TITLE V

Developing Hispanic-Serving Institutions Program
U.S. Department of Education
Office of Postsecondary Education

POLICIES AND PROCEDURES MANUAL

LUNA COMMUNITY COLLEGE

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December 2012 – Prepared by Veronica M. Serna –Title V Activity Director

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AND

SUMMARY OF GRANT ACTIVITY

INTRODUCTION

In October, 2012, Luna Community College (LCC) was awarded a $3.2 million Title V, Developing Hispanic-Serving Institutions Program Grant from the United States Department of Education. The grant year began on October 1, 2012, for a five year period. The purpose of this Title V award is to improve programs and services at the college through development of new initiatives and improving and enhancing existing ones.

Luna Community College's grant consists of a single, multifaceted activity with several objectives identified for each year. The Activity Title: "Creating a Pathway to Success in High-Demand Programs". The first initiative outlined below will expand and improve Nursing/Allied Health student access to required clinical experiences, revitalize aging campus facilities, updating outdated equipment in five programs, and making education more accessible and convenient for our students through hybrid courses and courses enhanced with Lecture Capture with outcomes that will increase enrollment and ultimately, improve student earning potential upon completion of these programs. This being one of the most invaluable opportunities for students since Luna Community College and the surrounding communities are located in a very geographically remote area of Northern New Mexico. The second initiative will allow for renovation of instructional spaces for the Career Technical Education programs to include completion of the existing Collision Repair Technology building, creating a classroom and lab for the Electrical Wiring, renovating the old Automotive facility to include the computer lab for this program along with replacing or acquiring the necessary instructional equipment necessary to teach these courses to the students to meet competencies for accreditation.

The Title V Activity contains two distinct, yet interrelated, initiatives which result in the creation of a cohesive pathway to success for students and provide a comprehensive solution to significant institutional problems.

Initiative One focuses on incremental (over five years) revision of existing courses to incorporate new instructional equipment acquired through this project (see Initiative Two), convert appropriate courses to hybrid delivery, and add web-available lectures (lecture capture) to the theory portion of Nursing/CMA/EMT courses and Career Technical Education courses. It also calls for developing three new certificate programs. Faculty will receive extensive training in teaching hybrid courses and pedagogy to support course redesign, thereby improving the overall effectiveness of instruction. In addition, nursing courses will be converted to use a Simulation Lab for meeting at least 25% of student clinical requirements, thereby facilitating access to this high demand program for

time and place-bound students. This industry-proven Simulation Lab will ensure the integrity of student clinicals, while significantly decreasing required travel for time and place-bound students. In addition, the presence of the SimLab will allow us to add two new high-demand certificates: Certified Medical Assistant (CMA) and EMT.

Initiative Two focuses on renovating facilities, adding data management software, and updating instructional equipment for all of the target programs to achieve the following outcomes: 1) Career Technical Education and Nursing/Allied Health instructors will be enabled to teach to required competencies, 2) students meet a portion of their requirements for clinical education in Nursing/Allied Health programs without having to incur the cost and burden of driving hundreds of miles, 3) students will take hybrid classes and benefit from Lecture Capture capabilities in most of their traditional classes. Renovation efforts will address essential campus facilities to 1) create new space for the certificate programs to be developed under this project, 2) develop the health care Simulation Lab and, 3) alleviate space problems in Career Technical Education programs, while also resolving safety and code issues that prevent programs from earning national accreditation. An Activity Overview on the following page provides a snapshot of major grant strategies to be undertaken in each year.

Major goals are to reduce attrition, to increase persistence and retention in courses and in programs, and to increase the use of varied teaching and learning methodologies. See pages four and five of this manual for the Activity Objective Matrix, which summarizes each year's goals. The Activity Objectives can be found in Appendix C of this manual.

As a government contractor, Luna Community College is bound by a number of laws and executive orders of the federal government. Continued funding of the Title V program requires that there be full compliance with these regulations. Some important parts of these regulations are explained in this manual. A complete guide to federal regulations as they apply to the Title V Grant is available from the Title V office manager.

From time to time, revisions or additions to this manual may be necessary. Activity Director and other college personnel who have line or staff responsibilities as part of Title V will need to remain up-to-date on administrative procedures and follow them carefully. ALL PERSONS USING TITLE V FEDERAL FUNDS SHOULD REFER TO THIS MANUAL BEFORE MAKING ANY EXPENDITURES. Questions regarding anything contained in this manual should be directed to the Title V Project Director.

"Creating Pathways to Success in High-Demand Programs"

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Initiative One: Revising Nursing and Career Technical Education curricula for increased student access and success				
Nursing: ➤ Revise 4 courses to incorporate SimLab and Lecture Capture (LC) ➤ Convert 2 courses to hybrid mode	*Nursing:* ➤ Pilot/evaluate Year 1 revised and hybrid courses ➤ Revise 1 course to incorporate SimLab and Lecture Capture (LC) ➤ Convert 1 course to hybrid mode *Collision Repair Tech.:* ➤ Revise 3 courses to incorporate new equipment and Lecture Capture ➤ Convert 1 course to hybrid	*Nursing:* ➤ Pilot/evaluate Y2 revised and hybrid courses ➤ Revise 2 courses to incorporate Sim Lab and Lecture Capture (LC) ➤ Convert 1 course to hybrid *Electrical Wiring:* ➤ Develop 3 Electrical Wiring courses in both traditional (incl. Lect. Capture) and hybrid modes *Collision Repair Tech.:* ➤ Revise 3 courses to use new equipment and LC	*Nursing:* ➤ Pilot/evaluate Year 3 courses ➤ Revise 1 course to use SimLab, LC and convert 1 course to hybrid *Allied Health:* ➤ Develop 3 new CMA courses (w/ LC/SimLab) *Electrical Wiring:* ➤ Develop 3 Electrical Wiring Courses as both traditional with LC and hybrid *Automotive Technology:* ➤ Revise 6 courses to use new equipment and LC	*Nursing:* ➤ Pilot/evaluate Year 4 courses *Allied Health:* ➤ Pilot Yr. 4 courses ➤ Develop and pilot 1 new CMA course and 2 new EMT courses with LC & SimLab *Auto Technology:* ➤ Revise and pilot 3 courses to incorporate new equipment and LC *Welding:* ➤ Revise/pilot 2 courses for LC/equip
Faculty /Staff Development: faculty revising courses will receive training in the new technology related to their course(s).				
Initiative Two: Enhancing infrastructure to improve instructional quality and student data systems				
➤ Renovate 4,000 sq. ft. as health care SimLab and acquire equipment ➤ Develop Lecture Capture system ➤ Add Candidate module to improve student access and data collection ➤ Add two hybrid classrooms	➤ Complete Phase I renovation of 5,000 sq. ft. for increased capacity in Collision Repair Technology ➤ Acquire equipment for Collision Repair Technology	➤ Complete Phase II renovation of Collision Repair facility ➤ Renovate 2,200 sq. ft. Building Trades facility for Electrical Wiring ➤ Acquire equipment for Electrical Wiring ➤ Add Lecture Capture to Automotive Technology ➤ Add 2 hybrid classrooms	➤ Acquire instructional equipment for Auto-motive Technology ➤ Renovate 12,000 sq. ft. for Automotive Tech. ➤ Add 20-seat computer lab for Automotive Technology ➤ Add Lecture Capture to Welding ➤ Add 1 hybrid classroom	➤ Renovate 9,000 sq. ft Welding facility to resolve safety and code issues ➤ Add Welding equipment to qualify for certification ➤ Add Allied Health equipment ➤ Add Faculty data module

Title V Director: **Lorraine Martinez**
Activity Director: **Veronica Serna**
Office Manager: **Tiffany Young**
Simulation Lab Supervisor: **Susan Olson-Smith**
Instructional Designer: **Larry Paiz**

SECTION II

GRANT ADMINISTRATION

AND

PERSONNEL

GRANT ADMINISTRATION

Effective administration of the Title V Grant requires good organization within the college structure, clear assignment of responsibilities, and cooperation among college entities. This section of the manual is designed to assist college personnel in understanding the organizational structure of the grant.

The Title V Project Director is responsible for overseeing the completion of objectives and tasks and the evaluation of projects according to the approved plan of operation. In addition, the Project Director is responsible for the monitoring and control of federal funds within the grant. It is the responsibility of the Project Director to prepare and submit the Interim, Annual, and Final Progress Reports by the specified due dates. As is indicated by the flowchart on the next page, the Project Director will report directly to the College President. At the inception of this grant, the Project Director is a 1.0 FTE. The Title V Office Manager, who is a full-time staff, assists the Project Director. In addition, the vice- presidents and other college administrators serve as resources in ensuring that the Title V Grant is integrated into the operations of the college and that grant goals and objectives are met. The Project Director also serves as chair of the Internal Evaluation Team appointed by the college's president.

Other Title V staff assisting with grant administration is the Activity Director. This position is a .4 FTE. The Activity Director also serves as a member of the Internal Evaluation Team.

The Internal Evaluation Team ensures that the evaluation and compliance of Title V goals and objectives are being met.

OTHER GRANT PERSONNEL

Several other full-time and part-time positions are a part of the grant. Activity staff include the Instructional Designer/SimLab Technician (.5 FTE), SimLab Supervisor (1.0 FTE), and Faculty who will help pilot new, revised, and enhanced courses and will receive stipends as compensation pay for their participation. Faculty who are qualified according to the institutions criteria and have been recommended to teach courses identified by the Activity will be required to attend meetings, trainings and work sessions to work on developing/re-designing the courses(s) they will be delivering for the program. The faculty and their course(s) will be evaluated each semester during pilot to determine compensation pay based on the compensation pay matrix. It is a requirement that anyone considering teaching one of the online courses identified by the Activity must first qualify as an instructor based on the institutions qualifications and satisfactorily complete requirements as identified by the Instructional Designer/SimLab Technician for

online course development/redesign and delivery and meet the criteria required in order to receive compensation pay. Job descriptions for these positions begin on page 15 of this manual.

Luna Community College
Title V Organizational Chart
2012 - 2013

President
Dr. Pete Campos

Title V – Project Director
Ms. Lorraine Martinez

Title V – Office Manager

President's Lead Advisory Team
L.A.T

Internal Evaluation Team
IET Members

Title V – Activity Director
Ms. Veronica Serna

Title V – Simulation Lab Supervisor
Ms. Susan Olson-Smith

Title V – Instructional Designer
Mr. Larry Paiz
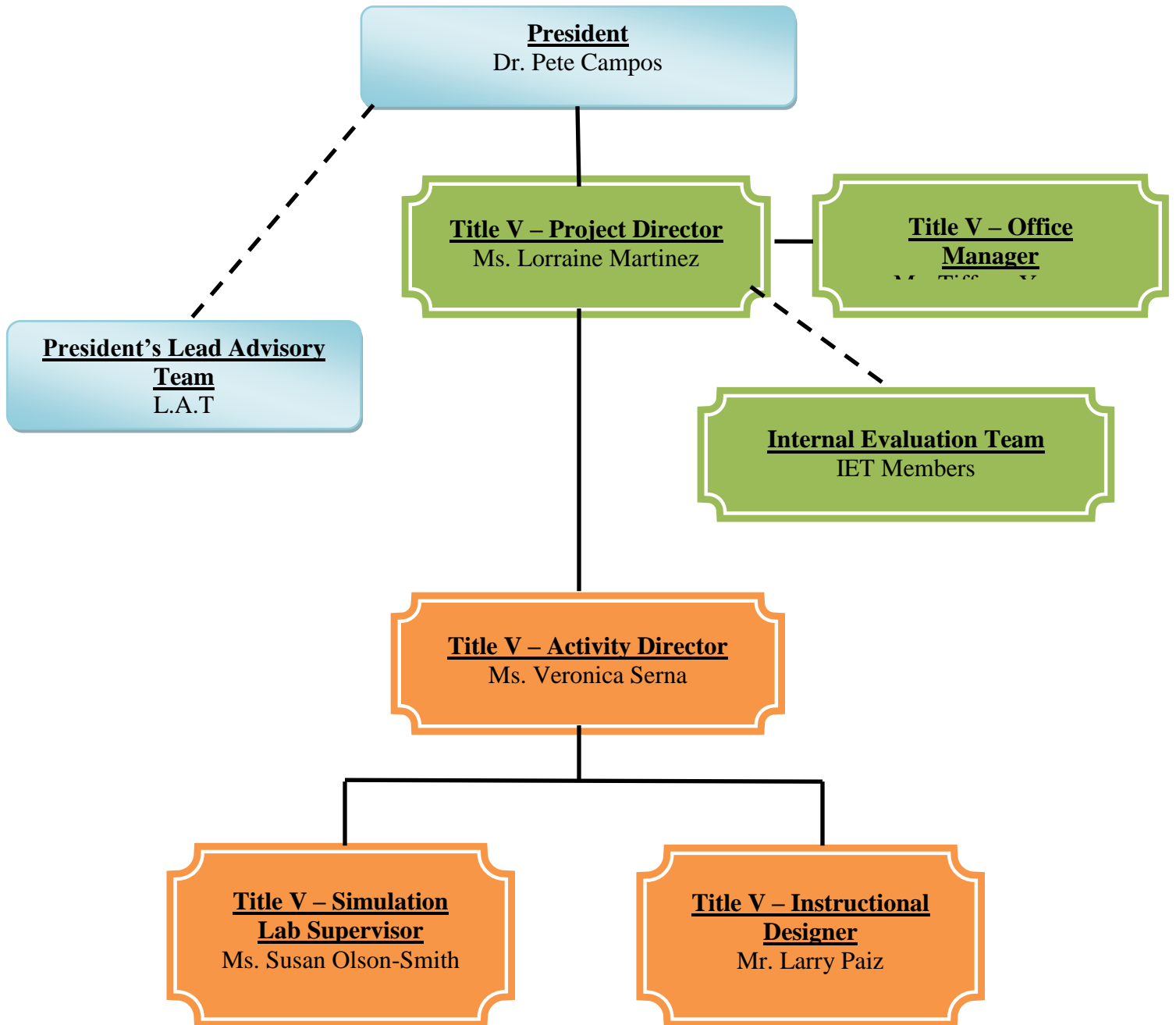
The Role of the Internal Evaluation Team

The Internal Evaluation Team has essential advisory and liaison roles in the Project and is a vehicle for ensuring that the College complies with EDGAR (Education Department General Administrative Regulations) regulations regarding systematic monitoring of the Project. The team members, college faculty, staff, and administrators appointed by the President, are charged with high priority responsibility. This team will also serve as internal evaluators. The evaluation process provides opportunities for increasing the number of faculty and staff who gain a working knowledge of the purposes and process of college evaluation. Current members of the Team are listed on page 7. The Internal Evaluation Team is charged with evaluating the Project using the following as a guide:

Timelines and 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 objectives realistic?
Goals	Were the goals achieved? If not, why not? Were the goals realistic?
Deficiencies and Weaknesses	What deficiencies and weaknesses are evident in the grant? To what extent has the college progressed in areas of weakness?

