PEARL RIVER COMMUNITY COLLEGE
TITLE III
OPERATING MANUAL

INTEGRATED LEARNER SUPPORT SYSTEM FOR AT-RISK STUDENTS

TITLE III STRENGTHENING INSTITUTIONS PROGRAM
U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

JUNE 2010
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INTRODUCTION

In October 2009, Pearl River Community College was awarded a five-year Title III Grant of approximately $2 million from the U.S. Department of Education’s Strengthening Institutions Program and the Higher Education Act. The focus of PRCC’s Title III grant is to support the development and piloting of new, promising practices in advisement and academic support to include: 1) Success Centers; (2) faculty/staff training in proactive advising; (3) peer mentoring; (4) first year success course; (5) Supplemental Instruction; (6) web-accessible advising tools; and (7) student progress/outcomes tracking. Each of these activities will lead to overall student success through increased retention and graduation/transfer outcomes.

PROGRAM DESCRIPTION AND PURPOSE

PRCC’s Title III grant is comprised of three components. Component One, the development of a new Integrated Learner Support System (ILSS) (Y1-5) shall include (1) the renovation and equipping of a Student Success Center; (2) the redesign of current advising services; and (3) training to faculty and staff advisors in best advisement practices. Component Two of the grant is the development of online services and advisement tools (Y1-5). This component shall include implementing the Curriculum, Advising, and Program Planning (CAPP) module of Banner, training faculty and staff advisors in the use of CAPP, and implementation of e-portfolios which shall assist students in creating individualized education and career portfolios. A retention/advisement expert shall be retained to serve as a consultant for the advisement services redesign (Y1-2). Component Three, Supplemental Instruction for high risk courses (Y3-5) shall include the developing and piloting of SI supported Developmental Mathematics and English, English Composition I and II, College Algebra, Biology, Psychology, and World Civilization.

The Title III Policies and Procedures Manual is designed to assist PRCC personnel in carrying out the objectives of the Title III grant and in monitoring the expenditures associated with approved budgets for the activities. The Manual is in place to ensure that:

- Resources are used in a manner consistent with PRCC policies and procedures and with the U.S. Department of Education policies;
- Proper stewardship of funds such that all expenditures directly related to grant objectives and are allowable, allocable, and reasonable;
- Work is performed in compliance with grant application and objectives;
- Adequate records are maintained to demonstrate progress toward project goals;
- Compliance with all statutory and regulatory requirements is met; and
- Personnel are of a quality commensurate with their responsibilities.

“The purpose of the Title III Strengthening Institutions Program is to provide grants to eligible institutions of higher education to improve their academic programs, institutional management, and fiscal stability in order to increase their self-sufficiency and strengthen their capacity to make a substantial contribution to the higher education resources of the Nation.” (34 CFR 607.1)
Pearl River Community College Title III Mission Statement

The Pearl River Community College Title III initiative is committed to creating a new Integrated Learner Support System for students by developing and piloting online services and advisement tools, integrating student services, and incorporating Supplemental Instruction in select courses with the overall goal of increasing student success.

DISTRIBUTION OF THE TITLE III POLICIES AND PROCEDURES MANUAL

Upon hire, the Title III Director will provide each professional or full-time employee funded by Pearl River Community College’s Title III grant a copy of Title III Policies and Procedures Manual whereby each staff member will be instructed to familiarize themselves with the Manual and follow the requirements.

The Title III Policies and Procedures Manual will be posted on the PRCC website under the Title III webpage. The Manual will be available for the Project Advisory Team, the Integrated Learner Support System Advisory Team, and other interested members of the college community.
<table>
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<th>OBJECTIVES</th>
<th>PERFORMANCE INDICATORS</th>
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<tr>
<td><strong>Project Year One Objectives (Oct 1, 2009-September 30, 2010)</strong> activities are (1) to renovate/equip a Success Center at Poplarville; (2) to design Learner Support System and (3) provide training to faculty and staff advisors.</td>
<td>1. By August 2010, the number of CAS Advisement benchmarks “well met” increases from 0 to 5 as a result of new learner support system. 1a. By June 2010, 80% of surveyed faculty advisors trained in advising best practices indicate increased knowledge following training. 1c. By June 2010, 80% of surveyed staff advisors trained in advising best practices indicate increased knowledge following training. 1e. By August 2010, advising and academic support services space increases at Poplarville from 655 s.f. to 3,514 s.f.</td>
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<td><strong>Project Year Two Objectives (Oct 1, 2010-September 30, 2011)</strong> activities are (1) to pilot new advisement services for a First Year Cohort at Poplarville, (peer mentoring, online services, and developing an individual education and career plan e-portfolio); (2) to provide training in Supplemental Instruction and to design SI for developmental English and English Composition I &amp; II [pilot begins Fall 2011]</td>
<td>1. By August 2011, at least 53.6% of the Fall 2010 First Year Cohort (advising pilot group) at Poplarville will reenroll in the 2011 Fall term compared to 47.6% for F2006 to F2007 first time entering student retention rate (baseline data). 1a. By Oct. 2010, the number of mentors available to the First Year Cohort (pilot) at Poplarville increases from 0 to 5 (baseline F2007). 1b. By May 2011, the number of CAS advising benchmarks “well met” increases from 5 to 10 (baseline August 2010). 1c. By June 2011, 80% of the First Year Cohort at Poplarville reports satisfaction with new services. 1d. By Oct. 2011, the number of students in First Year Cohort pilot meeting with an assigned faculty or staff advisor increases from an average two times a semester to at least four times (baseline 2008).</td>
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<td><strong>Project Year Three Objectives (Oct 1, 2011-September 30, 2012)</strong> activities are (1) to pilot new advisement services for a Second Year Cohort at Poplarville, (peer mentoring, online services, and developing an education and career plan e-portfolio) with a graduation/transfer emphasis, and (2) to pilot Supplemental Instruction (SI) for developmental English and English Composition I &amp; II at Poplarville.</td>
<td>1. By June 2012, the percentage of students in pilot SI developmental English receiving a grade of C or higher will be at least 10 percentage points higher than a like control group. 1a. By December 2011, 65% of students in Supplemental Instruction (SI) developmental English succeed (grade of C or higher) and enroll in the next college level sequence (baseline 55%). 1b. By January 2012, the percent of students, enrolled in SI developmental English, on probation will decrease by 10 percentage points (baseline Spring 2010). 1c. By December 2011 and June 2012, at least 75% of surveyed students in SI developmental English indicate SI sessions helped them succeed.</td>
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<tr>
<td>Objective</td>
<td>Details</td>
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| 2. By June 2012, the percentage of students in pilot SI Composition I & II receiving a grade of C or higher will be at least 10 percentage points higher than a like control group. | 2a. By December 2011, at least 65% of students in Supplemental Instruction (SI) Composition I succeed (grade of C or higher) baseline 55%.  
2b. By June 2012, at least 69% of students in Supplemental Instruction (SI) Composition II succeed (grade of C or higher) baseline 59%.  
2c. By December 2011 and June 2012, at least 75% of surveyed students in SI Composition I & II indicate SI sessions helped them succeed. |
| 3. By August 2012, at least 24.2% of the Fall 2010 Cohort (pilot) at Forrest County will graduate or transfer into a four year program compared to 2007 graduation/transfer rate of 18.2% | 3a. By January 2012, at least 80% of the 2010 Second Year Cohort students at Poplarville create an electronic education and career planning e-portfolio with a graduation/transfer emphasis (baseline F2007 = 0%).  
3b. By June 2012, at least 80% of the Second Year Cohort (pilot) at Poplarville access new online advising/support services customized for Second Year students.  
3c. By June 2012, at least 80% of surveyed Second Year Cohort (pilot) at Poplarville report satisfaction with new services. |

**Project Year Four Objectives (Oct 1, 2012-September 30, 2013)**

Activities are (1) to pilot new advisement services for a First Year Cohort at Forrest County and (2) to pilot Supplemental Instruction (SI) for targeted high risk Developmental Mathematics and College Algebra at Poplarville.

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<th>Objective</th>
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| 1. By June 2013, the percentage of students in pilot SI developmental mathematics receiving a grade of C or higher will be at least 10 percentage points higher than a like control group. | 1a. By December 2012, 59% of students in Supplemental Instruction (SI) developmental mathematics succeed (grade of C or higher) and enroll in the next mathematics sequence (baseline 49%).  
1b. By January 2013, the percent of students enrolled in developmental mathematics on probation will decrease by 10 percentage points (baseline Spring 2010)  
1c. By December 2012 and June 2013, 75% of surveyed students in SI developmental mathematics indicate SI sessions helped them succeed. |
| 2. By June 2013, the percentage of students in pilot SI College Algebra receiving a grade of C or higher will be at least 10 percentage points higher than a like control group. | 2a. By December 2012, at least 73% of students in Supplemental Instruction (SI) College Algebra enrolled in the Fall succeed (grade of C or higher).  
2b. By June 2013, at least 73% of students in Supplemental Instruction (SI) College Algebra enrolled in the Spring succeed (grade of C or higher) baseline 63%.  
2c. By December 2012 and June 2013, at least 75% of surveyed students in SI College Algebra indicate SI sessions helped them succeed. |
| 3. By August 2013, at least 53.6% of the Fall 2012 First Year Cohort (pilot) at Forrest County will reenroll in the 2013 Fall term compared to all first time entering for F2007 to F2008 retention rate of 47.6% (baseline data). | 3a. By Oct. 2012, the number of mentors available to the First Year Cohort (pilot) at Forrest County increases from 0 to 5 (baseline F2007).  
3b. By June 2013, at least 75% of the 2013 First Year pilot students at Forrest County create an electronic education and career planning e-portfolio (baseline F2007 = 0%).  
3d. By June 2013, at least 80% of surveyed First Year Cohort (pilot) at Forrest County report satisfaction with new services. |
### Project Year Five Objectives (Oct 1, 2013-September 30, 2014)

Activities are (1) to **pilot** new advisement services for a Second Year Cohort at **Forrest County** and (2) to **pilot** Supplemental Instruction (SI) for targeted high risk Psychology, Biology, and World Civilization.

