.** Local prison contacts should forward these invoices to Joe Prater's office for payment no later than Friday, June 20th.
- **All invoices should be submitted ASAP.** It is imperative that registration fees for classes held this fiscal year be paid out of this year's Registration Fee allocation. The only invoices that should be submitted by colleges after June 11th are for classes whose 10% point comes after this date.
- **Help the Division of Adult Corrections manage the budget.** Colleges play a pivotal role in helping Correction manage the Registration Fund budget allocated by the General Assembly. Please ensure that all invoices for any classes offered since July 1, 2011 have been/are submitted by June 11, 2012, if the 10% point of the course has been reached by then.
- Details on the billing process are archived at the following location:
http://www.nccommunitycolleges.edu/Business_and_Industry/continuingeducation.htm
(scroll down to "Captive and Co-opted" PEP Memo #5 – Third Party Billing and related attachments).

2. Billing Procedures for New Fiscal Year (Starting July 1, 2012)

- **Stay the course.** All course approvals and Registration Fund allocations currently in place for Fiscal Year (FY) 2011-2012 will remain in place for FY 2012-2013. Please see process below for requesting approval for additional classes, including curriculum courses, and/or seeking an increase in registration funding.
- **Use current Validation Forms.** After July 1, 2012 (the beginning of FY 2012-2013), colleges should continue to use the current 2011-2012 Validation Form for billing purposes unless/until a new form is issued.
- **Registration Fund Allocations remain the same.** All colleges/prisons were issued a Validation Form confirming the total amount of Registration Funding available to pay registration fees for inmates at each facility for the current fiscal year (July 1, 2011 – June 30, 2012). This allocation amount automatically remains the same for the new fiscal year (July 1, 2012 – June 30, 2013). Requests for changes to the allocation may be made by contacting Tony Reggi.

New Initiatives Details:

3. Colleges may now bill for Career Readiness Certification (CRC) assessment fees.

- Colleges that are able to provide inmate students with CRC assessments as part of any prison education programming (HRD, ABE/GED, occupational extension, etc.) may bill Corrections for the assessment fees using the same billing process used for courses.
- No additional approvals are necessary. Automatic approval is granted by Corrections by way of this memo, and separate State Board approval is not necessary because this initiative is not a stand-alone course. (SBCC approval is still necessary for any course that CRC assessment may become a part of.)

4. Colleges may now request approval for curriculum programs.

- During FY 2011-2012, the Division of Adult Correction agreed to pay curriculum tuition charges for inmates enrolled in the following priority curriculum programs: Food Service Technology, Barbering, and Cosmetology. DAC has determined that it has sufficient funding to consider requests for additional curriculum offerings beyond those listed above. **Colleges interested in establishing/re-establishing curriculum offerings should contact Tony Reggi immediately to discuss.**
- Please note that curriculum courses must be offered in a way that allows inmates to complete certificates, diplomas, and/or degrees. College transfer programs cannot be approved, per legislative mandate.

5. Colleges/prisons may seek adjustments to current course approvals and/or registration funding.

- Colleges/prisons wishing to add new courses or course sections requiring additional registration funding and/or additional approvals by the Division of Adult Correction or the State Board of Community Colleges should contact Tony Reggi or Tracy McPherson as soon as possible.
- Requests should be made in writing via email to Anthony.Reggi@ncdps.gov or mcphersont@nccommunitycolleges.edu and should include the following information: name of prison and college; college course IDs (numbers and titles); amount of registration funding needed, if any, for FY 2012-2013; and date of anticipated course start. Requests are considered on a first-come basis, and in most cases, confirmation of approval status can be issued within a week (unless additional State Board approval is needed).

Thank you for your continued commitment to the Prison Education Program (PEP). Please contact the PEP state coordinating team (contact information on page one) if you have questions.

C: CC Chief Academic Officers
CC Senior Continuing Education Administrators
CC Business Officers
CC Prison Education Program Points of Contact
CC Career Readiness Certification Coordinators

Dr. Scott Ralls
Mr. Kennon Briggs
Dr. Sandra Williams
Mr. Van Wilson
Ms. Barbara Boyce
Ms. Tracy McPherson
Ms. Jennifer Frazelle

Ms. Jennie Lancaster, DAC
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Mr. Joe Prater, DAC
Dr. Tony Reggi, DAC