The Internal Evaluation Team will have responsibilities which will include:

- ❖ Attendance at quarterly meetings
- ❖ Review grant reports, which may include monthly reports, fiscal reports, and the yearly Performance Report;
  - to hear activity progress from key personnel
  - to identify any discrepancies and weaknesses as they discovered
  - to evaluate progress and determine if goals are achieved and objectives are met
- ❖ Attendance by a team representative at meetings with the external evaluator (dates to be determined);
- ❖ Completion of two reports based upon the above questions regarding the status of the project to the College President annually in cooperation with key personnel.

The Role of Ad Hoc Activity Steering Committees

An Ad Hoc Activity Steering Committee is made up of administrators and/or other college faculty and staff who are available to assist and advise the Activity Director and the Title V Project Director in any aspect of grant operation as deemed necessary and/or at the time new tasks are scheduled to take place. The committee is appointed by the Title V Project Director and/or the President of the college, and are chosen based upon the interest and knowledge of candidates in regards to the tasks of the Activity. Meetings of the committee are held on an as-needed basis. The existence of any of these committees will only be as long as is required for planning of any particular activity unto completion. Both the Activity Director and the Title V Project Director realize the importance of committee input and utilize the committees for such issues as, but not limited to hiring of key personnel, appointing of release faculty, changes in objectives and timelines, planning and determining details of tasks/activities, and budgetary concerns. A listing of potential committees and committee members by position can be found on page 8.

TITLE V COMMITTEES/TEAMS

INTERNAL EVALUATION TEAM (IET)

Title V Project Director, Chair
Title V Activity Director
Director of Planning, Development, and Institutional Research
Chief Financial Officer
Director of Admissions, Student Services
Director of Computer and IT Services
Director of Allied Health, Academics
Director of Vocational Education, Academics
Registrar, Student Services
Remaining Title V Grant Personnel
AHEC Director
HR Director

ACTIVITY Ad HOC STEERING COMMITTEES

SimLab/Vocational Construction Committee
Title V Activity Director, Chair
Title V Project Director, Co-Chair
Director of Physical Plant and Safety
Electrician
Director of Purchasing, Shipping & Receiving
Director of Computer and IT Services
Computer Tech
Title V Staff (SimLab Supervisor Year 1)
Director Vocational Education

Development/Redesign Course Committee (TBD)

Nursing Committee
Title V Activity Director, Chair
Title V Project Director, Co-Chair
SimLab Supervisor
Instructional Designer
Director of Health Sciences
Nursing Staff

Admissions Committee
Title V Activity Director, Chair
Title V Project Director, Co-Chair
Director of Admissions
Director of Computer and IT Services
Registrar, Student Services
Lead Data Administrator
Director of Planning, Development, and
    Institutional Research
Title V Instructional Designer
Office Manager

LUNA COMMUNITY COLLEGE JOB DESCRIPTION

POSITION TITLE: **Title V Project Director**
DEPARTMENT: Office of the President/Title V

SUPERVISOR: LCC President

JOB SUMMARY:
The Project Director is employed 100% under the Title V Grant. In cooperation with the Title V Activity Director, the Project Director will oversee the formation of Activity task forces and staff. Will also oversee and with assistance of Activity Director, will supervise development of labs and integration of the program with other College operations. He/she will also assume full responsibility for meeting Title V objectives and fully implementing the Student Success Activity when its development is complete. He/she will work with the Title V Activity Director to ensure that operation of the Activity complies with federal regulations and is consistent with institutional policy and to coordinate evaluation of the Activity. The Project Director monitors all aspects of the Title V Grant and has full authority to ensure that project goals and institutional goals regarding the project are met.

DESCRIPTION OF ESSENTIAL FUNCTIONS (Critical Tasks)
As Title V Project Director:
1. Oversee the recruitment, hiring, and duties of key Project personnel.
2. Supervise the Activity Director and Office Manager.
3. Serve as chief liaison between Title V Activity leadership and the Institution.
4. Serve as chair of Title Internal Evaluation Team (IET)
5. With consultation from IET, oversee internal evaluation and select Independent External Evaluator
6. Remain fully informed regarding the Title V Project and the Department of Education policies and grant terms/conditions, and assure that the program operates in total compliance.
7. Authorize any and all expenditures in the Title V Project and maintain control over the budget and responsibility for appropriate utilization of funds.
8. Advise and assist in the proper distribution of and accounting for all Title V equipment, supplies and relevant documentation.
9. Responsible for final monthly, Intermittent Progress Report, Annual Progress Reports, and Final Progress Reports, including overseeing the preparation and monitoring of fiscal and technical reports relating to the Title V Project.
10. Ensure proper monitoring of the Project by meeting with the Internal Evaluation Team and overseeing external evaluation of the Project.

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:
Education: Minimum Master's Degree. Master's degree in higher education or related area required.
Experience: Experience in writing and overseeing state and federal grants. Must have experience working with special populations. Experience in a community college/higher education environment required.
Knowledge: Knowledge of accounting procedures. Proficiency in Microsoft Word, Excel, and other office programs. Knowledge of state and federal grant policies and procedures as they apply to post-secondary educational institutions is necessary.
Skills: Supervisory skills, Computer/keyboarding skills, Excellent oral and written communication skills
Personal: Highly organized and attentive to details; ability to communicate well with other professionals; ability to handle multiple tasks simultaneously and to work well under pressure.
Physical: Ability to work in a fast-paced environment. Mobility to move around the entire campus and travel as job requires.

MACHINES, EQUIPMENT AND SOFTWARE USED:
    College mainframe terminal, electronic mail services, Personal computer, PC environment, Windows NT platform, Microsoft Office, Internet software, presentation software/equipment.

GENERAL EMPLOYMENT STATEMENTS:
  A. Length of Training & Probationary Period: 12 months
  B. Hours of Work Day: 8 hours Title V Project Director
  C. Group Affiliation: Administrative/Faculty
  D. Conditions of Employment: Board Policy
  E. Position: Exempt
Adopted 10/12

LUNA COMMUNITY COLLEGE JOB DESCRIPTION

POSITION: **Title V Activity Director** (.4 FTE)

DEPARTMENT: Office of the President/Title V

SUPERVISOR: Title V Project Director

JOB SUMMARY:
The Title V Activity Director will dedicate 40% time to coordinating all major tasks and responsibilities of Activity. In cooperation with the Title V Project Director, the Activity Director will oversee the formation of Activity task forces and staff and will supervise development of labs and integration of the program with other College operations. He/she will also assist Project Director meet Title V objectives and implementation of Student Services Activity when its development is complete. He/she will work with the Title V Project Director to ensure that operation of the Activity complies with federal regulations and is consistent with institutional policy and to coordinate evaluation of the Activity.

DESCRIPTION OF ESSENTIAL FUNCTIONS (CRITICAL TASKS):
1. Prepare job descriptions and participate in the hiring and supervising of Instructional Designer/SimLab Technician and SimLab Supervisor personnel.
2. Prepare and submit monthly progress reports on the status of objectives and tasks of Activity to the Title V Project Director and approve monthly progress reports submitted by personnel that this position oversees/supervises to include budget.
3. Establish a regular schedule of times to meet with the Title V Project Director, the Activity Steering Committee, and key grant personnel.
4. Meet with the Internal Evaluation Team and external evaluators as requested by the Title V Project Director.
5. Monitor the timely completion of Activity objectives, tasks and financials.
6. Request expenditure of Title V funds through the Director in accordance with approved Activity budgets.
7. Coordinate reports and expenditures for all Activity staff.
8. Confirm that all persons using Title V funds for assigned activities do so in compliance with federal financial regulations.
9. Assure that all personnel on Title V funds devote appropriate time to the activities and report accurately on the Time and Effort Reports.
10. Provide Time and Effort documentation as required and approve Time and Effort documentation submitted by personnel that this position oversees/supervises.
11. Work toward incorporation of Activity outcomes into the College mainstream.
12. Upon request, perform other functions which may be required to insure the maximum effectiveness of the development of Activity.

SPECIAL FUNCTIONAL JOB REQUIREMENTS:
Education: Master's Degree required in higher education or related area.
Experience: Previous experience with higher education, preferably with other Title V projects.
  Experience supervising and complying with monthly and annual reports as well as coordinating activities required.
Knowledge: Knowledge of budgeting skills required.
Skills: Superior oral and written communication skills; ability to work with diverse populations.
Personal: Organized and attentive to details; ability to communicate well with faculty and professional staff; ability to handle multiple tasks and work well under pressure.

MACHINES, EQUIPMENT AND SOFTWARE USED:
 College mainframe, electronic mail services, Personal computer, PC environment, Windows NT platform, Microsoft Office, Internet software, presentation software/equipment

GENERAL EMPLOYMENT STATEMENTS:
A. Length of Training and Probationary Period: 12 months
B. Hours of Work: 16 hrs a week Title V Activity Director or as approved by Title V Director
C. Group Affiliation: Support Staff
D. Conditions of Employment: Board Policy
E. Position: Exempt

Adopted 10/12

LUNA COMMUNITY COLLEGE JOB DESCRIPTION

POSITION: **Title V Instructional Designer/SimLab Technician** (.5 FTE)

DEPARTMENT: Office of the President/Title V

SUPERVISOR: Title V Activity Director

JOB SUMMARY:
The Instructional Designer/SimLab Technician will be directly involved in the development of all instructional design of online courses for the Title V Activity with 50% time commitment. Will promote faculty buy-in to distance education. Responsible for staff and faculty training. This person will work with other Title V Activity staff, faculty and staff to design, develop, evaluate and revise existing and new courses to meet the objectives of the Title V Activity. Will also assist Activity Director in project evaluation.

DESCRIPTION OF ESSENTIAL FUNCTIONS (CRITICAL TASKS):
1. Focus on developing training in distance education methodologies and assists faculty with development of curriculum to engage students and improve retention and student success in online courses.
2. Coordinate, schedule, and conduct faculty and staff training sessions to ensure effective use of distance education technology and resources.
3. Collaborate with faculty and other Title V staff in analysis, design, and development of course materials for distance delivery.
4. Provide written reports on all activities to the Activity Director on a monthly basis through monthly progress reports.
5. Assist institution's faculty/staff in identifying, designing, developing, testing online strategies/methodologies.
6. Provide continuous faculty/staff development to improve faculty and staff expertise and insure the quality of the online educational environment.
7. Upon request, perform other functions which may be required to insure the maximum effectiveness of the development of Activity.

SPECIAL FUNCTIONAL JOB REQUIREMENTS:
Education:	Bachelor's Degree in related area required. Master's Degree preferred.
Experience:	Previous experience with instructional design and training. Experience working with grants and post-secondary experience preferred.
Knowledge:	Demonstrate knowledge and experience in designing, organizing and implementing online curriculum as it relates to success and retention in higher education.
Skills:	Excellent oral and written communication skills; ability to relate well to faculty/staff.
Personal:	Highly organized and attentive to details; ability to communicate well with faculty and professional staff; ability to handle multiple tasks and work well under pressure.
Physical:	Ability to work in fast-paced environment.

MACHINES, EQUIPMENT AND SOFTWARE USED:
College mainframe terminal, electronic mail services, personal computer, PC environment, Window NT platform, Microsoft Office, BlackBoard, WIMBA, Internet software, presentation software/equipment.

GENERAL EMPLOYMENT STATEMENTS:
A.	Length of Training and Probationary Period:	12 months
B.	Hours of Work Day:	4 hours
C.	Group Affiliation:	Support Staff
D.	Conditions of Employment:	Board Policy
E.	Position:	Exempt

Adopted 10/12

LUNA COMMUNITY COLLEGE JOB DESCRIPTION

POSITION: **Title V SimLab Supervisor** (1 FTE)

DEPARTMENT: Office of the President/Title V

SUPERVISOR: Title V Activity Director

JOB SUMMARY:
The SimLab Supervisor will serve as the Supervisor for Title V Simulation Lab as a 100%, 9 month employee. SimLab Supervisor will also work closely with the Director of Health Sciences in coordinating and piloting simulation lab activities.

DESCRIPTION OF ESSENTIAL FUNCTIONS (CRITICAL TASKS):
Serve as the resource person and facilitator for Activity faculty, staff, students and other college personnel involved in implementation of Activity.
1. Assist in determining setup of simulation lab/scenarios to enhance health education
2. Assist in identifying and evaluating vendor software and hardware for implementation of Activity tasks in the classroom and in the SimLab.
3. Assist in the development of courses incorporating simulated clinical experiences
4. Will prepare simulation scenarios to enhance health education for students
5. Train instructors in the use of SimLab equipment
6. Identify and analyze trends in nursing/allied health education Orient students involved in pilot programs in use of software and technology in the classroom and in the SimLab
7. Supervise students in SimLab pilots, to include skills training and post –activity debriefing
8. Assist with analysis, evaluation and assessment of SimLab strategies

SPECIAL FUNCTIONAL JOB REQUIREMENTS:

Education: Master's Degree in Nursing or Nursing Ed required
Experience: Three years of clinical medical, surgical or related nursing experience, One year of experience in simulation environment, Two years of experience supervising students in clinical education
Knowledge: Knowledge of educational and related software preferred.
Skills: Strong oral and written communication skills; ability to work independently or in teams.
Personal: Highly organized and attentive to details; ability to communicate well with faculty, professional staff, and students.
Physical: Ability to work in fast-paced environment.

MACHINES, EQUIPMENT AND SOFTWARE USED:
Windows server environment, electronic mail services, Personal computer, PC environment, Microsoft Office, Internet software, presentation software/equipment, computer platform, Multimedia (desktop and notebook), Video Capture Board, DVD, Scanners, Printers, BlackBoard, WIMBA

GENERAL EMPLOYMENT STATEMENTS:
A. Length of training and probationary period: 12 months
B. Hours per work day: 8 hours on a 9 month contract
C. Group Affiliation: Support Staff
D. Conditions of Employment: Board Policy
E. Position: Exempt

Adopted 10/12

LUNA COMMUNITY COLLEGE JOB DESCRIPTION

POSITION TITLE: **Title V Office Manager**

DEPARTMENT: Office of the President

SUPERVISOR: Title V Project Director

JOB SUMMARY:
The Title V Office Manager will manage the Title V Grant Office and provide administrative assistance to all professional staff under Title V, including the Project and the Activity Directors. This position is a full time position with 100% time commitment to the Title V project.

DESCRIPTION OF ESSENTIAL FUNCTIONS (Critical Tasks)

1. Oversee the day to day operation of the Title V Grant Office.
2. Assume responsibility for the Title V Office in the absence of professional staff.
3. Provide administrative assistance to the Project Director, the Activity Director, the Instructional Designer/SimLab Technician and SimLab Supervisor and other release time faculty/staff regarding Title V Activity.
4. Prepare statistical data from existing files for Activity.
5. Assist in preparing comprehensive monthly progress reports from written reports provided from all Title V personnel on all activities and get final approval from Project Director.
6. Assist in preparing and finalizing reports, correspondence, and action documents required by the Department of Education.
7. Organize and maintain a database of documentation for the grant activity.
8. Assist the Project Director in maintaining fiscal records.
9. Schedule appointments, maintain calendars and keep up to date files.
10. Assist the Project Director and Activity Director with other support tasks as requested.