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| **1.** By June 2014, the percentage of students in pilot SI Psychology, World Civ., & Biology receiving a grade of C or higher will be at least 10 percentage points higher than like control groups. | 1a. By December 2013, at least 72% of students in Supplemental Instruction (SI) Psychology, World Civ., & Biology succeed (grade of C or higher) baseline average 62%.
1b. By December 2013 and June 2014, at least 75% of surveyed students in SI courses indicate SI sessions helped them succeed. |
| **2.** By August 2014, at least 24.2% of the Fall 2012 Cohort (pilot) at Forrest County will **graduate or transfer into a four year program** compared to 2007 graduation/transfer rate of 18.2%. | 2a. By January 2014, at least 80% of the 2010 Second Year Cohort students at Forrest County create an electronic education and career planning e-portfolio with a graduation/transfer emphasis (baseline F2007 = 0%).
2b. By June 2014, at least 80% of the Second Year Cohort (pilot) at Forrest County access new online advising/support services customized for Second Year students.
2c. By June 2014, at least 80% of the Second Year Cohort (pilot) at Forrest County report satisfaction with new advising and support services. |
| **3.** By September 2014, overall retention for first-time entering students increases at least by 6 percentage points (from 47.6% to 53.6%) | 3a. By June 2014, the average success rate (C or higher) in high risk developmental courses increases by five percentage points as a result of interventions.
3b. By June 2014, the average success rate (C or higher) in high risk general education courses increases by five percentage points as a result of interventions. |
| **4.** By June 2014, the overall graduation/transfer rate (18.2%) increases by 6 percentage points. | 4a. By June 2014, at least 70% of first year and second year cohorts develop an education and career plan.
4b. By June 2014, 70% of second year cohorts utilize the degree audit and transfer evaluation technology. |
Job descriptions for each position funded by Title III may be found in this Manual (pp. 14-18), in the Title III Office, and in PRCC President’s office.
DIRECTORY OF TITLE II PROJECT PERSONNEL

Dr. Amy Townsend  
Title III Director  
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Casey Rawls  
Title III Administrative Assistant  
Pearl River Community College  
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Poplarville, MS 39470  
601-403-1414  
crawls@prcc.edu

Year 2 Hire  
Title III Tech Support  
Pearl River Community College  
101 Hwy 11 N, Box 5066  
Poplarville, MS 39470

Year 3 Hire  
Title III Learning Specialist – Hattiesburg Campus  
Pearl River Community College  
5448 Hwy 49  
Hattiesburg, MS 39401
ROLES AND RESPONSIBILITIES

ADMINISTRATIVE AUTHORITY AND RESPONSIBILITY

PRCC PRESIDENT

Dr. William Lewis, Pearl River Community College President, has ultimate authority for the College operations in accordance with the policies of the Board of Trustees. Dr. Lewis is fully committed to the success of the project that will lead to increased student success and retention. Dr. Lewis had initiated efforts throughout the PRCC community to bring various departments together in a collaborative effort to ensure all initiatives outlined in the grant project are accomplished.

TITLE III PERSONNEL

TITLE III DIRECTOR

Dr. Amy Townsend, PRCC’s Title III Director, will serve the grant full-time. As director, she will have full autonomy to administer the project and will report directly to the PRCC President. The Director will supervise and evaluate all Title III staff, conduct weekly staff meetings, and review all necessary reports and documents required of Title III (travel, time and effort, monthly progress report, purchases orders, budget review, etc.). The Director will work closely with each staff member to ensure the proper and timely implementation of all grant activities. The Director will oversee budget management of grant funds and maintain compliance with PRCC GEPA to ensure equitable access and participation for all project activities and services. The Director will attend meetings of the President’s Administrative Council; meet periodically with the President and Vice President for Instruction; and brief department chairs and directors at various committee meetings. The Director will submit all federal performance reports for each project year and work closely with the Vice President for Instruction and the Project Advisory Team to institutionalize practices and improvements.

Duties and Responsibilities:

- Administer the Title III project and coordinate project evaluations,
- Assist in recruitment of key personnel and assist project staff in the coordination of external resource personnel,
- Oversee preparation of and monitor the fiscal and technical reports for the institution and the U.S. Department of Education,
- Authorize all expenditures and maintain control over the budget and be responsible for appropriate utilization of funds,
- Oversee inventory of Title III acquired equipment,
- Work with College administration to institutionalize improvements,
- Supervise and evaluate Activity staff,
- Provide advice and direction for implementation of Activity
- Perform other related responsibilities or tasks as assigned.
INFORMATION SYSTEMS ANALYST/DATA ANALYST

Karen Creely, the Title III ISA/DA, will serve the grant full time. Her primary duties include the implementation and maintenance of the Curriculum, Advising, and Program Planning (CAPP) Banner module for the new learner supported IT system, to train faculty/staff in the use of CAPP, and to develop/implement comprehensive student tracking system during the advisement and supplemental instruction pilots outlined in the grant activities.

Duties and Responsibilities:
- Implement/maintain Banner modules for online orientation/advising/degree audit (interfacing student and institutional information with CAPP modules).
- Train staff advisors, faculty advisors, and students in use of CAPP.
- Create manuals for new Banner modules – print/online.
- Implement Transfer Evaluation software compatible with Banner.
- Implement e-portfolio in conjunction with Title III Tech Support person.
- Track pilot outcomes correlated with specific interventions funded by the Title III Grant.
- Provide data analysis for required reports.
- Develop and maintain Title III website.
- Assist Title III Director with other related data needs.
- Maintain documentation of progress (task completed; time committed to project).
- Perform other related responsibilities or tasks as assigned.

LEARNING SPECIALIST

Leslie Butler, the Title III Learning Specialist (Poplarville campus) will serve the grant full time. Her primary duties, under the direction of the Title III Director, include development and implementation, of the faculty/staff training in best advisement practices, the redesign of student success course, training and supervision of peer mentors and peer leaders, and development and piloting of high-risk courses to include Supplemental Instruction: Developmental Mathematics and English, English Composition I and II, College Algebra, Biology, Psychology, and World Civilization.

A second Learning Specialist will be hired for the Forrest County Center to begin in Y3. This person will serve the grant full time and follow the same duties as outlined below.

Duties and Responsibilities:
- Be responsible for day-to-day implementation of Activity,
- Lead development and piloting of new Integrated Learner Support System (advising/mentoring program and new online advisement services).
- Lead redesign of student success course.
- Lead faculty and staff advisors training in newly designed learner support system.
- Lead in development and piloting of targeted high risk courses to include Supplemental Instruction.
- Train and supervise peer mentors.
- Perform other related responsibilities or tasks as assigned.
TECH SUPPORT

A Tech Support person will serve the grant on a half-time basis and will be hired in Y2. The Tech Support will be responsible for establishing and maintaining the Student Success Center computer networking system and will set up and manage student e-portfolios as part of the new Integrated Learner Support System.

Duties and Responsibilities:
- Be responsible for implementing Success Center computer networking.
- Develop student e-portfolios and provide maintenance to independent server.
- Maintain computer lab in Student Success Center.
- Assist Director with other related technology needs.
- Perform other related responsibilities or tasks as assigned.

ADMINISTRATIVE ASSISTANT

Casey Rawls, the Title III Administrative Assistant, will serve the grant full time. She will be responsible for daily operations of Title III office and assist the Title III Director as needed.

Duties and Responsibilities:
- Distribute, collect, and compile evaluations and surveys.
- Prepare various Title III documents and reports for distribution.
- Perform general secretarial and clerical duties as they relate to Title III activities.
- Plan and maintain a filing system for various areas of responsibilities.
- Serve as recording secretary for various Title III meetings.
- Operate and maintain computer and office equipment.
- Prepare orders for office supplies and equipment.
- Prepare Title III inventory reports.
- Provide general information to the public as needed.
- Schedule Title III appointments.
- Collect, disseminate, and report information in response to routine requests; answer and respond to telephone calls; receive, open, and distribute mail.
- Train and assist student office workers, when applicable.
- Perform other related responsibilities or tasks as assigned.

EXTERNAL EVALUATOR

Dr. Lou Ann Norman has been retained as the external evaluator for PRCC’s Title III grant throughout the lifetime of the grant. She will work with the Title III staff and the Project Advisory Team (PAT) to review and refine the grant evaluation plan as needed to include review of evaluation instruments and the collection/analysis of data.

