



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 22, 2008

MEMORANDUM

TO: Chief Academic Officers

FROM: Delores A. Parker,
Senior Vice President
Chief Academic Officer

SUBJECT: 2008-2009 Faculty Upgrade Allotment Program

Funds for the Faculty Upgrade Allotment Program (formerly Tier A) are available for faculty and staff training for fiscal year 2008-2009. The allocations table, program guidelines, and final report form for 2008-2009 are attached. College allotments are similar to those of previous years. A final summary program report will be required **by June 12, 2009**.

If you have questions or concerns, please contact Van Wilson, Associate Vice President, Academic and Student Services at 919-807- 7098 or wilsonv@nccommunitycolleges.edu

DAP/VW/pck

Attachments

c: Presidents
Mr. Van Wilson

CC08-190
Email

FACULTY UPGRADE ALLOTMENT PROGRAM
(Formerly known as Tier A)
FY 2008-09

GENERAL GUIDELINES

In determining how to use the Faculty Upgrade allotment, please follow these program guidelines:

1. Colleges may use these funds to provide professional development and training opportunities for any full-time or part-time college employee. All position categories are eligible to use these funds except presidents and vice presidents who report directly to the president.

The specific focus of these funds is to provide community college employees training opportunities that relate to: teaching subject matter content, instructional/technical skills upgrading, career skills, or organizational development needs.

2. Colleges are required to use one-third (1/3) of allotted funds for Return-to-Industry (RTI) training. RTI is defined as activities that provide technological training, hands-on structured experiences in private/public industries, or seminar/workshops sponsored by industries/businesses. RTI training has been the foundation of this categorically funded program.

These funds can be used to pay hourly salaries of instructors who are participating in RTI training opportunities in a time frame that is above or outside their regular contractual agreement.

Funds can be used to pay hourly salaries of "substitute" instructors while permanent faculty or staff, who are under contract agreement, are participating in training activity. These funds must be documented on a part-time hourly basis and should not supplant salaries of part-time faculty/staff that are on the payroll. Funds cannot pay salaries of substitutes while faculty/staff members are on any form of leave or if a position is vacant.

3. The remaining two-thirds (2/3) of these allotted funds can be used for Faculty/Staff Upgrading (FSU) activities. These funds offer a variety of learning experiences for career development, professional skills and position/job training. Opportunities may include training such as:

- attendance at special schools or conferences which provide credit, certification, or instruction;
- workshops and studies leading to accreditation, special certifications, and SACS requirements;
- minimal training contracts for outside presenters for special college-wide faculty/staff development programs, such as cultural diversity or retention;

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FACULTY UPGRADE ALLOTMENT
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- faculty retraining expenses for expanding teaching roles and learning innovative teaching methodologies; and,
 - specialized training for leadership training and skills in college administration.
4. Tuition, books, and fees are legitimate program expenses for faculty/staff completing SACS requirements, subject area certification, working toward a degree, being retrained to teach a new subject, or increasing knowledge for a teaching or skill-related subject area. Funds for educational travel must be limited. Local disbursements should be consistent with local written application/procedures.
 5. Colleges must use a Faculty/Staff Development Committee or a representative group of faculty and staff to assist in the development and operation of these funds. Identify the members/titles of the group in your final report.
 6. The College President must approve all global travel (outside the country). The learning experience must be directly related to one's discipline or job requirement. A written request, in advance, with Presidential endorsement must be submitted and approved by the System Office prior to the activity due to category funding reporting accountability.
 7. Faculty Upgrade allotment funds are not available to pay employees for the administration or supervision of faculty upgrade activities. Employees coordinating this program may receive travel expenses for necessary program training and development activities, including exempt Vice Presidents.
 8. Funds should not be used for: 1) a program registration at one's own college, 2) employees participating with/at student trips, or 3) refreshments/food expenses for programs offered.
 9. A final report of Faculty Upgrade Allotment accomplishments is due by June 12, 2009, on the attached form.

*For questions or concerns, please contact:
Van Wilson
Associate Vice President
Academic and Student Services
North Carolina Community College System
919-807-7098
wilsonv@nccommunitycolleges.edu*

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
FACULTY UPGRADE ALLOTMENT
FY: 2008-09
FINAL REPORT FORM**

College: _____

Faculty/Staff Coordinator: _____ Ext.: _____

Please use this form to report your Faculty Upgrade activities and total expenditures for 2008-2009. Submission of this report will positively support program documentation and provide results to the General Assembly. Completed form should be submitted by June 12, 2009 to Office of the Vice President, North Carolina Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016, with a copy to your college President.

I. TOTAL ALLOCATION \$ _____

Return-To-Industry Amount (1/3) _____ Amount Spent _____ Balance _____

Faculty/Staff Amount (2/3) _____ Amount Spent _____ Balance _____

TOTAL DOLLARS SPENT \$ _____ TOTAL PERCENT SPENT % _____ BALANCE \$ _____

II. LIST ALL RETURN-TO-INDUSTRY ACTIVITIES (*attach additional sheets if necessary*)

Participant	Agency/Activity/City/State	Number of Hours	Substitute Salary Cost	Cost of Activity
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total No. Participants _____ Total No. Hours _____

III. LIST ALL FACULTY/STAFF UPGRADING ACTIVITIES (*add sheets if necessary*)

Participant	Describe Activity	City/State	Cost of Activity
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total No. Participants _____ Total Cost of Activities \$ _____

IV. PLEASE IDENTIFY FACULTY UPGRADE ADVISORY COMMITTEE (name/title)

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FACULTY UPGRADE ALLOTMENT
FY: 2008-09**