SPECIFIC FUNCTIONAL JOB REQUIREMENTS:

Education:	Associate Degree Preferred
Experience:	Previous experience in an office setting. Experience working with grants preferred.
Knowledge:	Extensive knowledge of computer programs especially Microsoft Office; basic accounting principles and techniques; familiarity with other office technology.
Skills:	Superior oral and written communication skills; ability to make work independently; good math skills.
Personal:	Highly organized and attentive to details; ability to communicate well with faculty and professional staff; ability to handle multiple tasks simultaneously and work well under pressure
Physical:	Ability to sit and stand for extended periods and work in a fast-paced environment; mobility to run errands and move easily around the entire campus.

MACHINES, EQUIPMENT AND SOFTWARE USED:

Computer/Typewriter/Calculator/phone system, facsimile, copier, Personal computer, PC environment, Microsoft Office, Internet, and presentation software/equipment

GENERAL EMPLOYMENT STATEMENTS:

A. Length of Training and probationary period: 12 months
B. Hours per Work Day: 8 hours
C. Group Affiliation: Professional/Support Staff
D. Conditions of Employment: Board Policy
E. Position: Non-Exempt

Adopted 10/12

SECTION III

DOCUMENTING ACTIVITY OBJECTIVES

<u>TITLE V REPORTS</u>

MONTHLY PROGRESS REPORT

Grant recipients are required to monitor progress toward objectives in all activities of their projects. It is important to monitor progress on tasks, objectives, and target dates to allow problem solving to occur and to ensure that activity goals are being met. Monthly Progress Reports are required by each Title V staff member on progress of activity. Staff members are to submit to the Activity Director by the fifth (5th) day of each month. The form is used to verify that only Title V development (not operational) work is being done by individuals receiving Title V compensation. The Activity Director will prepare a draft then write a summary report in the format below (Office Manager may be involved in assisting with this report which should be finalized by Project Director and/or Activity Director) and submit it along with the other reports to the Title V Project Director by the tenth (10th) day of each month. The Internal Evaluation Team should refer to these reports to assist in compiling their own Internal Evaluation. Below is a summary of what each month's report should contain. A copy of the Title V Monthly Progress Report can be found in Appendix A of this manual. Duplicate as needed.

1. Implementation Strategies and Timetable (IST)
   The ISTs identify specific tasks to accomplish the objectives of the activities. The revised ISTs are located in Appendix C of this manual.

   - Progress
     Comment on each task on the IST Charts for the current year. What has been done in relation to the task? Be quantitative when possible. Comment on the status of the timeline.
     Describe any activities that went beyond the accomplishments of the tasks.
     Identify any integration with other areas of the college.

   - Problems/Status
     Indicate any difficulties in meeting the projected results as listed in the ISTs.

   - Changes
     Discuss, substantiate, and recommend any needed changes in the IST Charts.

2. Objectives
   The objectives are the major points of accountability for the Title V activities. They are reviewed in Appendix C of this manual.

   - Indicate completed objectives (if any)

   - Provide an update on integration of the Activity with other college services, or cooperation with the other Title V Activity

   - Recommend any needed discussion on changes in objectives.

3. Budget (Only Project and Activity Director may complete this section)
    Provide information regarding budget activity for the month. Including, but not limited to the following.

- Budget status
  Provide a summary of encumbrances and expenditures for each line item. A breakdown of personnel is not necessary after the first monthly report unless payment has changed.

- Budget analysis
  Are you on target in utilizing your grant funds? If not, explain any discrepancies. For example, if the year is half over, you should have used approximately half your allocated funds.

ANNUAL PERFORMANCE REPORT (Project and Activity Director with assistance from Title V Staff)

An online performance report of the year's Activity due by December 31 of each year. Below is a suggested format that is available by the DOE online.

TIME AND EFFORT DOCUMENTATION (Title V Staff)

When a person's salary is divided among federal grants, teaching, and administration or other responsibilities, there must be a clear accounting of the person's time for grant purposes. Therefore those persons fully or partially supported by Title V funds are required to complete a Time and Effort Report biweekly. The form is used to verify that individuals paid from Title funds are dedicating the appropriate time on the project/activities. The Activity Director is responsible for verifying the accuracy of the Time and Effort Report. This information should be submitted to the Activity Director at the end of each two week period for signature approval. The Activity Director will then forward the report to the Project Director for signature and filing in the Title V Grant Office. A copy of the form is found in Appendix A.

RELEASE TIME COMMITMENT CONTRACT (Title V Faculty)

Each full-time faculty member who is released from regular duties to work on Title V tasks must complete a Time Commitment Form each semester. This form documents the days and hours each week that the staff member will devote to Title V activities. It includes a beginning and ending date and should be completed and turned in to the Title V Office Manager during the first week of the semester. Also included is a space for the individual's college schedule. Credit hours of released time convert to clock hours as shown in the table below. In the event that released faculty are not teaching during the summer, at least one day a week of Title V hours must be done on campus. See Appendix A for a copy of the Time Commitment Contract.

Number of Credit Hours	Clock Hours Per Week for Fall and Spring	Clock Hours Per Week for Summer
3	6	12
4	8	16
5	10	20
6	12	24

COMPENSATION/STIPEND FOR FACULTY DEVELOPING/REDESIGNING ONLINE COURSES (Title V Faculty)

Each full-time faculty member who has met the qualifying credentials and been approved to develop/redesign courses identified by the Title V Activity for online delivery may participate on weekend and evening workshops/training/working sessions in developing/redesigning these courses. This faculty must have attended prior meetings to these sessions and complete Time Commitment Forms to satisfy

compensation/stipend pay rather than being released from regular duties to work on Title V development and pilot projects.   This form will have particular criteria identified for a percentage of compensation and will only receive compensation after each criteria has been satisfied as defined in the Title V Activity. It includes a beginning and ending date and should be completed and turned in to the Title V Office Manager at the end of each week of sessions attended. The same type of form will be required for the pilot phase of delivery for each course of each semester. Faculty must be physically present in order to receive credit during developmental phase. See Appendix A for a copy of the Time Commitment Contract.

Criteria qualifying faculty for release or compensation/stipend pay:

- Recommended by Academic Chair or Director
- Possess minimum qualifying credentials
- Approved by Vice President of Instruction and Human Resource Director
- Submit Signed Acceptance Letter
- Attend Title V Instructional Design meetings
- Attend Title V Instructional Design trainings
- Attend Title V Instructional Design work sessions
- Develop/redesign approved Title V lecture capture/online/hybrid/SimLab course (Year 1)
- Pilot approved Title V lecture capture/online/hybrid/SimLab (Year 2)
- At least 80% of students must express an overall satisfaction of new services provided by faculty/staff /Faculty modules via evaluation (data must be collected to justify report)
- Pilot for one semester, two semesters if adjustments are necessary (Summer optional)

(See check off sheet for maximum compensation)

SECTION IV

FISCAL ACCOUNTABILITY

(Purchase Orders & Travel)

PROCEDURES FOR EXPENDITURES OF TITLE V FUNDS USING PURCHASE ORDERS:

ALL PURCHASES USING TITLE V FUNDS

Note: Information contained in this section is based upon Section J of 0MB Circular A-21.

    (1) Must be made consistent with Luna Community College policy,

    (2) Must meet provisions of the project budget allowances and include supporting documentation justifying travel, and

    (3) Must be approved by the Title V Project Director.

ALL PURCHASE REQUESTS MUST RELATE TO THE OBJECTIVES OF THE TITLE V ACTIVITY. The sequential procedures of all TITLE V Purchase Order expenditures can be referred to by obtaining a copy of the "Jenzabar CX Requisitioning User Guide" from the LCC Director of Purchasing, Shipping and Receiving, who will also provide training for users. Users will also be required to have their immediate supervisor approve and request Jenzabar CX access to "Requisition for Purchase" in order to submit requisition for all Title V purchases.

Standard college procedures will be followed by the Business Office for purchasing, ordering, and remitting payment to vendors. The Business Office will maintain original documentation and receipts.

CATEGORIES OF ALLOWABLE EXPENDITURES REQUIRING PURCHASE ORDERS.

EQUIPMENT

- Under Title V regulations Equipment is defined as tangible, nonexpendable personal property having a useful life of more than one year. Although the Department of Education defines equipment as items costing more than $5,000, regulations also state the further classification should be based upon the college's monetary definition of equipment. At this time, Luna Community College defines equipment as any item costing $1500 or more. Items costing less than $1500 are classified as supplies/materials. Therefore, for the purpose of this grant, equipment is defined as "tangible, nonexpendable personal property having a useful life of more than one year and costing $500 or more and anything costing less will be classified as supplies/materials." All procedures for purchase orders described above apply to the purchase of equipment. A PIECE OF EQUIPMENT PRICED AT $20,000 OR MORE MUST FOLLOW THE COLLEGE SEALED BID PROCESS OUTLINED IN APPENDIX B.

- All equipment must meet college and Title V Inventory control procedures for equipment. See Appendix B for college policies. Title V Inventory Control Policies can be found at the end of this section on page 82.

SUPPLIES AND MATERIALS

- If possible, obtain estimates of cost for any supplies or materials costing $500 or more per item prior to ordering.

- Equipment costing less than $500 will be included in this line, as well as other consumable materials. This line will include educational supplies, texts, etc., but will not include software.

ADVERTISING AND PUBLIC RELATIONS

- The only allowable advertising and public relations costs are those which are solely for:
  - ☑ Recruitment of Title V personnel;
  - ☑ The procurement of goods and services for the performance of the Title V agreement;

- See the Title V Project Director for more information regarding this category.

POLICY FOR SOFTWARE PURCHASE:

- All software purchases will follow standard Title V and College procedure for purchases.

- All software purchases must relate to the objectives of the Title V Activity

- Software purchased for learning applications should be selected on the basis of its suitability for the academic task(s).

- Information Systems must also review any purchase of software planned for use on the college network to ensure compatibility.

- If possible, obtain cost estimates from at least 3 sources for any software purchase over $500 prior to ordering.

- All software license agreements should be approved and signed by both the Director of Information Systems and Title V Project Director.

- Absolutely no purchases for software already provided by the College can be allowed for purchase from Title V funds.

OFFICE SUPPLIES

- Allowable expenses do not include furniture or office equipment.

- Purchase of office supplies will follow college procedures.

PRINTING

- Printing includes use of the college copy machines and orders for duplication, etc. from the Luna Community College Copy Center.

- This category will also be used for print jobs such as business cards and name badges, which are charged out to other printing companies.

PROFESSIONAL SERVICES

- Professional services up to $30,000 – Approved contract required.

- Over $30,000 – Formal RFP required

NON-PREFESSIONAL SERVCIES

- Up to $2,000 – Approved contract required

- Over $2,000 – 3 Informal written quotes & approved contract required.

CONSULTANTS

• See Section V for more information regarding this category.

TRAVEL

Any travel that is considered normal or usual, such as on-going/occasional attendance at professional workshops or conventions will NOT be supported by Title V funds. Title V guidelines require that all requests for travel supported by Title V funds MUST BE SPECIFICALLY RELATED TO THE GOALS AND

OBJECTIVES OF THE TITLE V PROJECT. All institutional forms must be submitted with supporting documentation justifying travel and must be approved by Project Director.

In addition to a Travel Authorization with estimates of travel costs, all travel supported by Title V funds requires the following three forms of documentation:

- ☑ Title V Travel Request Form to be submitted with Travel Authorization;

- ☑ Luna Community College Travel Authorization to be submitted and approved by Project Director prior to making arrangements;

- ☑ Title V Trip Report Form to be submitted upon return and must include all supporting documentation justifying travel as specified in the Title V grant.

The sequential procedures for the approval, payment, reimbursement, and reporting of travel supported by Title V funds are as follows.

Step 1.	Complete the Title V Travel Request form IN ADVANCE of the proposed trip. UNAPPROVED TRIPS WILL NOT BE REIMBURSED. See Appendix A for a copy of the form. Duplicate as needed or request an on-line copy from the Title V Office Manager.
Step 2.	Obtain the required approval signatures and forward the Travel Request original form to the Title V Project Director with a completed purchase order. Approved requests will be forwarded to the Business Office for processing. A COPY of the form will be returned for your files. The ORIGINAL form will be kept on file in the office of the Title V Project Director.
Step 3.	Within five days of return from approved travel, prepare a Luna Community College Voucher. Travel vouchers are available on the College computer system under the "S" drive.
Step 4.	Attach ALL RECEIPTS, which document travel expenses incurred. Obtain required signatures.
Step 5.	Prepare a Title V Trip Report. See Appendix A for a sample form and duplicate as needed or request an on-line copy from the Title V secretary. This report is necessary to document that travel was Title V related and is necessitated by the nature of regulations governing the expense of federal funds for travel.
Step 6.	Attach samples of materials gained at the conference, copies of meeting agendas, conference schedules, etc. which might help to document the conference/meeting.
Step 7.	Attach the Trip Report and back up documentation to the Luna Community College voucher and forward to the Title V Project Director for approval. UNAPPROVED EXPENSE VOUCHERS WILL NOT BE REIMBURSED.
Step 8.	Approved requests will be forwarded by the Project Director to the Business Office for payment.

INVENTORY CONTROL PROCEDURES

Upon receiving any equipment purchased with Title V funds in the amount of $301 or more, the purchaser must notify the Title V Office that the equipment is available to be added to the Title V inventory. The procedures listed below will then be followed.

Step 1   Make an appointment with the Title V secretary to tag the equipment.

Step 2   With assistance from the Office Manager; complete the <u>Luna Community College Title V Inventory Record Report</u> and the <u>Luna Community College Equipment Inventory</u>. Copies of these forms can be found in Appendix A.

Step 3   Tag the equipment with the official Title V metal tag.

Step 4   With assistance from the Title V Office Manager, report on the location, condition, use, maintenance, and security of the equipment on a yearly basis by using the Title V <u>Inventory Record Report</u>.

SECTION V

FISCAL ACCOUNTABILITY

(Faculty/Staff)

PROCEDURES FOR EXPENDITURE OF TITLE V AND MATCHING COLLEGE FUNDS FOR PAYROLL

This section applies to Luna Community College employees who perform duties under the Title V Grant and will be paid from the Grant, or

(1) are hired to perform duties under the Grant and will be paid from the Grant; or

(2) are hired to perform duties under the Grant and will be paid as part of the college commitment to the Grant initiative; or

(3) are hired to serve as replacements for college employees who have been released to perform Grant duties.

- Hiring for all positions funded by the Title V Grant or matching college funds will follow the procedures outlined in the Luna Community College Board Policy Manual, Section 5.10. See Appendix B for pertinent information.

- All employees whose duties placed them in one of the above categories will have an up-to-date Employee Action form on file in the Personnel Office with a copy on file in the Title V Office. See the classifications, which follow for more information regarding the Employee Action Form.

- Employees who are defined in categories (1) and (2) above will be required to complete biweekly Title V Time and Effort Reports and Monthly Progress Reports. These reports will be submitted to the Activity Director for approval with a copy to the Title V Project Director. See Appendix A for a sample of the report.

PART-TIME HOURLY EMPLOYEES

Included in the category: Instructional Designer/SimLab Technician to handle developing/redesigning Nursing and Vocational hybrid/lecture capture courses and training within the new initiative and be released part-time of the institutionalized Instructional Designer assignments of the completed initiatives.