Duties and Responsibilities:
- Annual two-day site visits (Years 1-5),
- On-going consultation throughout the year,
- Data analysis review, and
- Provide written report each year.
RETENTION/ADVISEMENT EXPERT

Dr. Maggie Culp has been retained as the retention/advisement expert for PRCC’s Title III grant Y1-2. She will work with the Title III staff, the Project Advisory Team, the Integrated Learner Support System Advisory Team, various departmental leaders, faculty and staff in the redesign of the advisement services of PRCC.

Duties and Responsibilities:
- Annual three-day site visits (Years 1-2).
- Assist in the redesign of advisement system with special emphasis on cultural/racial diversity.
- Conduct a process improvement review of student flow from application through the first day of class and provide recommended changes.
- Identify retention/student success best practices that will work at PRCC.
- Provide retention model from which PRCC can chose options with the potential to help the college reach its goals as outlined in the Title III grant.
- Provide written report of findings and recommendations.

PEER MENTORS

A peer mentor is a student worker who will provide leadership and guidance to students in the College Success Course. Mentors assist in achieving the goals of the course and helping retain students at Pearl River Community College. Mentors serve as role models and help students make the transition to college life.

Duties/Responsibilities
- Peer mentors will be required to work 15 hours per week in the following activities
  - Training once per week with supervisor
  - Planning activities with mentees
  - Conducting meetings and activities with mentees
- Know and understand PRCC policies, procedures and course structure
- Record activity notes and evaluation of activity
- Understand how to refer students when they have issues that need help beyond your ability

Qualifications
- Minimum grade point average of 3.0
- Sophomore classification
- Strong interpersonal skills
- Positive attitude
- Self-motivated

PEER LEADERS - Forthcoming
Description
Qualifications
TITLE III COMMITTEES

PROJECT ADVISORY TEAM - INTERNAL MONITORING TEAM

The PRCC Title III Project Advisory Team will be responsible for internal oversight of the grant project. PAT responsibilities are

- to ensure a smooth transition to implementing the project,
- be familiar with scope and purpose of Title III,
- understand the importance of implementing the project so that proposed objectives are met each year,
- review formative and summative reports by Director, and
- make recommendations for adjustments, as needed, to ensure continuous improvement and assessment of implementing the program activities.

PAT meetings will be held at least once per quarter to review the grant project to date. The Director and other Key Personnel, as needed, will report on progress toward annual goals and objectives; identify timeline for completion of quarterly activities; justify any incomplete activities; and provide written formative and summative evaluation of quarterly activity to include budget reports. The PAT will also discuss any problems and weaknesses identified within the quarterly period and identify corrective action, if warranted. PAT members will attend annual meetings with External Evaluator (dates to be determined) to review grant progress. PAT members will complete an annual evaluation summary report based on the following guidelines:

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<th>Timeline &amp; Tasks</th>
<th>Were the tasks completed? Were the results successful? Were the timelines being met? Are the timelines realistic? Were the resources adequate?</th>
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<tr>
<td>Objectives</td>
<td>Were the objectives reached? If not, why not? Were the goals realistic?</td>
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<tr>
<td>Problems &amp; Weaknesses</td>
<td>What problems and weaknesses are evident in the grant? To what extent has the college progressed in the areas of weaknesses? To what extent has the college institutionalized developmental/piloted activities of the grant?</td>
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INTEGRATED LEARNER SUPPORT SYSTEM ADVISORY TEAM

The Integrated Learner Support System Advisory Team, under the direction of the Title III Director and Learning Specialist, will provide input into the redesign of current advising services; provide advisement in the design and piloting of a first year success course – customized to first year special populations (undeclared majors, minority students, probationary students, and students enrolled in developmental courses); and provide guidance in the development of training for faculty/staff advisors in best advisement practices.

ILSS responsibilities are
• to attend bi-monthly meetings and participate in the planned development/redesign activities,
• to assist in the selection of target faculty/staff pilot group,
• to participate in the development of training for best advisement practices, and
• to participate in development of success course content and format,
• to identify criterion for peer mentors, and
• to complete evaluation of ILSS activities.

TITLE III COMMITTEE MEMBERS

PAT Committee Members:
Title III Director, Chair
Vice President for Instruction
Chief Planning Officer
Chief Technology Officer
Institutional Research Specialist

ILSS Committee Members:
Title III Director, Chair
Title III Learning Specialist, Co-Chair
Dean of Enrollment Management
Chief Technology Officer
Director of Extended Education
Academic Counselor
Academic Advisor
English Instructor
Department Chair – Science, Mathematics, & Business
Physics Instructor
Department Chair – Health, Physical Education, & Recreation
Nursing Instructor
Marketing/Management Technology Instructor
History Instructor
Child Development Technology Instructor
Music Instructor
TITLE III KEY PERSONNEL
JOB DESCRIPTIONS

PEARL RIVER COMMUNITY COLLEGE
TITLE III DIRECTOR

Reports to and Evaluated By
PRCC President

Purpose
To manage the entire Title III project and to oversee project implementation

Responsibilities—Performance Required
- Administer the Title III project and coordinate project evaluations,
- Assist in recruitment of key personnel and assist project staff in coordination of external resource personnel,
- Oversee preparation of and monitor the fiscal and technical reports for the institution and the U.S. Department of Education,
- Authorize all expenditures and maintain control over the budget and be responsible for appropriate utilization of funds,
- Oversee inventory of Title III acquired equipment,
- Work with College administration to institutionalize improvements,
- Supervise and evaluate Activity staff,
- Provide advice and direction for implementation of the Activity

Qualifications
- Doctorate, preferred
- At least 5 years of administrative experience, preferably at a community college, including project, personnel, and budget management, with additional work in student services preferred,
- Familiarity with Title III program and a commitment to enhancing the success of disadvantaged students,
- Experience in project management and evaluation,
- Excellent oral and written communication skills,
- Excellent rapport with college-wide communities,
- Knowledge of best practices in advising and retention building,
- Supervisory experience preferred,
- Ability to work independently and as part of a team.

Terms and Conditions of Employment
Employment is for twelve (12) months.
Title III funded position.
PEARL RIVER COMMUNITY COLLEGE
TITLE III INFORMATION SYSTEMS DEVELOPER/DATA ANALYST

Reports to and Evaluated By
Title III Director

Purpose
To implement and maintain Banner modules for new learner support IT system and train staff and to develop/implement comprehensive student tracking during the advisement and supplemental instruction pilots.

Responsibilities—Performance Required
- Implement/maintain Banner modules for online orientation/advising/degree audit.
- Track pilot outcomes correlated with specific interventions funded by the Title III grant.
- Provide data analysis for required reports.
- Assist Title III Director with other related data needs.

Qualifications
The candidate must be detail oriented with excellent people skills and possess the ability to work independently and as part of a team.

Required:
- Bachelor of Science degree (or higher) in Computer Science or related field of study
- Detail oriented
- Extensive knowledge of Microsoft Excel and Access for reporting purposes

Preferred:
- At least three years of experience working with student information systems in a higher education environment preferred.
- Experience with SunGard Banner preferred.
- Knowledge of SQL, PL/SQL, ORACLE 10 RDBMS, HP-UX, Microsoft Office 2007
- Working knowledge of curriculum and retention issues at post-secondary level
- Web design skills

Terms and Conditions of Employment
Employment is for twelve (12) months.
Title III funded position.
PEARL RIVER COMMUNITY COLLEGE
TITLE III LEARNING SPECIALIST

Reports to and Evaluated By
Title III Director

Purpose
To develop and pilot Integrated Learner Support System and Supplemental Instruction units

Responsibilities—Performance Required

- Responsible for day-to-day implementation of designated grant activities.
- Lead development and piloting of new Integrated Learner Support System.
- Lead faculty and staff advisors training in newly designed learner support system.
- Train and supervise peer mentors.
- Training and design of Supplemental Instruction.
- Other duties as assigned by Title III Director.

Qualifications

Required:
- Master’s degree or higher
- At least 3 years experience in teaching and/or student services, preferably at a community college
- Knowledge of best practices in advising and retention building
- Knowledge of Supplemental Instruction best practices
- Ability to work independently and as part of a team with a diverse student, faculty, and staff population in an atmosphere that is supportive, flexible and helpful

Preferred:
- Excellent written, verbal, and interpersonal skills
- Experience in course development
- Supervisory experience
- Computer skills - Proficient in Microsoft Office Suite

Terms and Conditions of Employment

Employment is for twelve (12) months.
Title III funded position.
PEARL RIVER COMMUNITY COLLEGE
TITLE III TECH SUPPORT

Reports to and Evaluated By
Title III Director

Purpose
To establish and maintain Student Success Center computer networking and to set up and manage student e-portfolios as part of the new Integrated Learner Support System

Responsibilities—Performance Required
- Set up computer networking system in Student Success Center
- Maintain computer lab in Student Success Center
- Set up and manage student e-portfolios on independent server
- Assist Director with other related technology needs

Qualifications
The candidate must be detail oriented with excellent people skills and possess the ability to work independently and as part of a team.

Required:
- Associate’s Degree in Computer Networking/Web Design

Preferred:
- At least two years of work related experience
- Web design skills

Terms and Conditions of Employment
Part-time Position
Employment is for twelve (12) months.
Title III funded position.
PEARL RIVER COMMUNITY COLLEGE
TITLE III ADMINISTRATIVE ASSISTANT

Reports to and Evaluated By
Title III Director

Purpose
To successfully expedite the work of the Title III Office.