		NON	BASIC			ALLOTMENT	
COMMUNITY COLLEGES	CURRICULUM FTE	CURRICULUM FTE	SKILLS FTE	TOTAL FTE	BASE ALLOTMENT	PER FTE \$0.7889	TOTAL ALLOTMENT
ALAMANCE CC	3176	305	309	3,790	\$6,000	\$2,990	\$8,990
ASHEVILLE-BUNCOMBE TCC	4852	734	431	6,017	6,000	4,747	10,747
BEAUFORT COUNTY CC	1298	195	274	1,767	6,000	1,394	7,394
BLADEN CC	1156	181	79	1,416	6,000	1,117	7,117
BLUE RIDGE CC	1460	493	143	2,096	6,000	1,654	7,654
BRUNSWICK CC	1033	245	224	1,502	6,000	1,185	7,185
CALDWELL CC & TI	3131	444	503	4,078	6,000	3,217	9,217
CAPE FEAR CC	6039	632	428	7,099	6,000	5,601	11,601
CARTERET CC	1286	288	127	1,701	6,000	1,342	7,342
CATAWBA VALLEY CC	3794	411	363	4,568	6,000	3,604	9,604
CENTRAL CAROLINA CC	3565	640	848	5,053	6,000	3,986	9,986
CENTRAL PIEDMONT CC	12080	782	1097	13,959	6,000	11,013	17,013
CLEVELAND CC	2519	240	162	2,921	6,000	2,304	8,304
COASTAL CAROLINA CC	3185	799	223	4,207	6,000	3,319	9,319
COLLEGE OF ALBEMARLE	1751	253	288	2,292	6,000	1,808	7,808
CRAVEN CC	2165	347	188	2,700	6,000	2,130	8,130
DAVIDSON COUNTY CC	2635	520	471	3,626	6,000	2,861	8,861
DURHAM TCC	3269	863	459	4,591	6,000	3,622	9,622
EDGECOMBE CC	1688	284	285	2,257	6,000	1,781	7,781
FAYETTEVILLE TCC	7676	1441	1076	10,193	6,000	8,042	14,042
FORSYTH TCC	5277	716	547	6,540	6,000	5,160	11,160
GASTON COLLEGE	3914	341	303	4,558	6,000	3,596	9,596
GUILFORD TCC	8003	794	825	9,622	6,000	7,591	13,591
HALIFAX CC	1235	230	88	1,553	6,000	1,225	7,225
HAYWOOD CC	1608	195	77	1,880	6,000	1,483	7,483
ISOTHERMAL CC	1672	223	160	2,055	6,000	1,621	7,621
JAMES SPRUNT CC	1023	208	97	1,328	6,000	1,048	7,048
JOHNSTON CC	3385	370	319	4,074	6,000	3,214	9,214
LENOIR CC	2262	583	422	3,267	6,000	2,577	8,577
MARTIN CC	638	138	182	958	6,000	756	6,756
MAYLAND CC	1237	327	320	1,884	6,000	1,486	7,486
MCDOWELL TCC	944	171	130	1,245	6,000	982	6,982
MITCHELL CC	1874	284	154	2,312	6,000	1,824	7,824

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		NON	BASIC			ALLOTMENT	
COMMUNITY COLLEGES	CURRICULUM FTE	CURRICULUM FTE	SKILLS FTE	TOTAL FTE	BASE ALLOTMENT	PER FTE \$0.7889	TOTAL ALLOTMENT
MONTGOMERY CC	765	149	89	1,003	6,000	791	6,791
NASH CC	2011	376	189	2,576	6,000	2,032	8,032
PAMLICO CC	337	109	90	536	6,000	423	6,423
PIEDMONT CC	2181	269	167	2,617	6,000	2,065	8,065
PITT CC	5095	381	323	5,799	6,000	4,575	10,575
RANDOLPH CC	1681	391	331	2,403	6,000	1,896	7,896
RICHMOND CC	1310	257	510	2,077	6,000	1,639	7,639
ROANOKE CHOWAN CC	714	90	103	907	6,000	716	6,716
ROBESON CC	1957	640	1034	3,631	6,000	2,865	8,865
ROCKINGHAM CC	1569	325	100	1,994	6,000	1,573	7,573
ROWAN-CABARRUS CC	4039	670	309	5,018	6,000	3,959	9,959
SAMPSON CC	1042	293	366	1,701	6,000	1,342	7,342
SANDHILLS CC	3006	304	340	3,650	6,000	2,880	8,880
SOUTH PIEDMONT CC	1488	383	264	2,135	6,000	1,684	7,684
SOUTHEASTERN CC	1721	387	232	2,340	6,000	1,846	7,846
SOUTHWESTERN CC	1632	444	168	2,244	6,000	1,770	7,770
STANLY CC	1913	373	175	2,461	6,000	1,942	7,942
SURRY CC	2507	487	217	3,211	6,000	2,533	8,533
TRI COUNTY CC	771	261	51	1,083	6,000	854	6,854
VANCE-GRANVILLE CC	3131	667	381	4,179	6,000	3,297	9,297
WAKE TCC	9195	1393	1050	11,638	6,000	9,182	15,182
WAYNE CC	2552	547	357	3,456	6,000	2,727	8,727
WESTERN PIEDMONT CC	2223	372	432	3,027	6,000	2,388	8,388
WILKES CC	1998	530	232	2,760	6,000	2,177	8,177
WILSON CC	1467	363	240	2,070	6,000	1,632	7,632
TOTAL	157,135	25,138	19,352	201,625	\$348,000	\$159,068	\$507,068
TOTAL ALLOT. FOR 08/09	507,068						
BASE ALLOT TOTAL FOR 08/09	348,000						
TOTAL	159,068	difference					
TOTAL FTE	201,625						
PER FTE ALLOTMENT	0.788929944						