SimLab Supervisor who will be released from teaching traditional courses to supervise simulation lab operations and hybrid/lecture capture courses being introduced with this initiative under the direction of the Activity Director.

- Procedures for hiring or transferring and completion of the application process:
  - ☑ Employee will complete an application and related forms.
  - ☑ Title V Project Director will request that a Personnel Action Form (PAF) be completed on the employee.
  - ☑ Title V Project Director will recommend that the PAF be forwarded to the President for approval.
  - ☑ The President will approve and forward the application to the Human Resource Office for inclusion in the Personnel Report to the Board of Trustees at which time Human Resource Office will prepare an Employee Contract.
  - ☑ A copy of the Employee Contract will be kept on file in the Title V Office.

- Timesheet and payroll procedures

    - ☑ Part-time and hourly employees are limited to 30 hours per week in any combination of work assignments.

    - ☑ Timesheets should be completed and submitted to the appropriate Title V supervisor on a bi-weekly basis.

    - ☑ Payroll will follow the same schedule of the College.

OTHER PART-TIME EMPLOYEES

Included in this category: Adjunct faculty who are replacing full-time released faculty involved in Title V

- Procedures for hiring:

    - ☑ Employee will have a completed application on file with the Human Resource Office.

    - ☑ The division chair will notify the appropriate activity director and the Title V Project Director of the name, address, social security number of the adjunct as well as the title, catalog and section numbers of the course(s) the adjunct will be teaching.

    - ☑ The Title V Office Manager will ensure that the correct information is placed on the Temporary Employee Request Form (TERF) by the appropriate Department.

    - ☑ A copy of the TERF will be kept on file in the Title V Office.

- Payment Procedures:

    - ☑ The college comptroller will determine the correct percentage of the contract to be paid by the Title V Grant or the college commitment to Title V.

    - ☑ Adjunct faculty will be limited to the approved number of credit hours per semester/year allowable by the college.

    - ☑ Payment will be per contract based on College's payroll schedule

FULL-TIME FACULTY RELEASED FOR TITLE V

Included in this category: Project Director
                                          Other Released Full-Time Faculty

- Procedures for hiring:

    - ☑ Procedures for the release of full-time faculty from normal duties to work under Title V will be in keeping with the rules and regulations of the current faculty contract.

    - ☑ Recommendation of faculty to be released for work on the Title V Grant will be made jointly by the Title V Project Director, one or more vice presidents, division chair, and appropriate activity director, with final approval from the President.

    - ☑ The division chair, activity director, and the Title V Project Director will determine the number of released hours each semester.

    - ☑ The division chair is responsible for making sure that the faculty member's EAF reflects the appropriate release time.

- ☑ The Title V secretary will check to make sure that the correct information is placed on the TERF by contacting the secretary to the Dean of Instructional Services at the beginning of each semester.
- ☑ A copy of the TERF will be kept on file in the Title V Office.

- Payment Procedures:
  - ☑ The college comptroller will determine the correct percentage of the contract to be paid by the Title V Grant or the college commitment to Title V.
  - ☑ Faculty will be limited to the approved number of credit hours per semester/year allowable by the college.
  - ☑ Payment will be per contract on the same schedule as the College.

PROCEDURES FOR PLANNED AND UNPLANNED ABSENCES

- PLANNED ABSENCE
  - ☑ Notify the Activity Director and/or the Title V Project Director as soon as possible prior to the absence.
  - ☑ Complete a Request for Planned Absence (see Appendix A for a sample) as well as an electronic request via e-mail and obtain the appropriate signatures for approval prior to the absence when required.
  - ☑ Upon return, ensure that a request for absence has been submitted via Luna Community College e-mail to respective supervisor as well as obtain required signatures/approval on Title V leave request forms. The Project Director or the Activity Director will approve and file as well as forward electronic request for processing via e-mail at leave@luna.edu.

- UNPLANNED ABSENCE
  - ☑ Call your direct supervisor or the Title V Project Director prior to the start of the workday or call the college and report your absence to the Title V Office at the beginning of the workday.
  - ☑ In the event that you are unable to call yourself, designate a friend or family member to call in your place.
  - ☑ Upon return, complete the Luna Community College Employee Absence Report and obtain required signatures/approval. Approved leave will be forwarded to the Human Resource Office for processing via e-mail leave@luna.edu.

  College policy regarding sick leave can be found in Appendix B.

PROCEDURES FOR HIRING A CONSULTANT

- The decision to hire an outside consultant using Title V or college funds shall be made by the Title V Project Director.

- The Title V Consultant Service Prior Approval Form will be completed and signed by the Title V Project Director.

- Once the consultant has been approved, the Title V Service Confirmation Form will be sent to the consultant with a request that a signed copy be returned to the Title V office.

- Following completion of the agreed upon consulting activities, the consultant will submit an invoice for payment accompanied by appropriate statements for expenses.

- See Appendix A for copies of the forms mentioned above.

SECTION VI

FACILITY REQUEST
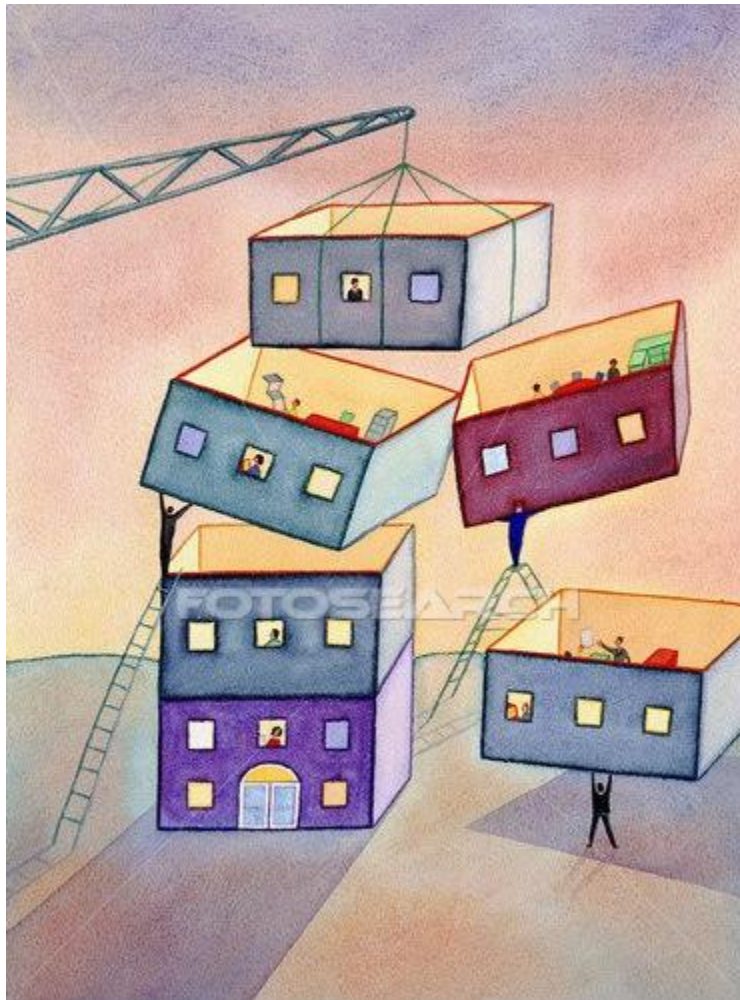
PROCEDURES FOR FACILITY REQUEST DEVELOPED BY TITLE V PROJECT

This section applies to Luna Community College request to use institutional facilities developed by Title V:

(1) request for use must be related to training, development, or redesign of online or hybrid courses;

(2) training or use for Student Support Services as it relates to online services and resources for student success including training and use of PLATO.

- Requests must be submitted on *Luna Community College Request for Use of Institutional Facilities* for Title V (see Appendix A-Title V Forms)

- Must contain all approval signatures, including that of the Title V Project Director

- Title V Activity will take precedence and all other requests will become secondary

APPENDIX A

TITLE V FORMS

Staff: _____

Title: _____

Month: _____

Title V-"Creating a Pathway to Success in High-Demand Programs"

Monthly Progress Report-Implementation Strategies and Timetable

Year 1

Year 1 Initiatives/Tasks	Progress	Status	Outcomes	Date Completed
Renovate 4,000 sq ft health care SimLab				
Acquire equipment for SimLab				
Convert/redesign appropriate courses to hybrid delivery to include develop and pilot				
Add Web-available lectures				
Train faculty/staff to use equipment and in delivery of distance learning course				
Convert Nursing courses to use a Simulation Lab for 25% student clinical requirements to include develop and pilot				
Implementation of the Candidate module for Admissions and student account creation, train staff, pilot with students				
Install Fiber Optics to Collision Repair and Auto Tech Buildings				
Appointment of				
Select External Evaluator				
Other				

Staff Signature_____   Date_____

Supervisor Approval_____   Date_____

Grant Personnel - Time and Effort Activity Report
Luna Community College

Name: Employee ID:
Department: Position:
Pay Period :   10/1/2012   to   10/8/2012

Hours Worked by Program

Day	Leave	Title V	Regular					Daily Total
1-Oct								
Monday								0
Tuesday								0
Wednesday								0
Thursday-Thanksgiving								0
Friday-Thanksgiving								0
Saturday								0
Week 1 Total	0	0	0	0	0	0		**0**
8-Oct								
Monday								0
Tuesday								0
Wednesday								0
Thursday								0
Friday								0
Saturday								0
Week 2 Total	0	0	0	0	0	0		**0**
TOTAL Pay Period	0	0	0	0	0	0		**0**
Percentage of Time		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		

Tasks:	Program	Details
1	Title V	
2		
3		
4		
5		
6		
7		
8		
9		
10		

By signing this time sheet, I verify that the above reported hours worked and leave used are accurate for this pay period.

Employee Signature: Date:

Supervisor Signature: Date:

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TITLE V REQUEST FOR APPROVAL OF ABSENCE

Name: _____   Date Submitted:_____

Reason for Absence or Accumulation of Compensatory Time

I. PERSONAL ABSENCE

☐ Bereavement   ☐ Personal Leave   ☐ Sick Leave   ☐ Annual Leave

I request to be absent on:_____
                                              Date(s)/Time(s)

Beginning Time(s): _____

Ending Time(s): _____

        Total Hours Taken: _____

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 Title V Staff Member _____ _____
                                                          Date
Signature TV Activity Director _____ _____
                                                          Date
Signature TV Project Director _____ _____
                                                          Date
Title V:Absence Form 10/12

LUNA COMMUNITY COLLEGE TITLE V

EQUIPMENT INVENTORY RECORD REPORT

(Use a separate report form for each piece of equipment purchased for $301.00 or more)

Description of Equipment

Manufacturers Model No.   Manufacturer's Serial No.

Title V Label l.D. No.   Acquisition Date

Unit Acquisition Cost: From Title V Funds - $ _____

                              From District Funds - $ _____

                              Total - $ _____

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Location:					
Use:					
Maintenance Record:					
Condition:					
Security:					
Date of Inventory Initials:					

(See additional inventory information on next page)

Page One of Two

INVENTORY RECORD REPORT

Transfer, Replacement, or Disposition of the Equipment described on the other page of this form:

Transfer Information - _____

_____

_____

_____

_____

_____

Replacement Information - _____

_____

_____

_____

_____

_____

Disposition Information - _____

_____

_____

_____

_____

_____

_____

_____

       Approved by: _____   Date: _____

Page Two of Two

TITLE V

EQUIPMENT INVENTORY

DATE: _____

ACTIVITY NAME: _____

This is to certify that the equipment listed below has been received in good order and adequate maintenance procedures, as detailed in EDGAR (74.34), will be maintained.

_____	_____			_____		
(Date)	Activity Director			Distance Ed Tech		
Title V ID#	Model No.	Serial No.	Name & Manufacturer	Date of Purchase	Purchase Price	Present Location of Equipment on Campus

Activity Director: _____

_____
(Date)   (Signature)

Inventory Adjustment Form
To be used for all types of furniture, equipment or other asset moves
Contact Warehouse staff if assistance is needed when completing this form.

Reason for Inventory Adjustment (Check One)

	Item in usable condition but no longer needed by this Department		
	Item is broken or otherwise unusable by any Department		
	Item to be used by this or another Department, but needs to be relocated		
	Other -- item unaccounted for (missing, lost or stolen) -- Date Security/Incident Report completed:		

Transfer/Movement information

Requestor's Name		Phone Number		Today's Date	
Location before move		Room			
Item(s) Released by:		Phone Number			
Location after move		Room		New Department	
Receiver's Name		Phone Number			
Person responsible for equipment in new location					

				Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	
Description and condition		LCC inventory #		Estimated Weight	

To be completed by Warehouse, Asset Management or Facilities Staff:

Date Inventory adjustment(s) done		Is help needed to move item(s)?		If so, date of move request	
By Whom?					
Staff Assigned to Move				Work Order Number	
Responsible Supervisor				Date Move Completed	

Serial Number	Part/ Service Tag Number	Model/Description	Location	P.O. Date	P.O. Number	Cost	Comments	Date Received

Hardware Inventory
YEAR ONE 00/00/00-00/00/00

Title V-Developing a Comprehensive Online Learning Network for Rural, Time and Place-bound Students

**Hardware Inventory Over $500.00**							

Serial Number	Part/ Service Tag Number	Model/Description	Location	P.O. Date	P.O. Number	Cost	Comments	Date Received

Title V-Developing a Comprehensive Online Learning Network for Rural, Time and Place-bound Students

Software Inventory					
YEAR ONE 00/00/00-00/00/00					
Software Type	Location	P.O. Date	P.O. Number	Cost	Comments

Software Over $500.00					
YEAR ONE 00/00/00-00/00/00					
Software Type	**Location**	**P.O. Date**	**P.O. Number**	**Cost**	**Comments**

Title V Equipment – Faculty Checkout Agreement

I _____ am fully responsible for the following laptop to include any and all accessories (i.e. power cord, headset, mouse, pen tablet, scanners, etc.). Should the laptop be stolen, lost or damaged, I accept responsibility for replacement, repairing and maintenance of the laptop. I also agree to use this equipment strictly for Luna Community College related instructional use. I understand that I am to be the only individual using this equipment. In the event I abuse these privileges, I will forfeit use of this equipment.

Name (please print) _____　　　　LCC ID# _____

Address _____

City, State/Zip _____

Signature _____　　Date _____　　Phone Number_____

Title V Director's Approval: Approved _____　　　　Disapproved _____

Title V Director's Signature: _____　　　Date: _____

Check Out Date: _____　　　　　　Check In Date: _____
Expected Check In Date for maintenance:　　_____

	Serial #	Tag #
☐ Laptop #	_____	_____
☐ Laptop Case #	_____	_____
☐ Laptop Headset #	_____	_____
☐ Laptop Mouse #	_____	_____
☐ Portable Scanner #	_____	_____
☐ Pen Tablet #	_____	_____

Date Returned:_____　　Inspected By:_____

Type of maintenance done: _____

_____

_____

Comments:_____

_____

Maintenance done by: _____   Date checked out: _____

Date checked in for maintenance: _____   Physical Condition: _____

Type of maintenance done: _____

_____

_____

Comments:_____

_____

Maintenance done by: _____   Date checked out: _____

Date checked in for maintenance: _____   Physical Condition: _____

Type of maintenance done: _____

_____

_____

Comments:_____

_____

Maintenance done by: _____   Date checked out: _____

Date checked in for maintenance: _____   Physical Condition: _____

Type of maintenance done: _____

_____

_____

Comments:_____

_____

Maintenance done by: _____   Date checked out: _____

I _____ am fully responsible for the equipment listed below. Should the
   Print Name Here

equipment be lost, stolen, or damaged in any way, I will be fully responsible for repairs or replacement of the

damaged equipment.