Responsibilities-Performance Required

- Distribute, collect, and compile evaluations and surveys.
- Prepare various Title III documents and reports for distribution.
- Perform general secretarial and clerical duties as they relate to Title III activities.
- Plan and maintain a filing system for various areas of responsibilities.
- Serve as recording secretary for various Title III meetings.
- Operate and maintain computer and office equipment.
- Prepare orders for office supplies and equipment.
- Prepare Title III inventory reports.
- Provide general information to the public as needed.
- Schedule Title III appointments.
- Collect, disseminate, and report information in response to routine requests; answer and respond to telephone calls; receive, open, and distribute mail.
- Train and assist student office workers, when applicable.
- Perform other related responsibilities or tasks as assigned.

Qualifications

- Must be proficient in the skills of typing, word processing, filing, and record keeping. Must possess good organizational, technical, and communication skills.
- Associate Degree preferred.

Terms and Conditions of Employment

Employment is for twelve (12) months.
Title III funded position.
PERSONNEL PROCEDURES

HIRING TITLE III POSITIONS

All Title III positions will be advertised internally for one week. If the position is not filled internally, the position will be advertised and held open for 10 days. A selection committee will be appointed by the President or the immediate supervisor, depending on position. Appropriate documentation must be submitted as outlined in advertisement. The selection committee will conduct interviews and recommend to the President the candidate of choice. (Appendix B, PRCC Policies and Procedures Manual, Section 5.22)

PERSONNEL EVALUATION

All Title III staff will be evaluated annually according to PRCC institutional policy. Each staff member will complete a self-assessment and will be evaluated by the Title III Director. The Director will be evaluated by the President. Each Title III staff member will be provided with a written assessment and a plan of improvement, if warranted. (Appendix B, PRCC Policies and Procedures Manual, Section 5.24)

HIRING A CONSULTANT/EVALUATOR

The decision to hire an outside consultant/evaluator to be paid with Title III funds will be made jointly by the Title III Director, the Project Advisory Team, and the college President. The Director will first complete the TITLE III CONSULTANT SERVICE PRIOR APPROVAL FORM and share with the Project Advisory Team and the President. The President will recommend the candidate to the PRCC Board of Trustees. Once the consultant has been approved, the TITLE III CONSULTANT SERVICE CONFIRMATION FORM must be completed by the consultant and a signed copy returned to the Title III Director. Upon completion of the consulting activities, the consultant will submit to the Title III Director an invoice for payment accompanied by appropriate statements/receipts for expenses. The invoice will be forwarded to the PRCC Business Office for payment. Samples of these forms can be found in Appendix A.

HIRING FACULTY FOR GRANT OBJECTIVE DEVELOPMENT

Information regarding grant development work will be disseminated through the Vice President for Instruction’s Office, the Title III Office, and provided on the Title III website. Faculty interested in participating in grant objective development work shall follow the procedures outlined on the Title III Faculty Development Objectives Form (Appendix A) and submit the application to the Title III Office. Upon completion of development activity, the participating faculty will complete the Title III Faculty Stipend Request Form (Appendix A) and return to the Title III Director.

CHANGES IN KEY PERSONNEL

Any request for changes in Key Personnel will be submitted to the U.S. Department of Education for approval.
REPORTING PROCEDURES

TIME & EFFORT REPORTS

Title III staff members will complete a Time & Effort Report each month in which the major tasks accomplished toward yearly grant objectives are described and the percentage of time spent on Title III activities is documented. The report is submitted to the Title III Director and copies are maintained in Title III Office and electronically on the shared Title III server. A sample report form can be found in Appendix A.

MONTHLY PROGRESS REPORTS

Title III Key Personnel will complete a Monthly Progress Report each month in which progress toward yearly activity objectives are documented. The report requires an in-depth summation to include the following:

- List your major activities pertaining to the Title III program for this reporting period and relate to the specific yearly objective(s).
- Discuss any problems which you are experiencing in meeting the objectives of our program.
- Describe equipment, or other significant purchases (over $100), made with Title III funds during this reporting period for our program.
- Summarize all travel paid with Title III funds for this reporting period.
- What consultants/workshops sponsored by Title III have you talked with/participated in during this reporting period?
- Describe any cooperative activities with other units of the College, either Title III or non-Title III.
- What tasks are planned to meet the Activity Objectives for the next reporting period.
- Describe administrative activity completed during this reporting period.

The Monthly Progress Report is submitted to the Title III Director and copies are maintained in Title III Office and electronically on the shared Title III server. A sample report form can be found in Appendix A.

QUARTERLY REPORTS

Both formative and summative Quarterly Reports will be provided to the Project Advisory Team – the Internal Evaluation Team, and the External Evaluator. The report will include the following:

- Progress toward annual goals and objectives,
- Timeline for completion of quarterly activities,
- Justification for any incomplete activities, and
- Quarterly budget reports on expenditures and remaining funds.
ANNUAL PROGRESS REPORTS

As required by the U.S. Department of Education, the Annual Progress Report will be completed by the Title III Director and submitted electronically in a timely manner. Prior to submission, the President and the Project Advisory Team will review the report and provide feedback for any needed revisions. The report will include an executive summary of all Title III activity for the past 12 months, a summation of the project status, an assessment schedule, and status of the budget. The executive summary portion will describe the institutional impact of the year’s grant activity to include direct positive impacts, ancillary impacts, and cooperative activities among college units and Title III activity. Other supplemental information will be provided as needed. A sample report form can be found on the U.S. Department of Education website (http://www2.ed.gov/programs/iduestitle3a/performance.html).
BUDGET ADMINISTRATION PROCEDURES

FISCAL CONTROL

All purchases using Title III funds:
- Must be made consistent with PRCC policy.
- Must meet provisions of the project budget allowances, and
- Must be approved by the Title III Director.

The Title III Director and PRCC’s Grants Accountant are charged with ensuring consistency between Title III budget records and the college’s recordkeeping system. Budget files are maintained in the Title III office and in the PRCC Business Office. The U.S. Department of Education G5 accounting system is regularly checked to ensure consistency between PRCC Title III budget records for draw down of funds and the U.S. Department of Education records.

PERSONNEL AND FRINGE

Each of the PRCC Title III staff positions is funded 100% by the grant. Each of the key personnel positions will be institutionalized by absorbing salaries into the college’s general operating budget by Year 5. Hiring for all positions funded by the Title III grant shall follow procedures outlined in the PRCC Policies and Procedures Manual, Section 5.22. An employee file will be maintained in the Title III office for each position named in the grant to include contracts, resumes, transcripts, and evaluations. All staff members are required to complete Time and Effort Reports and key personnel are required to complete the Monthly Progress Report (See Appendix A). Each employee will also complete a PRCC timesheet at the end of each month and attach to the Time and Effort Report. Both forms will be submitted to the Title III Director for signature and forwarded to the PRCC Business Office for payment on the last working Friday of each month.

Procedure for Planned and Unplanned Absences
- Planned Absences -
  Notify Title III Director as soon as possible prior to the absence.
  Complete a Request for Planned Absence Form.
  Upon return, document hours missed on monthly timesheet.
- Unplanned Absences –
  Call the Title III Director at home prior to the start of the workday or call the Title III Office at the start of the day and report your absence.
  If you are unable to call yourself, have someone call for you.
  Upon return, document hours missed on monthly timesheet.

PRCC college policy for sick leave can be found in the PRCC Policy and Procedures Manual, Section 5.22.

SUPPLIES AND EQUIPMENT PROCUREMENT
All supply and equipment requests must be directly related to the objectives of the Title III project activity and procurement processes will follow PRCC policy (Appendix B, *PRCC Policies and Procedures Manual*, Section 3.9)

- Supply requests as related to Title III project activity (not operational in nature) must originate with Title III staff member desiring the supply and must be accompanied by a justification for the purchase.
- Equipment requests under $5000 must originate with Title III staff member desiring the equipment and must be accompanied by a justification for the purchase. For equipment between $5000 and $50,000, two quotes must be obtained.
- The request is submitted to the Title III Director for approval via a PRCC Purchase Order, and if approved, the request is forwarded to the PRCC Business Office for processing. The PRCC Grants Accountant also approves the request.

*Standard college procedures will be followed by the PRCC Business Office for purchasing, ordering, and remitting payment to vendors. The Business Office will maintain original documentation and receipts. Copies of all purchase orders will be maintained in the Title III Office.*

**PURCHASE ORDER REQUEST**

A copy of Pearl River Community College Requisitioning for Purchase Form can be found in Appendix A.

**EQUIPMENT INVENTORY**

Federal requirements state that all equipment ($5000 or more) purchased with Title III funds will be tagged with a PRCC non-removable control number sticker and with a Title III sticker. However, PRCC policy states that all equipment ($500 or more) will be tagged with a PRCC non-removable control number sticker; therefore, all equipment items purchased with Title III funds with a minimum value of $500 will also be tagged with a Title III sticker. PRCC equipment inventory procedures will be followed (Appendix B, *PRCC Policies and Procedures Manual*, Section 3.5). All equipment items will be inventoried through the electronic master equipment list maintained by the PRCC Business Office. Inventory records will also be maintained in the Title III office. A sample Title III Inventory Sheet can be found in Appendix A.