**Please list any additional items the back of this form.

Item 1 _____   _____
                          Description   Serial # (if applicable)

Item 2 _____   _____
                          Description   Serial # (if applicable)

Item 3 _____   _____
                          Description   Serial # (if applicable)

Item 4 _____   _____
                          Description   Serial # (if applicable)

Item 5 _____   _____
                          Description   Serial # (if applicable)

Item 6 _____   _____
                          Description   Serial # (if applicable)

Item 7 _____   _____
                          Description   Serial # (if applicable)

_____   _____   _____ _____
Signature   Phone Number   Date Checked Out   Date Returned

TITLE V CONSULTANT SERVICE
PRIOR APPROVAL FORM

TITLE V 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 _____

Submitted by:

_____
Activity Director   Date

Approved:

_____
Title V Project Director   Date

TITLE V 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.

Activity Director _____
                        Signature   Date

Consultant _____
                        Signature   Date

LUNA COMMUNITY COLLEGE
Travel Authorization

Name & Home Address	Department Title V	Name of Conf, School etc/Location	Contact Number

Departure Date & Hour	Return Date & Hour	Total Days and Hours

Meeting Dates	Are Outside Funds Being Used? Provide Details. no	Actual_____X_____Per Diem_____

_____ LCC Vehicle (need vehicle req form)   _____ Private Vehicle   _____ Other

Submit Form to Motor Pool

Per Diem (full perdiem)	x _____ Days/Hours	= _____ Rate/Day Total	Mileage _____ x 32 = _____ Distance

Estimated Cost of Trip   **Line Item**   **Payee, Address, Ph No./Special Instructions**

Hotel

Registration

Travel (Airfare, etc)
Parking
Mileage
Other
Perdiem or Meals (for actual)
Total
Total to Employee

I certify that this travel is in accordance with authorized school business and this form is correct to my knowledge.
I understand that receipts are required for all expenses except straight per-diem.

Employee Signature _____ Employee ID: _____ Date: _____

Director: _____ Date: _____ Dean: _____

Chief Financial _____ Date: _____ President: _____
Officer   (For Out-of-State or Actuals)   Date

Attach copies of brochures and any other information regarding reason for travel. For hotel advance, attach hotel confirmation.
     NOTE: Requests for out-of-state and actual must be approved by the President.

TRAVEL REIMBURSEMENT VOUCHER   ****   to be signed upon returning from trip

DATE						Total	Attach receipts to approved copy of travel form returned to you from purchasing dept.
Breakfast							
Lunch							
Dinner							I certify that this accounting is just and true to the best of my knowledge.
Other							
Tips							**Employee Signature
Taxi/shuttle							
TOTAL							Chief Financial Officer

Rev 10-06

Pursuant to the provisions of Section 10-8 NMSA 1978, as amended
and board approved policies and procedures 2-10-04.

INSTRUCTIONS:
The travel request form must be properly filled out, approved as necessary submitted to Purchasing Office at least ten (10) days prior to the trip or deadlines. The designee will verify the amounts and when deemed necessary, make appropriate adjustments. The Purchasing Office will prepare a purchase order and process payments as requested. Refer to Travel Policy/Procedure for details.

PER DIEM RATES:
A.   **Partial Day**

For less than 2 hours beyond the normal work day (normal day = 9 hours)	None
For 2 hours but less than 6 hours beyond the normal work day	12.00
For 6 hours but less than 12 hours beyond the normal work day	20.00
For 12 or more hours beyond the normal work day	30.00

This schedule is also used for partial days after overnight travel.

B.   **In-State Overnight Travel**
     Per 24 hour day   85.00

C.   **In-State Special Cities Overnight Travel (Santa Fe Only)**
     Per 24 hour day   135.00

D.   **Out-of-State Overnight Travel**
     Per 24 hour day   115.00

E.   **Out-of-State Overnight Travel Special Cities: Chicago, Los Angeles, Washington DC., San Francisco,** Palm Springs, San Diego, Atlanta, Boston, Las Vegas, Atlantic City, Philadelphia, Dallas/Fort Worth, New York City and out of the country.
     Per 24 hour day   215.00

F.   **Overnight Meal Rates In-State Travel (LCC paying actual for hotel)**
     Full Day   30.00
     Partial Day at per meal   10.00

G.   **Overnight Meal Rates Out-of-State Travel (LCC paying actual for hotel)**
     Full Day   45.00
     Partial Day at per meal   15.00

OTHER EXPENSES:
I.   Upon prior written approval from the LCC's President, an employee may be reimbursed as follows:
     Reimbursement for actual expenses for lodging not to exceed the single occupancy charge, exclusive of taxes, in lieu of the per diem rate set forth above - receipts required. For advance on lodging a confirmation is required.

J.   Employees may be reimbursed for certain actual expenses in addition to per diem rates as follows:
     Without receipts up to $6.00 per day not to exceed $30.00 per trip for:
       Taxi or other fares
       Gratuities as alowed by LCC
       Parking Fees
     Receipts required for:
       Taxi, gratuities and parking fees exceeding the above limits
       Costs for travel by common carriers, accomplished in the most economical manner.
       Rental cars or charter aircraft when necessary

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PROFESSIONAL DEVELOPMENT PROGRAM

PURPOSE

Luna Community College (LCC) offers professional development opportunities for Regular Full-time employees. Whether you want to sharpen the skills you have or meet on-the-job requirements, thereby improving efficacy as employees of the College and ultimately the ability of the College to effectively perform its mission, the PDP can help you meet your goals.

MISSION

The mission for PDP is to create professional development pathways for college employees that support the strategic mission of LCC and contribute in meaningful ways to college personnel's departmental needs and specific job enrichment.

PROCEDURES

I. REQUIREMENTS

1. Must be a **Regular Full-time** employee of Luna Community College.
2. PDP Request must be directly related to the job at LCC.
3. Funding must be available
4. Work release time must be pre-approved by the supervisor and documented in the Pre-Activity form. Time off may not exceed 5 hours a week. Three ½- hour increments of the 5(five) allowed hours may be used for Health & Fitness at LCC Wellness Center.
5. PDP Requests must be turned in prior to incurring any expenses and turned in on Monday for a Friday Purchase Order.
6. All requests require completion of the **Travel Authorization Form (TAF),** Pre-Activity form and all necessary documentation (refer to Travel Policy and Procedure). At completion of activity, a Post-Activity form with all documentation must be submitted for reimbursement with the completed Travel Reimbursement Voucher located at the bottom of your copy of the **Travel Authorization Form**.

II. FUNDING

1. If PDP request is tied directly to an LCC need i.e., licensure, certification and such, the cost may be prepaid.
2. If PDP request is employee initiated (optional), the cost will be reimbursed based upon successful completion i.e.; certificate of completion and/or grade of C or better.
3. When incurring an LCC Bookstore charge, a voluntary LCC Payroll Deduction Form must be pre-signed in the event employee becomes responsible for the purchase.
4. ***PDP will only cover out of pocket expenses after all other sources have been applied i.e.; Pell Grant, Scholarships, waivers, etc. All sources of aid posted to account will be considered as aid towards your expenses and only expenses exceeding the aid will be considered for PDP reimbursement.***

III. APPROVAL PROCESS

1. Employee will complete *Travel Authorization Form* and *Pre-Activity Form* and submit to Finance & Administration prior to travel, registration, or procurement of books along with all supporting documents i.e.; student schedule, etc.
2. After initial review for completion, it will be forwarded to the PDP committee for review and approval. At this time, the **PDP committee** may call upon requester for additional information.
3. After PDP committee approval, it is forwarded to the President for approval if applicable.
4. After final approval, a Purchase order will be processed and sent to requestor. If denied, the request will be sent back to requester.
5. Requester will present purchase order to Bookstore or Vendor before incurring any expenses therefore pre-planning is necessary.

6. ***Post-Activity*** form and other supporting documentation must be completed and turned in no later than 3 weeks after completion. Payroll Deduction will occur if grades and Post-Activity form are not submitted for purchase of books at LCC Bookstore.
7. Abuse of the PDP or failure to comply with the procedures, may result in loss of PDP privileges.

Revision June 20, 2012

POST ACTIVITY FORM

INSTRUCTIONS: Fill out form in detail and attach the following:

- Copy of PURCHASE ORDER
- Completed bottom section of a copy of your Travel Authorization Request form (Reimbursement Voucher) which has all approving signatures
- Verification of completion, grades, receipts, and any other pertinent documents for reimbursement

NAME: _____   ACTIVITY TITLE: _____

ACTIVITY INFORMATION DISSEMINATION TO LCC:

1. Attach copies of minutes of your presentation (*which you conducted within your department after returning from activity*) to include:

    - Date and time you held presentation

    - Names of LCC attendees at **your** presentation

    - Highlights of information/material you shared with your fellow LCC co-workers, staff or faculty

    - Location of materials for reference

SIGNATURE_____DATE_____

Finance & Administration
PO #_____
Total DUE:

SUPERVISOR_____DATE_____

VICE-PRESIDENT_____DATE_____
FINANCE & ADMINISTRATION

PRE ACTIVITY FORM

INSTRUCTIONS: Fill out form in detail, attach additional pages as necessary**.** Submit completed form with Travel Authorization Request to Finance & Administration.

NAME: _____ ACTIVITY TITLE: _____

ACTIVITY DESCRIPTION

1.   List the sessions, workshops and course title you will attend.

2.   How are these activities going to help you achieve your professional/occupational goals? Be specific.

3.   How will the knowledge gained serve your department/office and fit in with its priorities?

4.   How will the knowledge gained fit in with the Luna Community College mission?

5.   How will knowledge gained be shared with LCC?

<u>APPROVALS</u>

Signature of Supervisor/Director indicates that this activity is appropriate, release time is available, and the activity is in line with the statements listed above and with the mission statement of LCC.

Signature of Requestor:_____
                                                                                          Date

Supervisor:_____
                                                                                          Date

Vice-President Finance & Administration: _____
                                                                                          Date

TRAVEL & PDP AUTHORIZATION REQUEST FORM

Revised July 20

Attach Pre Activity Form, all required documents, and submit to Finance/Administration after

Name & Home Address	Department	Name of Conf, School etc/ & City, State

Departure Date & Hour	Return Date & Hour	Total Days and Hours

Meeting Dates	Are Outside Funds, Resources being used? Provide Details	Actual_____Per Die

_____ LCC Vehicle   Private Vehicle   _____ LCC Vehicle Denied (Attach copy of

Submit Vehicle Form fo Motor Pool   1/2 Reimbursement

Mileage _____ x .32

Requests for Out-of-State and/or Actuals must also be approved by the President   Distance

Attach copies of brochures, schedules, agendas, flight itinerary, hotel confirmation if Hotel advance is required, and any other pertinent information .

Estimated Cost of Trip	**Amount**	**Line Item (CODES)**	**Payee, Address, City, State, Zip and phone number**
Hotel			
Registration (Tuition)			
Travel (Airfare, etc)			
Parking			
Perdiem or Actuals (Meals et)			
Mileage			
Books			
Other			
Total Cost of Trip			

**I certify that this travel is in accordance with authorized school business and this form is correct
to my knowledge. I understand that receipts are required for all expenses except straight per-diem.**

Finance & Admin Use Only

Employee Signature Date	Employee ID#

Supervisor Date	Vice President - Academics Date

Vice President Finance & Administration Date	**President (Actual, Out of State, 1+Traveler)** Date

USE SECTION BELOW FOR REIMBURSEMENT OF APPROVED EXPENSES AND SUBMIT

Plea

TRAVEL REIMBURSEMENT VOUCHER

DATE					
Breakfast					
Lunch					

*I certify that this account
true to the best of my kno*

					Employee Signature
Dinner					
Other					Vice President Finance & A
Tips					
Taxi/shuttle					
Parking / Mileage					
TOTALS					
				TOTAL Expenses	

TRAVEL & PDP AUTHORIZATION REQUEST FORM   **Revised July 2012**

Attach Pre Activity Form, all required documents, and submit to Finance/Administration a

Name & Home Address	Department	Name of Conf, School etc/ & City, State

Departure Date & Hour	Return Date & Hour	Total Days and

Meeting Dates	Are Outside Funds, Resources being used? Provide Details	Actual_____

_____ LCC Vehicle   _____ Private Vehicle 1/2 Reimbursement   _____ LCC Vehicle Denied (Attac

Submit Vehicle Form fo Motor Pool

Mileage _____ x

Requests for Out-of-State and/or Actuals must also be approved by the President   Distance

Attach copies of brochures, schedules, agendas, flight itinerary, hotel confirmation if Hotel advance is required, and any other pertinent information .

Estimated Cost of Trip	**Amount**	**Line Item (CODES)**	**Payee, Address, City, State, Zip and pho**
Hotel			
Registration (Tuition)			
Travel (Airfare, etc)			
Parking			
Perdiem or Actuals (Meals et)			
Mileage			
Books			
Other			
Total Cost of Trip			

I certify that this travel is in accordance with authorized school business and this form is correct

to my knowledge. I understand that receipts are required for all expenses except straight per-diem.

Finance & Admin Use Only

Employee Signature	Date	Employee ID#

Supervisor	Date	Vice President - Academics Date

Vice President Finance & Administration	Date	**President (Actual, Out of State, 1+Traveler)**	Date

USE SECTION BELOW FOR REIMBURSEMENT OF APPROVED EXPENSES AND SUBM

TRAVEL REIMBURSEMENT VOUCHER

DATE					
Breakfast					
Lunch					
Dinner					
Other					
Tips					
Taxi/shuttle					
Parking / Mileage					
TOTALS					

I certify that
true to the b

Employee Sig

Vice Presiden

TOTAL
Expenses

LUNA COMMUNITY COLLEGE

Request for Use of Institutional Facilities

Facility will not be reserved until all paperwork has been submitted (no later than ten working days pior to the date of intended use). This includes the Facility Use Form and insurance verification.

Name of Public Agency or Non-profit Group requesting facility: _____
Address: _____ City: _____ State: _____ Zip: _____
Name of Individual(s) in charge: _____ Phone: _____

Co-sponsor(s): _____
Brief description of activity: _____

_____

Facility Requested: _____ Proposed Dates(s): _____ Hours: _____
General liability insurance carrier & policy # _____ .
INSURANCE <u>MUST</u> BE PROVIDED BY ALL OFF-CAMPUS ORGANIZATIONS (*Copy of policy must be attached*)

Admission Charge ( ) Yes ( ) No   Amount $ _____

(*For Office Use)* Fee charged by LCC for Activityf applicable: Amount $ _____

<table>
<tr><td colspan="6" align="center">**Set-up**</td></tr>
<tr><td>_____</td><td>**Tables (#   )**</td><td>_____</td><td>**Chairs (#   )**</td><td>_____</td><td>**Podium**</td></tr>
<tr><td>_____</td><td>**Security**</td><td>_____</td><td>**Extra trash cans/liners**</td><td>_____</td><td>**P.A. System**</td></tr>
<tr><td>_____</td><td>**Other (Specify)**_____</td><td></td><td></td><td></td><td></td></tr>
</table>

In accordance with the established policies and procedures of LCC and the State of New Mexico, the Facility User agrees to:

1. Assume responsibility for security of areas and facilities being used. (Recommendation for amount of security will come from the Office of Campus Security. Cost for security will be the responsibility of the First Party, but shall not be effected until both parties have reached a mutual agreement.)

2. Assume cost for vandalism or damage occurring during activities.

3. Adhere to all LCC rules and regulations including regulations of the particular facility used.

4. Indemnify and hold harmless LCC, it's Board of Trustees, agents and employees, individually and collectively from and against all costs, losses, claims, actions and judgments, which may be made by the undersigned, their assignees, heirs and personal representatives or anyone else as a result of any injury or damage which may be sustained while participating in said activity.

5. Adhere to all State and Federal laws relating to illegal drugs, alcohol, and weapons.

6. Adhere to DFA Rule 78-4, governing the approval of concession contracts by State Agencies.

Violation of prohibited activities will be grounds for summary cessation of scheduled activity.

_____   _____   _____   _____
Name of individual requesting facility   Date   Signature of *Title V Project Director*   *Date*

_____   _____   _____   _____
APPROVAL: LCC Director of Facilities   Date   FINAL APPROVAL: LCC PRESIDENT   Date

TITLE V FACULTY COMPENSATION/INCENTIVE PAY AGREEMENT

Title V Faculty: _____

_____ Acceptance Letter and 1st Meeting $25.00   Cmplt Y__N__ Date_____Appr____

_____ Attend Training session $50.00   Cmplt Y__N__ Date_____Appr____

_____ Attend Work session $50.00   Cmplt Y__N__ Date_____Appr____

_____ Present developed/redesigned course $75.00   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

_____ Successfully delivered course $150.00-FA10 ($50-complying w/each Early Alert schedule/ $25 for Midterm and $25 for Final grades/$50 for documented communication w/students. 8-week courses may qualify for $25 for Early Alert/$25 for Final Grade/$50 for documented communication w/students.)

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

_____ Successfully delivered course $150.00-SP11 ($50-complying w/each Early Alert schedule/ $25 for Midterm and $25 for Final grades/$50 for documented communication w/students. 8-week courses may qualify for $25 for Early Alert/$25 for Final Grade/$50 for documented communication w/students.)

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

           _____ Course Number   Cmplt Y__N__ Date_____Appr____

Total Compensation: $_____

By signing below, I understand that I will not receive compensation unless I fully comply with the participation requirements of Title V. I must successfully complete each area before receiving compensation. Compensation will be broken into 3 payments:

Signature: _____   Date: _____
                  Title V Faculty

Approved: _____   Date: _____
              Title V Project Director

TITLE V
STUDENT COURSE/INSTRUCTOR EVALUATION

Please complete this course evaluation form and return it back to the **Title V office** in one of three ways. 1) E-mail it back to the sender (Larry Paiz) by using your WebCT e-mail, 2) E-mail it to Larry Paiz via the Luna e-mail at lpaiz@luna.edu, 3) Deliver it to room 118 or 120 in the Student Service Building. Please note this evaluation is totally anonymous and will not be shown to your instructor so please be as truthful as possible as it will be used to improve future online courses. If you choose to give us your name or Student ID we will have your instructor give you credit for turning it in. This may help your course grade.   The instructor will only be notified as to which students turned in the form and not what was said. Please note that the evaluation form is broken into two sections 1) Course Evaluation 2) Instructor Evaluation. **Thank you** for your time and consideration. Larry Paiz, Title V Instructional Designer, phone number 1.505.454.5361.

Course Name:_____ Semester/Year:_____

Name or Student ID: _____(Optional) E-mail Address: _____(Optional)

Please rate the following statements on a 5 point scale
1=Strongly Disagree -- 2=Disagree -- 3=Neutral -- 4=Agree -- 5=Strongly Agee.

Course Evaluation

1. The *Course Layout* was easy to use.   1 | 2 | 3 | 4 | 5

2. I was able to easily find the *Syllabus.*   1 | 2 | 3 | 4 | 5

3. I was able to easily find the *Course Outline.*   1 | 2 | 3 | 4 | 5

4. I was able to find the *materials needed to start* your course.   1 | 2 | 3 | 4 | 5

5. The *Banners* are helpful and useful.   1 | 2 | 3 | 4 | 5

6. The *Notification Area* was helpful.   1 | 2 | 3 | 4 | 5

7. I was aware of the *Virtual Office* hours.   Y / N

8. The *Virtual Office* offered was an extra contact point.   1 | 2 | 3 | 4 | 5

9. The *Virtual Office* hours offered were at a convenient time.   Y / N

10. The *Virtual Office was* helpful.   1 | 2 | 3 | 4 | 5

11. The *Calendar* tool was useful.   1 | 2 | 3 | 4 | 5

12. It was easy to locate the *Quizzes.*   1 | 2 | 3 | 4 | 5

13. It was easy to locate the *Assignment Link.*   1 | 2 | 3 | 4 | 5

14. It was easy to locate the *Grade Book Link.*   1 | 2 | 3 | 4 | 5

15. It was easy to locate the *Discussion* Area.   1 | 2 | 3 | 4 | 5

16. It was easy to locate the *WebCT Mail.*   1 | 2 | 3 | 4 | 5

17. It was easy to locate the *Student Resource Link.*   1 | 2 | 3 | 4 | 5

18. Circle each of the *communication tools* used in your course.

     a.   Chat Room   b.   Discussion Boards   c.   E-mails

19. The ***communication tools*** were useful.

     a.   Chat Room   1 | 2 | 3 | 4 | 5

     b.   Discussion tool   1 | 2 | 3 | 4 | 5

     c.   E-mails   1 | 2 | 3 | 4 | 5

20. How often was the ***Chat*** communication tool used in this course?

   0% | 25% | 50% | 75% | 100%

21. How often was the ***Discussion*** communication tool used in this course?

   0% | 25% | 50% | 75% | 100%

22. How often was the ***E-mail*** communication tool used in this course?

   0% | 25% | 50% | 75% | 100%

23. Rate the following in the order of your preference.

  Chat Room (1—2—3) **Discussion** (1—2—3) **E-mail** (1—2—3)

  Please explain why_____

_____

_____

_____

Please rate the following questions on a 5 point scale
1=Never -- 2=Some times -- 3=Neutral -- 4=Most of the time -- 5=All the time
24. Were the ***chat logs*** useful? 1 | 2 | 3 | 4 | 5

25. Did you use the ***Calendar*** tool? Y / N

26. How comfortable are you with the ***Calendar*** tool?

  Comfortable | Some what comfortable | Not at all comfortable
27. Did this course include ***Quizzes***? Y / N
28. How comfortable are you with online ***Quizzes***?
  Comfortable | Some what comfortable | Not at all comfortable
29. Did this course use the ***Assignment Link*** to turn in homework/assignments? Y / N
30. How comfortable are you with submitting assignments with the ***Assignment Link***?
  Comfortable | Some what comfortable | Not at all comfortable
31. Did this course use the ***Grade Book Link***? Y / N
32. Were your grades posted in the ***Grade Book*** with in a week after the due date?
   1 | 2 | 3 | 4 | 5
33. Did you use the ***Grade Book Link*** to evaluate your grade in the course***?*** Y / N

34. How comfortable are you with using the ***Grade Book Tool***?
  Comfortable | Some what comfortable | Not at all comfortable

35. Did this course use the *Discussion* tool?   Y / N

36. Was the *Discussion* tool useful?   1 | 2 | 3 | 4 | 5

37. How comfortable *are you with using the Discussion* tool?

   Comfortable | Some what comfortable | Not at all comfortable

38. Did this course use *WebCT Mail*?   Y / N

39. How comfortable are you with using the *WebCT Mail*?

   Comfortable | Some what comfortable | Not at all comfortable

40. Was the *WebCT Mail* tool useful?   1 | 2 | 3 | 4 | 5

41. Did your instructor use any *resources* on the Web?   Y / N

42. Did this course use *Student Resource Link*?   Y / N

43. How comfortable are you with using the *Student Resource Link*?

   Comfortable | Some what comfortable | Not at all comfortable

44. Was the *Student Resource Link* useful?   1 | 2 | 3 | 4 | 5

45. Did you find the *General Information Link* helpful?   1 | 2 | 3 | 4 | 5

46. Do you feel you know how to use the *Communication tools (chat, discussion boards, WebCT e-mail*?   Y / N

47. Were you aware that there is a *Student Orientation* for Web CT Courses? Y / N

48. Would you attend a 45 minute *Student Orientation* on how online courses work? Y / N

49. Have you attended a WebCT *Student Orientation*? Y / N

Instructor evaluation

50. Was the instructor *attentive*?   1 | 2 | 3 | 4 | 5

51. Did your instructor *respond to your e-mails* in a timely manner?

   1 | 2 | 3 | 4 | 5

52. Did your instructor *respond to your phone calls* in a timely manner?

   1 | 2 | 3 | 4 | 5

53. Do you feel the *communication* from the instructor was adequate?   1 | 2 | 3 | 4 | 5

Additional comments.   Please include any additional comments about this online course you may have. Your comments will be used by the Title V program to improve your future distance education experience. Thank you.

_____

_____

_____

_____

_____

_____

_____

FACULTY TRAINING PRE/POST EVALUATION

Name: _____   Phone #(s): _____

Email Address: _____

*Please remember that all questions asked are pertaining to **Web CT**.*

54. How many ***communication tools*** are there? _____

55. Do you know what the ***communication tools*** are for?   Y / N

56. Do you know how to use the ***communication tools***?   Y / N

57. How comfortable do you feel using all of the ***communication tools***?
Comfortable | Some what comfortable | Not at all comfortable
58. How often do you use the Web CT ***communication tools*** in your classroom?

    0% | 25% | 50% | 75% | 100%

59. Do you know what a ***Chat Room*** is?   Y / N

60. Do you know how to use the ***Chat Rooms***?   Y / N

61. How comfortable are you with using ***Chat Rooms***?
Comfortable | Some what comfortable | Not at all comfortable

62. How often do you use ***Chat Rooms*** in your Web CT classroom?

    0% | 25% | 50% | 75% | 100%

63. Do you know how to record a ***Chat Session***?   Y / N

64. Do you know which ***Chat Sessions*** are recorded?   Y / N

65. How comfortable are you with recording your ***Chat Sessions***?
Comfortable | Some what comfortable | Not at all comfortable
66. Do you know what ***Chat Logs*** are?   Y / N
67. Do you know how to use the ***Chat Log*** function?   Y / N
68. How comfortable are you with editing and posting of ***Chat Logs***?
Comfortable | Some what comfortable | Not at all comfortable
69. How often do you use ***Chat Logs*** in your Web CT classes?
    0% | 25% | 50% | 75% | 100%

70. Do you know what the ***Calendar*** Function is?   Y / N

71. Do you know what the ***Calendar*** is for?   Y / N

72. Do you know how to use the ***Calendar*** function?   Y / N

73. How comfortable are you with adding and updating entries on the ***Calendar***?
Comfortable | Some what comfortable | Not at all comfortable
74. How often do you use the Web CT ***Calendar*** in your classroom?

    0% | 25% | 50% | 75% | 100%

75. Do you know what *Quizzes* are?   Y / N
76. Do you know how to use the *Quiz Function* in Web CT?   Y / N
77. Do you know how to add *Quizzes* to your classroom?   Y / N
78. How comfortable are you with adding *Quizzes* to your classroom?
    Comfortable | Some what comfortable | Not at all comfortable
79. How comfortable are you with releasing *Quizzes* to a select group of students?
    Comfortable | Some what comfortable | Not at all comfortable
80. How often do you use *Quizzes* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

81. Do you know what a *Test Bank* is?   Y / N
82. Do you know how to create a *Test Bank* in Web CT?   Y / N
83. How comfortable are you with adding *Test Banks* to your classroom?
    Comfortable | Some what comfortable | Not at all comfortable
84. How often do you use *Test Banks* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

85. Do you know what the *Assignment Link* is for?   Y / N
86. Do you know how to use the *Assignment Link*? Y / N
87. How comfortable are you with using the *Assignment Link* in your classroom?
    Comfortable | Some what comfortable | Not at all comfortable
88. How often do you use *Assignment Link* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

89. Do you know what the *Grade Book Link* is used for?   Y / N
90. Do you know how to use the *Grade Book Link*? Y / N
91. How often do you use the *Grade Book Link* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

92. How comfortable are you with the releasing of grades with the *Grade Book Tool*?
    Comfortable | Some what comfortable | Not at all comfortable
93. Do you know what *Discussion Boards* are?   Y / N
94. Do you know how to use the *Discussion Boards*? Y / N
95. How often do you use the *Discussion Boards* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

96. Do you know what *Web CT Mail* is?   Y / N
97. Do you know how to use *Web CT Mail*? Y / N
98. How often do you use *Web CT Mail* in your Web CT classroom?
    0% | 25% | 50% | 75% | 100%

99. Do you know what a *Student Resource Link* is?   Y / N

100. Do you know how to use the *Student Resource Link*? Y / N
101. How often do you use the *Student Resource Link* in your Web CT classroom?
  0% | 25% | 50% | 75% | 100%

102. Do you know what *Student Tracking* is? Y / N
103. Do you know how to use *Student Tracking*? Y / N
104. How often do you use *Student Tracking* in your Web CT classroom?
  0% | 25% | 50% | 75% | 100%

105. Do you now what a *Banner* is? Y / N

106. Do you know what *Banners* should be used for in Web CT? Y / N

107. Do you know how to use *Banners*? Y / N

108. How comfortable are you with adding and updating *Banners*?
  Comfortable | Some what comfortable | Not at all comfortable
109. How often do you use *Banners* in you classroom?

  0% | 25% | 50% | 75% | 100%

110. Do you know what a *URL* is? Y / N
111. Do you know how to use *URLs*? Y / N
112. How comfortable are you with adding a *URL* to your classroom?
  Comfortable | Some what comfortable | Not at all comfortable

113. How often do you use *URLs* in your Web CT classroom?
  0% | 25% | 50% | 75% | 100%

114. How many *communication tools* are there? _____

115. Do you know what the *communication tools* are for? Y / N

116. Do you know how to use the *communication tools*? Y / N

117. How comfortable do you feel using all of the *communication tools*?
  Comfortable | Some what comfortable | Not at all comfortable
118. How often do you use the Web CT *communication tools* in your classroom?