**TRAVEL PROCEDURES**

All travel paid with Title III funds must be directly related to the goals and objectives of the Title III project. Standard PRCC travel policy will be followed to include completion of PRCC Authorization for Travel Form, PRCC Travel Voucher Form, and PRCC Travel Request for Reimbursement Form. Appropriate receipts must accompany reimbursement form. (Appendix B, *PRCC Policies and Procedures Manual*, Section 5.42)
In addition to PRCC forms, the following Title III forms must be completed:

- **TITLE III TRAVEL REQUEST FORM** - This form must be complete by individual prior to proposed trip. Written permission of the Title III Director must be obtained. UNAPPROVED TRIPS WILL NOT BE REIMBURSED. A sample copy of this form can be found in Appendix A.

- **TITLE III TRAVEL EXPENSE VOUCHER** – The PRCC Travel Voucher Form will be used to record all trip expenses. A sample copy of this form can be found in Appendix A.

- **TITLE III SUMMARY TRAVEL REPORT FORM** – This form must be completed by the individual upon returning from the proposed trip. This report will document that the trip was related to Title III objectives and goals. Sample materials (conference agendas, schedules, meeting minutes, etc.) should be attached to the report. A sample copy of this form can be found in Appendix A.

Approved travel requests will be forwarded to the PRCC Business Office for payment.

**PROGRAMMATIC CHANGES AND BUDGET REVISIONS**

Recipients are required to report deviations from budget and program plans and request U.S. Department of Education prior approvals for budget and program plan revisions in accordance with the following:

- Change in the scope or the objective of the project or program.
- Change in a key personnel specified in the application or award document.
- The absence of more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- Need for additional Federal funding.
- The inclusion, unless waived by the Secretary, of costs that require prior approval in accordance with OMB Circular A-21.
- Transfer of funds allotted for personnel, fringes, equipment, and training stipends.

To request a programmatic change or budget revision, a budget revision/justification letter must be provided by the Title III Director, along with the signature of the college President, and submitted to the US Department of Education for final approval.
### PROJECT EVALUATION PROCEDURES

**EVALUATION OBJECTIVES CHART**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Data Type/Collection</th>
<th>Analysis/Instruments</th>
<th>Personnel/Reports</th>
<th>Final Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Success Rates (targeted high risk developmental education and general education)</td>
<td>Institutional Research Office and Data Analyst track course success for SI pilots - control/treatment groups using ANOVA or T-tests</td>
<td><strong>Quantitative</strong>: Success data compared to baseline; Descriptive Statistics; Pre/Post Surveys. <strong>Qualitative</strong>: Interviews; Written Comments. - instruments developed w/in two weeks prior to administration</td>
<td>Project Manager - Produce formative report quarterly. <em>Corrective action taken within 2 months per PAT (Project Advisory Team)</em> recommendation. Summative report submitted to PAT by Nov. 30. Project Evaluator submits evaluation report within 2 weeks of onsite visit.</td>
<td>- 10 percentage point increase in course completion (receive C or better) for Supplemental Instruction pilots -Dev. mathematics and English; Composition I/II; Algebra; Biology; World Civ., Psych.</td>
</tr>
</tbody>
</table>

**Fall 2007 Baseline**
- 52% developmental mathematics and English average; 60% targeted high risk gen. education courses

| Student Retention rates | Institutional Research Office and Data Analyst track student retention data compare to baseline data Semester to Semester Year to Year 1st yr advising pilots and 2nd year advising pilots (at two campuses) compared to similar past control group F2007 | **Quantitative**: Longitudinal Studies; Descriptive Statistics; Advising Surveys. **Qualitative**: Interviews; Written Comments. - instruments developed w/in two weeks prior to administration | Project Manager - Produce formative report quarterly. *Corrective action taken within 2 months per PAT* recommendation. Summative report submitted to PAT by Nov. 30. Project Evaluator submits evaluation report within 2 weeks of onsite visit. | - 6 percentage points increase in overall retention rates by F2013 over F2007 baseline |

**Fall 2006 – Fall 2007 Baseline**:
- 47.6%

Data base set up within first two weeks each semester to identify and track control and treatment groups, controlling for demographic variables
Graduation/Transfer

**Baseline: 2007**
Cohort graduation rate – 17.5%
Transfer rate – 19%
Combined graduation/transfer – 18.2%

### Institutional Research Office and Data Analyst
- Tracks persistence, compare to baseline data (2007 cohort)
- Year to Year 1\(^{st}\) yr advising pilots and 2\(^{nd}\) year advising pilots (at two campuses) compared to similar past control group F2007

#### Quantitative:
- Longitudinal Studies
- Descriptive Statistics
- Exit Surveys

#### Qualitative:
- Exit Interviews
- Written Comments
- Instruments developed w/in two weeks prior to administration

### Project Manager
- Produce formative report quarterly;
- Corrective action taken within 2 months per PAT recommendation
- Summative report submitted to PAT and Project Evaluator by Nov. 30
- Project Evaluator submits evaluation report within 2 weeks of onsite visit.

### Activity | Data Type/Collection | Data Analysis | Personnel/Reports | Pilot Outcomes
--- | --- | --- | --- | ---
New Learner Support System Pilots - online services; computer resources; mentoring; e-portfolio
**Specific Data Elements:**
- # students in pilots
- # staff participating in system training
- # of new services utilized by students in pilots

Institutional Research Office and Data Analyst maintains statistics on retention and program completion/transfer correlated to use of new specific services
- Semester to Semester
- Year to Year
- Data base set up within first 2 wks each semester to identify and track control and treatment groups, controlling for variables

**Quantitative:**
- Correlation btw/ new services/use and retention;
- Student and Staff Surveys; User logs

**Qualitative:**
- Interviews; Written Commentary (all project participants)
- Instruments developed w/in two weeks prior to administration

### Project Manager
- Produce formative report quarterly;
- Corrective action taken within 2 months per PAT recommendation;
- Summative report submitted to PAT and Project Evaluator by Nov. 30
- Project Evaluator submits evaluation report within 2 weeks of onsite visit.

- 6 percentage point increase in graduation/transfer rate (baseline 2007)

- Correlation between new support services and student persistence
  - % semester to semester and fall to fall retention
  - % graduating
  - % transferring
  - % of student, faculty support staff satisfaction
  - % increase in use of support services
Pilots of Courses w/ Supplemental Instruction/Peer Leaders

Specific Data Elements:
- # students in treatment & control group
- # faculty participating
- course grades
- course withdrawal rates
- frequency of participation in SI group meetings

Institutional Research Office/Data Analyst maintains statistics on pilots of treatment and control groups
- Semester to Semester
- Data base set up within first two weeks each semester to identify and track control and treatment groups, controlling for demographic variables

Quantitative: ANOVA or t-tests for comparing control/treatment groups; Descriptive Statistics; Surveys

Qualitative: Interviews and Written Commentary (SI pilot students, SI faculty, SI leaders) - instruments developed w/in two weeks prior to administration

Project Manager - Produce formative report quarterly; Corrective action taken within 2 months per PAT recommendation; Summative report submitted to PAT and Project Evaluator by Nov. 30

Degree of effectiveness of Intervention
- % of students succeeding compared to control group
- % of students succeeding in next level of coursework
- % course retention compared to control group
- % of students on probation
- % of student satisfaction
- % of faculty satisfaction

INTERNAL EVALUATION

PROJECT ADVISORY TEAM
The PRCC Title III Project Advisory Team will be responsible for internal oversight of the grant project. PAT responsibilities are to
- ensure a smooth transition to implementing the project,
- be familiar with scope and purpose of Title III,
- understand the importance of implementing the project so that proposed objectives are met each year,
- review formative and summative reports by Director, and
- make recommendations for adjustments, as needed, to ensure continuous improvement and assessment of implementing the program activities.

PAT meetings will be held at least once per quarter to review the grant project to date. The Director and other Key Personnel, as needed, will report on progress toward annual goals and objectives; identify timeline for completion of quarterly activities; justify any incomplete activities; and provide written formative and summative evaluation of quarterly activity to include budget reports. The PAT will also discuss any problems and weaknesses identified within the quarterly period and identify corrective action, if warranted. PAT members will attend annual meetings with External Evaluator (dates to be determined) to review grant progress. PAT members will complete an annual evaluation summary report based on the following guidelines:
| Timeline & Tasks               | Were the tasks completed? Were the results successful?   |
|                              | Are the timelines being met? Are the timelines realistic? |
|                              | Were the resources adequate?                             |
| Objectives                   | Were the objectives reached? If not, why not?            |
|                              | Were the goals realistic?                                |
| Problems & Weaknesses        | What problems and weaknesses are evident in the grant?   |
|                              | To what extent has the college progressed in the areas of |
|                              | weaknesses? To what extent has the college institutionalized |
|                              | developmental/piloted activities of the grant?           |

The Title III Information Systems Analyst/Data Analyst and the PRCC Institutional Research Office will be responsible for collecting and analyzing data by tracking each pilot group identified in the grant as well as usage of new advisement services. The Title III Director will oversee all evaluation measures to include both quantitative and qualitative outcomes and will submit summative and formative evaluation reports to the Project Advisory Team each quarter.