  0% | 25% | 50% | 75% | 100%

119. Do you know what a *Chat Room* is? Y / N

120. Do you know how to use the *Chat Rooms*? Y / N

121. How comfortable are you with using *Chat Rooms*?
  Comfortable | Some what comfortable | Not at all comfortable

122. How often do you use *Chat Rooms* in your Web CT classroom?

  0% | 25% | 50% | 75% | 100%

123. Do you know how to record a *Chat Session*? Y / N
124. Do you know which *Chat Sessions* are recorded? Y / N

Title V Faculty Distance Education Evaluation Form
Post 1st Semester Pilot

Name: _____   Phone #(s): _____

Email Address: _____

*Please remember that all questions asked are pertaining to **Web CT**.*

125.   How comfortable are you with recording your ***Chat Sessions***?
   Comfortable | Some what comfortable | Not at all comfortable
126.   Do you know what ***Chat Logs*** are? Y / N
127.   Do you know how to use the ***Chat Log*** function? Y / N
128.   How comfortable are you with editing and posting of ***Chat Logs***?
   Comfortable | Some what comfortable | Not at all comfortable
129.   How often do you use ***Chat Logs*** in your Web CT classes?
   0% | 25% | 50% | 75% | 100%

130.   Do you know what the ***Calendar*** Function is? Y / N

131.   Do you know what the ***Calendar*** is for? Y / N

132.   Do you know how to use the ***Calendar*** function? Y / N

133.   How comfortable are you with adding and updating entries on the ***Calendar***?
   Comfortable | Some what comfortable | Not at all comfortable
134.   How often do you use the Web CT ***Calendar*** in your classroom?

   0% | 25% | 50% | 75% | 100%

135.   Do you know what ***Quizzes*** are? Y / N
136.   Do you know how to use the ***Quiz Function*** in Web CT? Y / N
137.   Do you know how to add ***Quizzes*** to your classroom? Y / N
138.   How comfortable are you with adding ***Quizzes*** to your classroom?
   Comfortable | Some what comfortable | Not at all comfortable
139.   How comfortable are you with releasing ***Quizzes*** to a select group of students?
   Comfortable | Some what comfortable | Not at all comfortable
140.   How often do you use ***Quizzes*** in your Web CT classroom?
   0% | 25% | 50% | 75% | 100%
141.   Do you know what a ***Test Bank*** is? Y / N
142.   Do you know how to create a ***Test Bank*** in Web CT? Y / N
143.   How comfortable are you with adding ***Test Banks*** to your classroom?
   Comfortable | Some what comfortable | Not at all comfortable
144.   How often do you use ***Test Banks*** in your Web CT classroom?
   0% | 25% | 50% | 75% | 100%

145.   Do you know what the ***Assignment Link*** is for? Y / N
146.   Do you know how to use the ***Assignment Link***? Y / N
147.   How comfortable are you with using the ***Assignment Link*** in your classroom?

Comfortable | Some what comfortable | Not at all comfortable

148.   How often do you use *Assignment Link* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

149.   Do you know what the *Grade Book Link* is used for?   Y / N

150.   Do you know how to use the *Grade Book Link*? Y / N

151.   How often do you use the *Grade Book Link* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

152.   How comfortable are you with the releasing of grades with the *Grade Book Tool*?

Comfortable | Some what comfortable | Not at all comfortable

153.   Do you know what *Discussion Boards* are?   Y / N

154.   Do you know how to use the *Discussion Boards*? Y / N

155.   How often do you use the *Discussion Boards* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

156.   Do you know what *Web CT Mail* is?   Y / N

157.   Do you know how to use *Web CT Mail*? Y / N

158.   How often do you use *Web CT Mail* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

159.   Do you know what a *Student Resource Link* is?   Y / N

160.   Do you know how to use the *Student Resource Link*? Y / N

161.   How often do you use the *Student Resource Link* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

162.   Do you know what *Student Tracking* is?   Y / N

163.   Do you know how to use *Student Tracking*? Y / N

164.   How often do you use *Student Tracking* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

165.   Do you now what a *Banner* is?   Y / N

166.   Do you know what *Banners* should be used for in Web CT?   Y / N

167.   Do you know how to use *Banners*?   Y / N

168.   How comfortable are you with adding and updating *Banners*?

Comfortable | Some what comfortable | Not at all comfortable

169.   How often do you use *Banners* in you classroom?

0% | 25% | 50% | 75% | 100%

170.   Do you know what a *URL* is? Y / N

171.   Do you know how to use *URLs*?   Y / N

172.   How comfortable are you with adding a *URL* to your classroom?

Comfortable | Some what comfortable | Not at all comfortable

173.   How often do you use *URLs* in your Web CT classroom?

0% | 25% | 50% | 75% | 100%

Title V Distance Learning
Course Evaluation Form

Evaluator Name: _____   Date: _____

Course Title: _____ Course Name: _____ Section _____

Instructor Name: _____   Semester _____

Getting Started:

Is there an *Instructors Syllabus*?   Yes_____   No _____
Is the *Instructors Syllabus* complete? Yes_____   No _____
Are *Course Competencies* clearly identified? Yes_____   No _____
Syllabus over all presentation?   Good   Fair   Poor
Comment_____

Is there a *Course Content Outline*?   Yes_____   No _____
Is the *Course Content Outline* complete?   Yes_____   No _____
Course Content Outline presentation?   Good   Fair   Poor
Comment_____

Is there an *Instructors Bio*?   Yes_____   No _____
Is the *Instructors Bio* complete?   Yes_____   No _____
Bio presentation?   Good   Fair   Poor
Comment_____

Is there any *Course Specific Information* added to course (optional)?   Yes_____   No _____
Presentation   Good Fair   Poor
Comment_____

Any additional resources added to the getting started link (optional)?   Yes_____   No _____
Comment_____

General Information:

Is there any additional links in the *General Information Link* (optional)?   Yes_____   No _____
Presentation? Good Fair   Poor
Comment_____

Calendar:

Is the *Calendar* used? Yes_____   No _____   How many (weeks/days/months) _____
Presentation?   Good Fair   Poor
Comment_____

Title V Distance Learning
Course Evaluation Form

Communication Tools:

Have the need changes to the *Chat Room* area been done?   Yes_____ No _____
(mandatory times and day(s) of the week)
Comment_____

Are there any additional identified topic(s) in the *Discussion Link*? Yes_____ No _____ How many____

Comment_____

Assignment s:

Have assignments been developed with due dates? Yes_____ No _____
Are assignments being submitted via the *Assignment Link*? Yes_____ No _____
Comment_____

Have quizzes/exams been developed with due dates?   Yes_____ No _____
Are quizzes/exams being submitted via the *Quiz/Exam Links*? Yes_____ No _____
Comment_____

Have self tests been used (optional)? Yes_____ No _____
Comment_____

Outcomes Link:
Is the *My Grade* Books Link being used? Yes_____ No _____
Comment_____

Learning Resources:
Any additional resources added to *Learning Resources Link*? Yes_____ No _____   How
many____
Comment_____

General Course Development:
Has the *Course Banner/Text block* been updated? Yes_____ No _____
Presentation Good Fair Poor
Comment_____

Has the *Contact Banner/Text block* been updated? Yes_____ No _____
Presentation Good Fair Poor
Comment_____

Title V Distance Learning
Course Evaluation Form

Additional Evaluator Comments_____

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APPENDIX B

LUNA COMMUNITY COLLEGE

PROFESSIONAL STAFF, SUPPORT STAFF, AND FACULTY

POLICY AND PROCEDURES

For Professional and Support Staff refer to *Luna Community College Professional and Support Staff Policy & Procedure Manual*

For Faculty refer to *Luna Community College Faculty Policy and Procedure Manual*

The Board of Trustees, with a view toward maintaining integrity in purchases and meeting the needs of the College as well as providing safeguards to the tax dollars, does hereby establish the following policies:

1. Purchase Orders

Requests for purchases shall be initiated and approved by cost center supervisors via the Purchase Order form and sent to the Accounting Services Office for final approval and distribution to the supplier/vendor. Purchases shall be made with the intent to procure all equipment, supplies and services using competitive practices that ensure that the College is receiving maximum value for the money expended. All departments are encouraged to standardize supplies and equipment and, where practicable, to consolidate receiving items for single purchase. Joint purchasing with the State of Illinois is encouraged.

The College will only assume obligations issued on a duly authorized Purchase Order. The Purchase Order is the College's formal offer to buy goods and services and, upon acceptance by the vendor, becomes a legal and binding contract obligating the College and the vendor. Purchases made by Luna Community College personnel without an approved Purchase Order are not a valid claim against the District until validated by a confirming Purchase Order and properly approved invoice. Any individual making such a purchase without a Purchase Order will be held personally liable prior to such validation.

Due to both time and geographic constraints, limited purchases of commodities by Collect personnel paid through certain grants will be reimbursed after proper submission of adequate documentation for such expenditures and after proper approval by their supervisor. Requests for authority to make these limited purchases must be made on an annual basis to the Director of Accounting Services, approved by the Vice President for Business Services, and reported to the Board of Trustees.

Any proposed purchase which exceeds departmental budgetary allocations must be accompanied by a Budget Transfer Request form signed by the President or the appropriate Vice President, or must be approved by the Vice President for Business Services. The Accounting Services Office will review the transfer(s) and Purchase Order(s) prior to final approval. In the event of a problem, the Vice President for Business Services will be notified.

Unless approved in advance by the Board of Trustees, the College will not solicit or accept bids or quotes or otherwise purchase from its full-time employees or members of the Board of Trustees. Employees of Luna Community College shall not accept gratuities from prospective suppliers.

2. Bid Requirements

Formal bids will be required for all items costing in excess of for goods and services and

$15,000 for construction. When a bid is required, the Director of Business Services will assist cost center supervisors with documents required for completing the formal bid process, including a sample advertisement of the public notice required to be published in a district newspaper at least ten (10) days before the bid due date. In addition to the public notice, every effort will be made to invite bids from vendors known to provide such goods and services, or from names maintained in the Business office files of vendors requesting personal notification of such requests for bids. If an emergency exists, the bid process may be bypassed, as outlined in this Board Policy.

Bach bidder must receive at least three days' notice of the time and place of such bid opening. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening, at which the contents of the bids must be announced. Upon approval by the Board of

Trustees, the contract for such goods or services will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. The low bid need not be the sole criterion for purchasing; reliability of the supplier and quality and availability of service will also be taken into consideration.

In the event of a tie between an in-district vendor and an out-of-district vendor, all other factors remaining equal, the in-district vendor shall be favored with the award. Tie bids between two in- district vendors shall be decided by the Board of Trustees. The Board reserves the right to reject any and all bids. At all times, the Board of Trustees will seek to purchase goods and services in a manner that will be in the best interests of the students attending the College and in the best interests of the taxpayers of the District.

Occasionally, circumstances will exist which necessitate the consideration of a single bid. There may be items that are not compatible with presently owned equipment, or it may be of such technical nature that only one vendor can respond. The Board of Trustees does not favor awarding a bid where there has been only one response, but a cost center should not be denied equipment that is needed to further the functioning of that cost center. Single bid situations will be considered only in those instances when such an award is in the best interest of the College. In such cases, it is the responsibility of the cost center making the request to furnish the Board of Trustees with sufficient justification for consideration of such an award.

Bid bonds will not be required unless specified in the bid specifications. Specifications will contain a statement relative to payment, which, as a general rule, will be net 90 days. Invoices will be approved at the first Board meeting following the time they are received; thus, payment should be made in 30 to 45 days or less. Where cash discounts are issued, bills are paid immediately in order to take advantage of the discount.

Complaints on College purchases and contract awards shall be made in writing and shall be considered during meetings of the Board of Trustees.

3. Bid Process Exemptions

Goods and services exempt from the formal bid process include:

A. Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

B. Contracts for the printing of Finance Committee reports and departmental reports.

C. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness.

D. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement but, due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised, causing expenditures not in excess often percent (10%) of the contract price

E. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.

G. Contracts for duplicating machines and supplies.

H. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility.

I. Purchases of equipment previously owned by some entity other than the District itself.

J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed $15,000 and not involving a change or increase in the size, type, or extent of an existing facility.

K. Contracts for goods or services procured from another governmental agency.

L. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph.

M. Where funds are expended in an emergency and such emergency expenditure is approved by three-fourths (3/4) of the members of the Board.

Adopted MM/DD/YY
Revised MM/DD/YY

1. **Inventory Tagging**

      Capital equipment items will be tagged with an inventory number by the office of the   Director of Accounting Services. Equipment is defined as a movable or fixed unit of   furniture or furnishings, an instrument, tool, machine, apparatus, or a set of articles which   has the following characteristics:

      a. It retains its original shape and appearance with use.

      b. It is nonexpendable.

      c. It has a life expectancy of at least three (3) years.

      d. It does not lose its identity through incorporations into a different or more complex unit or substance.

      e. It is not a building or a permanent component of a building.

      f. The unit cost is over five hundred dollars ($500).

2. **Deleting Equipment from Inventory**

      All capital equipment to be deleted from the inventory listing will be reported to the   office of the Director of Accounting Services and processed after signatory approval by   the cost center supervisor and the Vice President for Business Services. The Vice   President for Business Services then will prepare .a list of capital equipment to be   declared surplus at appropriate intervals and request that the Board of Trustees declare   that capital equipment to be no longer of value to the College. The Vice President for Business Services then will conduct sales of surplus equipment and establish the   procedures for the sale.

The following hiring procedures will be followed in the placement of individuals at the College:

1. The Personnel Office will be notified of all vacant positions by the President or the appropriate Vice President, Associate Vice President, or Dean.

2. The Personnel Office will arrange job opening notifications and postings in- house and with the appropriate outside media, including the Internet.

3. All applications and resumes shall be filed with the Personnel Office, which will then transmit them to the appropriate supervisor.

4. The President or the appropriate Vice President will approve a selection committee. Should a member of the selection committee determine that an applicant is closely related, the committee member must excuse himself or herself from the selection committee.

5. The President or the appropriate Vice President will ensure that background and reference checks of final candidates have been made by the appropriate administrator or search committees. These background and reference checks may include a credit check. The President, appropriate Vice President, Associate Vice President, or Dean will notify the Personnel Office as soon as a final recommendation has been made to the President, including all necessary details. If any information is developed and verified through background or reference checks, including felony convictions, that is contrary to the conditions and/or personal qualifications represented by the applicant, an appointment, if already made, may be immediately revoked and the employee dismissed.

6. All recommendations on employment first must be reviewed by the President, and he/she will then forward a recommendation to the Board of Trustees for the next regular Board meeting. No cost center supervisor may make a final offer of employment, as this rests with the Board of Trustees.

7. The Personnel Office will counsel new employees regarding all fringe benefits available to them at Luna Community College. In turn, the appropriate supervisor will orient all new employees in their respective areas.

8. Copies of advertisements and listings of applicants will be kept for the period of time indicated in Policy No. 11.08.04.

9. When positions must be posted in-house in accordance with collective bargaining agreements, the Personnel Office will be notified of the position transfer or the need to advertise for the vacancy.

10. New employees may be required to have a physical examination and/or drug test before beginning work. The form is supplied by the College and must be completed by a physician who has earned the degree of doctor of medicine and who is licensed by the State of Illinois to practice medicine in all branches. The College may request a physical examination and/or drug test at any time during employment at the College's expense.

11. Luna Community College personnel at Department of Corrections facilities will be required to submit to a background investigation and a drug test.