**EXTERNAL EVALUATION**

**EXTERNAL EVALUATOR**
An external evaluator will be retained for PRCC’s Title III grant throughout the lifetime of the grant. The evaluator will work closely with the Title III staff and the Project Advisory Team (PAT) to review and refine the grant evaluation plan as needed to include review of evaluation instruments and the collection/analysis of data. The evaluator will be responsible for annual two-day visits to campus (Y1-5); serve as an ongoing consultant throughout the year; review data analysis procedures and outcomes; and provide written reports for each year of the grant project.

**RETENTION/ADVICEMENT EXPERT**
A retention/advisement expert for PRCC’s Title III grant will be retained for Y1-2. This consultant will work closely with the Title III staff, the Project Advisory Team, the Integrated Learner Support System Advisory Team, various departmental leaders, and faculty and staff in the redesign of the advisement services of PRCC in efforts to increase student persistence, retention, and graduation rates. The Retention/Advisement Expert will be responsible for annual two-day site visits (Y1-2); assist in the redesign of advisement system with special emphasis on cultural/racial diversity; conduct a process improvement review of student flow from application through the first day of class and provide recommended changes; identify retention/student success best practices that will work at PRCC; provide a retention model from which PRCC can chose options with the potential to help the college reach its goals as outlined in the Title III grant; and provide a written report of findings and recommendations.
APPENDIX A

TITLE III FORMS
TITLE III
TIME AND EFFORT REPORT
October 2009-September 2010 – YEAR 1*
Amendment to Employee’s Time Sheet

Month: (circle)
OCT  NOV  DEC  JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP

Employee: _______________________________________________________

Position: _______________________________________________________

My tasks were:

This is to certify that ________________________ devoted __________% time to the Integrated Learner Support System Activity from ______________________ to ______________________ and the services were performed according to appropriate grant policies and the purposes set forth in the application and award documents.

_____________________________  _______________________
Employee’s Signature                  Date

I confirm that I have first-hand knowledge of all work performed by this employee and that the distribution of activity represents a reasonable estimate of work performed during the stated period.

_____________________________  _______________________
Administrator’s Signature              Date

* A different Time and Effort Report will be used for each year of the grant identifying year specific objectives.
Pearl River Community College
Title III Monthly Progress Report

Name of Program: Integrated Learner Support System

Program Director: Dr. Amy Townsend

Report Period: __________________________    Date Submitted: ______________________

Year 1 Activity Objectives:

1. To renovate/equip a Success Center in Poplarville
2. To design Learner Support System
3. To provide training to faculty and staff advisors

Relate comments to a specific activity objective in your area by placing the objective number immediately before each comment.

- List your major activities pertaining to the Title III program for this reporting period.
- Discuss any problems which you are experiencing in meeting the objectives of our program.
- Describe equipment, or other significant purchases (over $100), made with Title III funds during this reporting period for our program.
- Summarize all travel paid with Title III funds for this reporting period.
- What consultants/workshops sponsored by Title III have you talked with/participated in during this reporting period?
- Describe any cooperative activities with other units of the College, either Title III or non-Title III.
- Describe administrative activity completed during this reporting period.

What tasks are planned to meet the Activity Objectives for the next reporting period?

1.
2.
3.
4.

Report completed by ____________________________________________________________

Title III Director __________________________________________________________________

TITLE III REQUEST FOR PLANNED ABSENCE

Date Submitted ______________________

Reason for Absence or Accumulation of Compensatory Time

I. PERSONAL ABSENCE (check one)
   _____ Bereavement    _____ Personal Day    _____ Sick Day

I request to be absent on ______________________________________

Day(s)/Time(s)

II. COMPENSATORY TIME
   A. To be earned on (dates):
      Beginning Time(s): ______________________________
      Ending Time(s): ______________________________
      Total Hours Earned: _____________________________
      Reason: ______________________________________

   B. To be taken on (dates):
      Beginning Time(s): ______________________________
      Ending Time(s): ______________________________
      Total Hours Taken: ______________________________

__________________________________________
Signature of Staff Member                         Date

__________________________________________
Signature of Title III Director                   Date

__________________________________________
Signature of PRCC President                      Date
TITLE III PROJECT
TRAVEL REQUEST FORM

Name ____________________________  Ext. No. _________  Date _________

Requests approval of Title III Director to attend the following conference/workshop/training program:

This conference/workshop/training program will contribute to institutional development and is related to the Title III activity in which I am involved in the following way:

A completed Request Form is attached. [Title III Office will forward the request to the PRCC Business Office with Director’s approval.]

Request Approved: ____________________________________________

Title III Director  Date

______________________________  ____________________________

PRCC President  Date
TITLE III PROJECT
TRIP REPORT FORM

NAME: __________________________________________________
TITLE III ACTIVITY
Integrated Learner Support System
ACTIVITY OBJECTIVE __________________________________________
DATE(S) OF TRIP ____________________________________________
DESTINATION _______________________________________________
PURPOSE OF TRAVEL _________________________________________

Summary of participation and information gained as it relates to the Project Activity:

Indicate how the above information will be shared with PRCC:

*Please attach a copy of program, brochures, or any other information to further document your participation.

PRCC TRAVEL VOUCHER AND REIMBURSEMENT FORM:
PEARL RIVER COMMUNITY COLLEGE
TITLE III EQUIPMENT INVENTORY

DATE: __________________________

ACTIVITY NAME: _________________________

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<tr>
<th>NAME &amp; MANUFACTURER</th>
<th>MODEL NO</th>
<th>SERIAL NO</th>
<th>PO NUMBER</th>
<th>PURCHASE DATE</th>
<th>PURCHASE PRICE</th>
<th>SERVICE TAG</th>
<th>PRCC ID CODE</th>
<th>LOCATION OF EQUIPMENT ON CAMPUS</th>
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This is to certify that the above equipment has been received in good order and adequate maintenance procedures, as detailed in EDGAR (74.34), will be maintained.

DIRECTOR: ___________________________________________ DATE: _________________________
TITLE III CONSULTANT SERVICE
PRIOR APPROVAL FORM

TITLE III ACTIVITY AND COMPONENT(S) ______________________________________
CONSULTANT’S NAME ______________________________________________________
DATE(S) OF VISIT __________________________________________________________
PURPOSE OF VISIT (Include identification of related objectives)

QUALIFICATIONS OF CONSULTANT (Summarize or attach a copy of resume)

COMMENTS

COST ESTIMATE
FEE __________________________
TRAVEL __________________________
TOTAL __________________________

Approved by: __________________________
Title III Director Date
TITLE III CONSULTANT SERVICE
CONFIRMATION

Date: ____________________

Dear __________________________________

We appreciate your willingness to provide the following services for our college.

PROGRAM OR SERVICE:
Title or Topic: ____________________________________________________________
Dates and Times: __________________________________________________________
Other Services Provided: ____________________________________________________

EXPENSES:
Payment Agreement: _______________________________________________________

PLEASE RESPOND TO THE FOLLOWING (if appropriate):

*Audio/Visual Needs
*Duplication of Handouts (allow one week for printing)
*Permission to video or audio tape the sessions? Yes  No

Please sign and return one copy in the enclosed stamped self-addressed envelope and retain a copy for your files.

____________________________________________________________
Signature of Title III Director  Date

____________________________________________________________
Signature of Consultant  Date
TITLE III GRANT
FACULTY DEVELOPMENT OBJECTIVES

CALL FOR FACULTY PARTICIPATION FOR SUMMER COURSE DEVELOPMENT AND FALL COURSE PILOTING WORK

Grant Objective: The percentage of students in piloted Supplemental Instruction courses receiving a grade of C or higher will be at least 10 percentage points higher than a like control group.

Project Period: Year 2 – Developmental English, English Composition I & II
Design – Summer 2011
Pilot – Fall 2011
Year 3 – Developmental Mathematics, College Algebra
Design – Summer 2012
Pilot – Fall 2012
Year 4 – General Psychology, General Biology I, World Civilization
Design – Summer 2013
Pilot – Fall 2013

Participation: Open to Full-time and Part-time Faculty (5 participants per semester)

Funding: Title III

The Title III Supplemental Instruction Objective calls for the design and piloting of Supplemental Instruction for high-risk courses.

Priorities:
1. Attend SI Training – Kansas City, MO during summer
2. Develop SI course during summer
3. Pilot SI course during fall
4. Work with peer leaders

Compensation: Participants will be compensated at the rate of $1500 for summer development work and $1500 for fall.

Application Deadline: Year 2 – 2/18/11 Year 3 – 2/17/12 Year 4 – 2/15/13 Year 5 – 2/14/14

Application Procedures: Applications can be obtained through the Title III Office (Ext. 1414), on the Title III website, or from your Department Chair. Also feel free to contact Leslie Butler (Ext. 1427), Title III Learning Specialist, at lbutler@prcc.edu.
TITLE III PROGRAM
FACULTY STIPEND REQUEST FORM

Date: ________________

Request for: ___________________________________  S.S.# _____________________
(Name of the Faculty Member)

1. Activity Name __________________________________________

2. Describe briefly the specific tasks to be completed by the faculty member.

3. Beginning Date: ________________  4. Ending Date: ________________

5. Amount of Stipend: $___________

6. Approvals:

__________________________________________________________
Dean  Date

__________________________________________________________
Division Chair  Date

__________________________________________________________
Title III Director  Date
TITLE III
TIME AND EFFORT REPORT
Faculty Participants for Supplemental Instruction
YEAR 2 - May 2011-September 2011

Month: (circle)

OCT  NOV  DEC  JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP

Employee: ________________________________

Position: ________________________________

Year 2 Objective: By August 2011, at least 55.6% of the Fall 2010 First Year Cohort at Poplarville will reenroll in the 2011 fall term compared to 47.6% for F2006 first time entering student retention rate (baseline data).

Year 2 Activity Objectives:
1. To pilot new advisement services for First Year Cohort at Poplarville
2. To provide training in Supplemental Instruction and to design SI developmental English and English Composition I & II.

My tasks were:
1. ________________________________

This is to certify that ________________________________ worked on the Supplemental Instruction design for Beginning English, Intermediate English, English Composition I and English Composition II from ________________ to ________________ and the services were performed according to appropriate grant policies and the purposes set forth in the application and award documents.

________________________________________________________________________

Employee’s Signature Date

I confirm that I have first-hand knowledge of all work performed by this employee and that the distribution of activity represents a reasonable estimate of work performed during the stated period.

________________________________________________________________________

Learning Specialist’s Signature Date

________________________________________________________________________

Title III Director Signature Date

This report should be returned to the Title III Office no later than five working days after the end of the month.
APPENDIX B

PRCC
POLICIES &
PROCEDURES
EMPLOYMENT PLAN

Policy:

The President of Pearl River Community College will recommend to the Board of Trustees all regular full-time and part-time faculty and professional staff to be employed. Support Staff and adjunct faculty employees will be hired by the President.

Procedure:

Recruitment efforts will be made to attract the best qualified personnel to Pearl River Community College. The process of recruitment will be administered in accordance with all institutional and governmental regulations.

A. Employment - Support Staff - (an employee in a non-teaching position which does not require a Bachelor’s, Master’s or Doctor's degree).

Support Staff employee vacancies will be advertised internally for one (1) week. If a transfer is not made internally, the position will be advertised and held open for ten (10) working days.

The dean or immediate supervisor will appoint a committee of at least three (3) employees to review the applications, schedule interviews for the qualified applicants with the committee, and set a date for tests to be administered, if applicable. The committee will recommend to the President the top applicant for the position. The President may schedule an interview with the top applicant before making the final decision.

B. Employment - Professional - (Professional employees are faculty members and non-instructional employees whose jobs require a Bachelor’s, Master’s, or Doctor's degree).

Administrative, faculty (except for adjunct faculty), and professional staff vacancies will be announced internally for one (1) week. If an internal transfer is not made, the position will be advertised and held open for ten (10) working days except in emergency situations.

The following steps outline the application process:

1. Applications may be secured by contacting the appropriate administrator’s office, Pearl River Community College: Phone: 601-403-1000.

2. The application, an up-to-date transcript, a resume, three letters of reference, and a statement of any other qualifications should be submitted.

3. The applicants will be screened by the screening committee, and selected applicants will be scheduled for interviews after the announcement is closed. Non-selected
applicants will be notified in writing of selection status.

The screening committee for faculty members will be recommended by the Vice President for Instruction to the President of the College. The committee will have from three to five members and will typically consist of the chair of the department in which the vacancy exists, an instructor of the same or a closely related subject area, and an instructor from an unrelated subject area. Appropriate administrators will be included.

The screening committee for professional staff positions other than instructors will be recommended by the administrator of the College unit in which the vacancy exists to the President of the College. The committee will have from three to five members with at least one of the members from outside the College unit in which the vacancy exists.

The applicant selected by the screening committee will be submitted to the President of the College along with other applicants who were interviewed. The President may at his or her discretion choose to interview any or all applicants and will recommend his or her choice to the Board of Trustees. The Board of Trustees will make the final decision concerning the employment of professional staff members and faculty members other than adjunct instructors.

4. Adjunct instructors will be secured by the administrator directly responsible for the positions to be filled, in consultation with faculty and other administrators. The final responsibility for determining the qualifications of all instructors rests with the Vice President for Instruction.

5. Should a present employee wish to be considered for a position that becomes available within the College, the following procedures will apply:

A. An employee who wishes to be given first consideration in transfer or promotion must be qualified for the position.

B. An employee seeking a change in position must make the request for the change to the President of the College through the appropriate channels.

C. After the selection process as described in Section 3 of this procedure has been completed, each employee will be notified of his/her acceptance or rejection.
EVALUATION PROCESS

Policy:

Pearl River Community College will periodically evaluate all personnel.

Procedure:

1. Schedule of Evaluations
   1. Faculty, staff, and administrators who have been employed at Pearl River Community College for fewer than six years will be evaluated annually.
   2. Faculty, staff, and administrators who have been employed at Pearl River Community College for six or more years will be evaluated at least every three years.

B. Evaluation of Faculty
   1. The department chair or other appropriate administrator is responsible for the evaluation of each instructor according to the approved schedule.
   2. The department chair’s evaluation may be based on the course syllabus, analysis of test items, classroom records, student evaluations, observation of classroom and/or laboratory instruction, summary of peer evaluation (if available), and satisfactory execution of job description.
   3. Each instructor will be provided with a written assessment of the instructor’s overall job performance and with a plan of improvement as needed.

C. Evaluation of Staff
   1. Each staff member will be evaluated by his/her supervisor.
   2. Each staff member will be provided with a written assessment of his/her overall job performance and with a plan of improvement as needed.

D. Evaluation of Administrators and Supervisors
   1. Administrators and supervisors will evaluate, according to the approved schedule, the personnel under their direction as listed on the organizational chart. All administrators will be evaluated, according to the schedule, by the personnel they supervise.
2. The President will evaluate the personnel under his direction as listed on the organizational chart. The President will be evaluated by the Board of Trustees and by the personnel he supervises.

3. Each administrator and supervisor will be provided with a written assessment of his/her overall job performance and with a plan of improvement as needed.
POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted December 7, 1993
Revision # 4 Date: December 15, 2004
PRCC Reference: Financial Resources

PURCHASING

Policy:

Purchasing regulations will be followed by all college employees.

Procedure:

1. All purchases of materials, supplies and equipment with a cost of $5,000 or less will originate with the faculty or staff member desiring to make the purchase.

2. A purchase requisition form will be completed by the originator and must contain the quantity, description and cost of the item(s) to be purchased. The general ledger account number to be charged should be noted.

3. The signed requisition form will be submitted to the immediate supervisor for review and approval.

4. If approved, the administrator will also sign the requisition and forward it to the Business Office.

5. The Senior Accountant will code and enter the requisition into the computer system for the purpose of confirming available funds, and for the creation of the purchase order. If funds are not available, the computer will reject the requisition as NSF, and the requisition will be returned to the originator for assistance. If funds are available, the general ledger account will be encumbered for the amount of the requisition.

6. The Administrative Assistant in the Business Office has the primary responsibility of then producing the purchase orders as needed.

7. Upon producing the purchase order, an electronic copy of the purchase order is e-mailed by the computer to the originator. Once the merchandise is received, the originator will return the e-mail to the Business Office confirming receipt of the merchandise. This confirmation will serve as authorization for the Business Office to also process and pay the related invoice for the merchandise.

8. The original purchase order is created and printed within the Business Office on a single part form containing all required information as well as a system generated signature of approval by the institution’s purchasing agent. The form is sealed and mailed to the vendor by the Business Office.

9. A purchase order report is generated by the computer system and made available to the Central Receiving Clerk.

10. A file copy of the purchase orders is generated and provided to the Senior Accountant, who will later match the copies to incoming invoices for processing.
11. The Senior Accountant supervises the entry of the approved invoices into the computer system. The previous encumbrance is then removed and the general ledger account is charged with the actual cost of the purchase.

12. Accounts Payable checks are generated weekly to pay approved invoices.

13. Purchases that do not involve an expenditure of more than $5,000, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. See Mississippi Code 31-7013 for further details.

14. Purchases that involve an expenditure of more than $5,000 but not more than $50,000, exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisements for bids provided that at least two competitive written bids have been obtained. See Mississippi Code 31-7-13 for further details.

15. Purchases that involve an expenditure of more than $50,000, exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive sealed bids once each week for two consecutive weeks in a regular newspaper published in the county. See Mississippi Code 31-7-13 for further details. The Dean of Business Services will present the bids to the Board of Trustees for final approval. Any bid accepted other than the lowest bid will have justification written into the minutes of the Board meeting.

16. Purchases made as “Confirmation Only,” (i.e. purchase order is obtained after placing and/or receiving materials) may be used only in an emergency situation. Such emergency purchases will be presented to the Board of Trustees for their information only. Written justification must be attached to the requisition. Abuse of this procedure may result in the suspension of purchasing privileges.

17. The purchase of computer hardware and/or software is to be coordinated with the Chief Technology Officer.

18. Due to the nature of their work, the Maintenance Department and the Transportation Department are allowed to make emergency purchases less than $150 per day, per vendor, with the use of the departmental short form requisition.
PEARL RIVER COMMUNITY COLLEGE

DEPARTMENT________________________

ACCOUNT________________________

REQUISITION FOR PURCHASING


<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QUANTITY</th>
<th>COMPLETE DESCRIPTION</th>
<th>ITEM PRICE</th>
<th>TOTAL PRICE</th>
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</table>

Suggested Vendor & Address

________________________________________________

________________________________________________

Current Date ____________________ Date Item Desired ASAP

Full Name of Requisitioner ____________________ Date ____________________

Approved By Director/Supervisor ____________________ Date ____________________

Approved By Dean/Administrator ____________________ Date ____________________

PRCC/06/95
INVENTORY CONTROL

Policy:

Inventory control of property of Pearl River Community College will be maintained.

Procedure:

Consumable Supplies

Materials and supplies are defined as goods to be consumed during the normal course of operations of the College. These goods are not inventoried at year end because in most cases the amounts on hand are very small. However, as they are purchased and held during the year awaiting consumption, the control over the storerooms in which the supplies are held is very important. The materials and supplies purchased through normal purchasing channels mentioned in Purchasing Procedures are controlled in the following manner:

1. The deliveries of supplies to the central store (maintenance warehouse) are logged by the warehouseman. When the supplies are delivered a signature is required allowing the supplies to be controlled. The facility used as a central store is locked each night and regularly checked by campus security.

2. After supplies are delivered to the users, supplies are kept in locked offices and classrooms by instructors. Non instructional supplies such as janitorial supplies are kept in the central store under the control of supervisors until issued and then kept in locked closets of the buildings where they will be consumed.

Equipment

All equipment purchased for use in classrooms or for support activities is controlled by the individual department responsible for daily use.

1. A non-removable sticker with PRCC and a control number is attached to each piece of equipment purchased with a cost of $500 or more.

   Each department is responsible for preparing a list and verifying each year that all equipment assigned is accounted for. A copy of this list is submitted to the Dean of Business Services by June 30th each year. The Dean of Business Services checks this list against a master list prepared by the computer for the use of the Business Office.

2. As equipment is purchased, costing $500 or more, the description, quantity and department location is entered in the computer program designed to track this information. At any time a
listing by department can be produced to be used for verification and reconciliation.

3. If a faculty/staff member finds equipment has been stolen, a written report listing the serial number and PRCC inventory number is prepared by the faculty/staff discovering the missing equipment. This report is given to the security officer. A copy of this report is forwarded to the Dean of Business Services for use in removing the equipment from inventory.
POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

TRAVEL REIMBURSEMENT

Policy:

Employees of the College will be reimbursed for approved expenses related to job responsibilities.

Procedure:

If funds have been included in the department’s budget, the employee will fill out a travel authorization one week prior to the event and it is to be signed by the department chair and the appropriate administrator. After the event, the employee is to fill out a voucher for reimbursement of expenses and attach copies of bills, stubs, etc. This is to be signed by the department chair, the appropriate administrator and the Dean of Business Services.

To obtain travel reimbursement, personnel should:

1. Complete a travel authorization form. Travel advances may be obtained for out-of-state travel. State law prohibits receiving an advance for in-state travel with the exception of officially approved travel involving student groups and organizations. Reimbursement for use of a private vehicle will be $.50 a mile.

2. Secure receipts of all expenditures such as meals, motel rooms, gasoline or other expenses. (Meals for day trips are not reimbursable.)

3. Complete a travel voucher for reimbursement. No receipts are necessary for meals except in high-cost areas. Meals will be reimbursed according to daily rates as established by law. (Currently: In-State $30, Out-of-State $34, High-cost areas $40. High-cost areas are those cities designated in the Federal Register. Meal reimbursement will be determined if departure is before or return is after the following: Breakfast - 7:00 a.m., Lunch - 12:00 noon, Dinner - 6:00 p.m.) The following table provides per meal amounts to be reimbursed:

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<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tr>
<td>In-State</td>
<td>$6.00</td>
<td>$9.00</td>
<td>$15.00</td>
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<tr>
<td>Out-of-State</td>
<td>$8.00</td>
<td>$10.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>High-Cost Areas</td>
<td>$10.00</td>
<td>$12.00</td>
<td>$18.00</td>
</tr>
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Direct deposit reimbursements for travel expenses will be processed by the Business Office weekly.
BUDGET ADMINISTRATION PROCEDURES

AUTHORIZATION FOR PRCC TRAVEL

AUTHORIZATION ___________

ADVANCE FUNDS OR TRANSPORTATION

ADVANCE FUNDS ___________

TRANSPORTATION __________

DISTRIBUTION: O/EMPLOYEE C/ADMINISTRATOR C/SUPERVISOR C/ACCOUNTS PAYABLE C/TRANSPORTATION

For office use only:

Date Received: Supervisor _______________________

Administrator _______________________

President ______________________________

This form requires the signature and date of approval of your immediate supervisor/administrator. Indicate applicable request(s) in the upper right corner (Authorization, Advance Funds, and/or Transportation).

After approval, your supervisor/administrator will complete the route process. If you need advance funds*, a copy of this request will be forwarded to Accounts Payable. If you need transportation*, a copy of this request will be forwarded to the President’s Office. The original form will be returned to you to attach to the back of your reimbursement voucher. *A one-week notice must be given when requesting transportation and/or advance funds. All out-of-state travel requests must be submitted to the President’s Office for final approval.

To request reimbursement for expenses resulting from this request, this original form must be attached to the back of a completed, approved reimbursement voucher. (The reimbursement voucher must then be routed for approval in the same manner as this form).

Employee Name _______________________________________Department _____________________

Requesting Travel to ___________________________________________________________________

For the Purpose of ___________________________________________________________________

Departing (date) _____________________________________ (time) ____________________________

Returning (date) _____________________________________ (time) ____________________________

Need a College Vehicle? _____________ Need a Driver Supplied by the College? _____________

Number of Passengers: Staff _____________ *Students _______________ Others ________________

*Attach a list of ALL anticipated passengers.

Estimated Expenses:

Airfare __________________

Auto Mileage _____@ 50c __________

Lodging Days _____days @ ________

Meals days _____days @ ________

Registration __________________

Other fees, Miscellaneous __________________

TOTAL ESTIMATED EXPENSES ........................................................................................... ______________

Approved By:

Supervisor ______________________ Date ___________________

Administrator ____________________ Date ___________________

President (required for out-of-state travel) ______________________ Date ___________________

PRCC July 2008
**FORM 13.20.10**  
**Itemized Statement of Travel Expense**  
SPAARS Ag#: __________  Name: __________________________ SS#: __________________________

<table>
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<tr>
<th>Date</th>
<th>Purpose</th>
<th>Points of Travel</th>
<th>Miles</th>
<th>Actual Breakfast</th>
<th>Actual Lunch</th>
<th>Actual Dinner</th>
<th>Daily Meals Allowed</th>
<th>Hotel</th>
<th>Other Authorized Expenses</th>
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Mileage Reimbursement Rate  
Total Mileage Dollar Amount

Note:  
1. Receipts for amounts paid for lodging and other expenses must accompany this voucher.  
2. All activity pertaining to a certain date should be shown on the associated line or lines completely across the form.  
3. Daily Meals Allowed equals the total of Actual Meals, not to exceed the Maximum Daily Meal Reimbursement.  
4. If Tips are included in Other, then the type of tip must be identified.  
5. A continuation sheet may be used if necessary.
Form 13.20.10
Revised 05/2005

**TRAVEL VOUCHER**

State of Mississippi: ____________________________ (Agency or Institution)
Social Security #: ____________________________ PIN/WIN #: ____________________________
Name: ______________________________________ PID #: ____________________________
Address: ______________________________________

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from ________________ to _________________. The itemized statement follows.

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<tr>
<th>Check (/) One:</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Out-of-Country</th>
<th>PTE Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check (/) Box(es):</td>
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<td></td>
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</tr>
</tbody>
</table>

**Prior to Trip Expenses (PTE) Request:**
- Lodging
- Public Carrier

**Payment Information (Traveler complete, if known):**

<table>
<thead>
<tr>
<th>Trip #</th>
<th>Travel Voucher #</th>
<th>SAAS Ag #</th>
<th>SPAHRS Ag #</th>
<th>Fund #</th>
<th>Activity/Location</th>
<th>Org/Sub Org</th>
<th>Rpt Category</th>
<th>Project/Sub Proj</th>
</tr>
</thead>
</table>

**Per Diem in Lieu of Subsistence:**
- Taxable Meals
- Non-Taxable Meals
- Lodging
- Travel in Private Vehicle
- Travel in Rented Vehicle
- Travel in Public Carrier
- Other:

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>Less: Travel Advance</th>
<th>Less: PTE Lodging</th>
<th>Less: PTE Public Carrier</th>
<th>Net Payment (Overpayment)</th>
</tr>
</thead>
</table>

Subject to any difference determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Signature of Payee: ____________________________ Title: __________________ Date: ________________

Verified by: ____________________________ Title: __________________ Date: ________________

Approved for Payment: ____________________________ Title: __________________ Date: ________________

PENALTY FOR FRAUDULENT CLAIM – fine of not more than $250; civilly liable for full amount received illegally; removal from office or position held (Section 25-1-81 and 25-1-91, Miss. Code Ann. 1972)
APPENDIX C

OTHER RESOURCES AND LINKS

(IDUES)

IDUES Title III, Part A, Strengthening Institutions
http://www2.ed.gov/programs/iduestitle3a/index.html

Education Department General Administrative Regulations (EDGAR)

OMB Circular A-110
http://www.whitehouse.gov/omb/circulars/a110/a110.html#53

OMB Circular A-21
http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html#j

OMB Circular A-133
http://www.whitehouse.gov/omb/assets/a133/a133_revised_2007.pdf