APPENDIX C

TITLE V

OBJECTIVES AND TIMELINES

Quality of Activity Objectives

Objectives represent the benchmarks by which we will measure our success toward implementing identified solutions to major problems. Activity objectives for each year are presented below and followed by an explanation (in table form) of the **relationship of activity objectives to Luna's significant problems and institutional goals as outlined in the CDP**.

*Accomplishment of objectives and performance indicators will not only improve student access to and success in college programs, but also **prepare students for jobs in a high demand field and increase retention, enrollment, and revenues at Luna Community College.***	
Activity Objectives	**Performance Indicators**
Year One (2012-2013)	
1. By 9/30/2013, enroll at least 30 students in Year 2 pilots of Nursing courses redesigned to incorporate the Simulation Lab and Lecture Capture (LC) and converted to hybrid.	1a By 4/30/2013, SimLab renovation complete; SimLab and Lecture Capture equipment installed, ready for faculty/staff training and course development 1b By 5/30/2013, at least three Nursing faculty trained in hybrid delivery, using Lecture Capture and SimLab equipment 1c By 7/31/2013, 4 selected Nursing courses redesigned for SimLab and LC, two converted to hybrid; ready to pilot
2. *By 9/30/2013, following implementation of the Candidate module for admissions and student account creation, at least 85% of students surveyed will express satisfaction with their MyLCC account.*	2a *By 8/1/2013, at least 50 students pilot the new module, verified by project staff* 2b 2b At least 85% of them will rate timely and accurate creation of their MyLCC account as 3.5 or higher on a 5-point scale
Year Two (2013-2014)	
1. By 9/30/2014, at least 75% of students enrolled in pilots of redesigned Nursing courses via hybrid or using SimLab and/or LC will successfully complete the courses with a grade of "C" or better. (No redesign; no baseline)	1a By 12/31/2013, at least 9 additional faculty/staff participating in training will demonstrate at least a 25% increase in knowledge of hybrid/LC strategies 1b By 9/30/2014, students piloting SimLab clinicals will demonstrate satisfaction with the lab and increased clinical completion.
2. By 9/30/2014, enroll at least 50 students in Year 3 pilots of redesigned Nursing and Collision Repair Technology courses and new hybrid courses.	2a By 12/31/2013, at least four faculty trained in hybrid delivery, using Lecture Capture and new SimLab equipment. 2b By 7/31/2014, 1 Nursing and 3 Collision Repair courses redesigned to incorporate new instructional/lab equipment and LC; 1 Collision Repair and 1 Nursing course converted to hybrid; all ready for pilot.

Year Three (2014-2015)	
1. By 9/30/2015, at least 75% of students enrolled in the pilot tests of redesigned and hybrid Nursing and Collision Repair Technology courses successfully complete the courses with a grade of "C" or better.	1a By 12/31/2014, at least 2 additional faculty and staff participating in training will demonstrate an overall 25% increase in knowledge of new hybrid/LC strategies 1b By 9/30/2015, at least 85% of students in redesigned courses surveyed agree/strongly agree that instruction is satisfactory
2. By 9/30/2015, enroll at least 45 students in Year 4 pilots of new Electrical Wiring courses in traditional and hybrid modes (new courses, no baseline).	2a By 3/31/2015, 100% of renovation of Building Trades facility complete 2b By 7/31/2015, 3 new Electrical Wiring courses designed; ready for pilot.
3. By 9/30/2015, enroll at least 60 students in Year 4 pilots of redesigned and hybrid Nursing and Collision Repair courses.	3a By 5/30/2015, Ph. II of Collision Repair Technology facility renovations complete 3b By 7/31/2015, three Nursing and three Collision Repair courses revised as hybrid or to use LC/SimLab/equip; ready for pilot 3c By 9/30/2015 application for NATEF accreditation of Collision Repair submitted
4. By 9/30/2015, as a result of Candidate module, updated facilities, hybrid delivery, lectures available online and the SimLab, enrollment in target programs will increase by 20% over the Fall 2011 baseline of 914.	4a By 5/30/2015, renovations of 7,200 sq. ft. of instructional space complete 8b By 6/30/2015, data staff report increased productivity and fewer errors in student records as a result of the Candidate module
Year Four (2015-2016)	
1. By 9/30/2016, 75% of students enrolled in the pilot test of new, redesigned or hybrid courses in Nursing, Electrical Wiring and Collision Repair successfully complete the courses with a grade of "C" or better.	1a By 9/30/2016, 75% of students enrolled in the pilot test of new, redesigned or hybrid courses in Nursing, Electrical Wiring and Collision Repair successfully complete the courses with a grade of "C" or better.
2. By 9/30/2016, enroll at least 60 students in Year 5 pilots of new, redesigned or hybrid courses in Nursing and Automotive Technology.	2a By 3/31/2016, 100% of Automotive Tech. remodeling complete; computer lab and new equipment installed; ready for pilot 2b By 7/31/2016, 1 Nursing and 6 Auto Tech courses revised to incorporate SimLab/ equipment; 1 Nursing converted to hybrid 2c By 9/30/2016 host NATEF site visit for Collision Repair; submit application for accreditation of Automotive Tech.

3. By 9/30/2016, enroll at least 45 students in Year 5 pilots of courses in new programs in Electrical Wiring and CMA. tutoring.	3a By 6/30/2016, faculty develop Certified Medication Assistant (CMA) program; develop 3 CMA courses for LC & SimLab 3b By 6/30/2016, faculty in Building Trades develop final 3 Electrical Wiring courses 3c By 9/30/16 Elect. Wiring added to Building Trade Technology's NCCER accreditation
Year Five (2016 – 2017)	
1. By 9/30/2017, 75% of students enrolled in new, redesigned or hybrid courses in Nursing, Electrical Wiring, CMA and Automotive Technology will complete courses with a grade of "C" or better.	1a By 12/31/2016, enroll at least 45 students in 1 new CMA and 2 new EMT courses. 1b By 12/31/2016, enroll at least 60 students in 3 Automotive Technology courses and 2 Welding courses redesigned to incorporate new equipment and LC 1c By 9/30/2017, at least 85% of students enrolled in newly developed courses will agree or strongly agree on surveys that instruction is satisfactory
2. By 9/30/2017, as a result of new programs (Wiring, CMA, EMT), hybrid delivery (Nursing, Collision, Wiring), Lecture Capture, and the SimLab, enrollment in target programs will increase at least 41% (370 students) over 2011 baseline of 914.	2a By 9/30/2017, analysis of enrollment demonstrates that at least 370 more students are enrolled in courses in the target programs than were enrolled in 2011-2012 2b By 9/30/2017, site visit hosted for NATEF accreditation for Automotive Tech. and application for Level 2/3 certifications for Welding submitted
3. By 9/30/2017, following implementation of the Faculty module for course enrollments and advisee access, at least 85% of faculty surveyed will report increased timeliness and accuracy of data.	3a By 12/31/2016, Faculty module purchased, installed, and vendor training delivered 3b By 1/31/2017, at least two academic department pilot test course rosters and advisee contacts 3c By 9/30/2017, implemented campus-wide
4. By 9/30/2017, increase Endowment by at least $219,000 (2011 baseline Endowment $291,583).	4a By 9/30/2017, LCC Foundation raises required match so that combined, federal and matching funds reach $219,000

Specific Tasks	Participants	Methods and Results	Timeframe
YEAR ONE (2012-2013)			
Appoint	Title V Director, President	Committee appointed; meets quarterly with 90% of members present.	10/12 - 11/12
Release Title V Project Director and hire new and replacement staff budgeted for Yr. 1	Title V Director, Selection Committees, VPs	Normal college and affirmative action procedures; New staff fully oriented to responsibilities and Activity objectives.	10/12 - 12/12
Select Independent External Evaluator	Title V Director;	Review credentials of possible evaluators; external evaluator selected and meets with members	11/12 - 3/13
Develop SimLab (Renovate and purchase/install Equipment)	Title V Dir.; Title V AD; SimLab Supervisor	Follow federal and state purchase/bid regulations to renovate space for the SimLab; purchase/install first-year equipment for faculty training and instructional pilot; SimLab in place and ready to pilot student clinical use	11/12 - 4/13
Training for faculty/staff in distance learning, Lecture Capture and SimLab equipment	Instructional Designer; SimLab vendors; faculty/ staff	Design, present training sessions on strategies for distance learning instruction and lecture capture; host vendor for on-site faculty and lab staff training on SimLab equipment	11/12 - 5/13
Revise Nursing courses for SimLab and Lecture Capture (LC) and as hybrid	3 faculty, Title V Dir, Title V AD, Instructional Designer	Faculty will receive a stipend to revise courses according to the course schedule on p. 29; courses to be piloted during the next grant year	11/12 - 7/13
Purchase and install Candidate student data module; train staff in use; pilot with students	Title V Dir,; vendor; IT services; LCC staff	Install Candidate student data module w/assistance of vendor; module for online admissions/account creation in place, effectiveness and student satisfaction tested; modified as needed	1/13 - 9/13
Evaluate outcomes of Year 1 activities	Title V staff, President, VPs, , faculty, and External Evaluator	Conduct formative/summative evaluation of curriculum & course pilots using student data, faculty reviews, surveys & interviews; process and products meet Activity Objectives; report filed with Title V Dir.	Mid-year – 4/13 End of year –9/13
YEAR TWO (2013-2014)			
Training for staff/ faculty in distance learning and LC	Instructional Designer; SimLab vendors	Design, present training sessions on strategies for distance learning instruction and Lecture Capture	10/13- 12/13

Year 2 equipment purchased, installed for faculty training and instructional pilot areas	Title V Dir; Title V AD; Instructional Designer; Purchasing	Follow federal and state purchase/bid regulations to acquire/ install instructional equipment (Nursing, Collision Repair) and Lecture Capture; ready to support pilots of Yr 1 courses and Yr 2 course development	10/13 - 4/14
Pilot Nursing courses revised in Year 1	Title V AD; SimLab Supervisor; SimLab Technician	Pilot Nursing courses revised in Year 1 to use SimLab and Lecture Capture; pilot hybrid course; track enrollment & outcomes	10/13- 8/14
Revise Collision Repair and Nursing courses	Title V AD; SimLab Supervisor; faculty	Faculty receive a stipend to revise courses according to the course schedule on p. 29;	11/13- 7/14
Renovate Collision Repair Tech. facility (Ph.1)	Title V Dir; Co-ADs; Facilities Services	Follow federal and state purchase/bid regulations to perform Phase I of the finish out of the "shell" Collision Tech. building	5/14- 9/14
Evaluate all Year Two activities.	Title V staff, President, VPs, , faculty, and External Evaluator	Conduct formative/summative evaluation of curriculum & course pilots using student data, faculty reviews, surveys & interviews; process and products meet activity objectives; report filed with Title V Director	7/14- 9/14
YEAR THREE (2014-2015)			
Year 3 equipment and software purchased and installed	Title V Dir; Title V AD, Instructional Designer.; Purchasing, IT staff	Follow federal and state purchase/bid regulations to acquire and install instructional equipment (Nursing, Collision Tech., Wiring) and Lecture Capture/hybrid; ready to support pilots of Year 2 courses and Year 3 course development	10/14- 12/14
Training for staff/ faculty in distance learning and LC	Instructional Designer	Design, present training sessions on strategies for distance learning instruction and lecture capture	10/14- 12/14
Renovate Collision Tech. facility (Ph.2) and Building Trades for Electrical Wiring	Title V Dir; Title V AD; Facilities Services	Follow federal and state purchase/bid regulations to complete Phase II of the Collision Repair Technology building and develop space for Electrical Wiring	10/14- 5/15
Pilot revised Nursing and Collision Tech. courses developed in Year 2	Title V AD; SimLab Supervisor; SimLab Technician; faculty	Pilot Nursing courses developed in Year 2 to use SimLab; pilot Collision Repair Technology courses using new equipment and Lecture Capture; pilot 2 hybrid courses; track enrollment and outcomes	10/14- 8/15
Revise Collision Tech., Nursing and Wiring courses; develop 3 new Wiring courses	Title AD; SimLab Supervisor; faculty	Faculty will receive a stipend to revise courses according to the course schedule on p. 29 to incorporate new competencies using new equipment, use LC and develop hybrid courses.	11/14- 7/15

Submit Collision accreditation application	Title V AD; accreditation team	Complete and submit application to NATEF for accreditation of Collision Repair Technology	7/16-9/16
Evaluate outcomes of Year Three activities.	Title V staff, President, , VPs, faculty, External Evaluator	Conduct formative/summative evaluation of curriculum & course pilots using student data, faculty reviews, surveys & interviews; process and products meet activity objectives; report filed with Title V Director	7/15-9/15
YEAR FOUR (2015-2016)			
Year 4 equipment purchased and installed for lecture capture, hybrid class and target programs	Title V Dir; Title V AD; Instructional Designer.; Purchasing, IT staff	Follow federal and state purchase/bid regulations to acquire and install instructional equipment (Auto. Tech., and Electrical Wiring) and lecture capture/hybrid; ready to support pilots of Year 3 courses and Year 4 course development.	10/15-12/15
Renovate Automotive Tech. facility	Title V Dir; Title V AD; Facilities Services	Follow federal and state purchase/bid regulations to renovate existing space and create student computer lab	10/15-3/16
Training for staff/ faculty in distance learning and LC	Instructional Designer	Design, present training sessions on strategies for distance learning instruction and lecture capture	10/15-3/16
Pilot revised courses developed in Year 3 (Nursing, Wiring, Collision)	Title V AD; SimLab Supervisor; SimLab Technician; faculty	Pilot Nursing courses developed in Year 2 to use SimLab; pilot Collision Repair and Electrical Wiring courses (traditional and hybrid); track enrollment and outcomes	10/15-8/16
Revise Nursing, Auto. Tech. courses; develop new Electrical Wiring and CMA courses	Title V AD; SimLab Supervisor; faculty	Faculty will receive a stipend to revise courses according to the course schedule on p. 29; all course revisions will add Lecture Capture; new Electrical Wiring courses will be in both traditional format (with LC) and hybrid format	11/15-6/16
Host NATEF site visit for collision; submit application for Auto. Tech.	Title V AD; accreditation team	Host review team site visit and administer required exams for Collision Repair Tech.; submit application to NATEF for accreditation of Automotive Technology	7/16-9/16
Evaluate outcomes of Year Four activities.	Title V staff, President, , VPs, faculty, External Evaluator	Conduct formative/summative evaluation of curriculum & course pilots using student data, faculty reviews, surveys & interviews; process and products meet activity objectives; report filed with Title V Director	7/16-9/16

YEAR FIVE (2016-2017)			
Year 5 equip. and software purchased and installed for lecture capture and target programs	Title V Dir; AD Instr. Designer.; Purchasing, IT staff	Follow federal and state regulations to acquire and install instructional equipment (Welding) and lecture capture/hybrid; ready to support pilots of Year 4 courses and Year 5 course development	10/16-12/16
Develop new CMA & EMT courses; revise Auto. Tech and Welding courses	Title V Dir.; AD SimLab Supervisor; faculty	Faculty will receive a stipend to revise courses according to the course schedule on p. 29; courses to be piloted during the following term	10/16 - 12/16
Pilot courses developed in Year 4 and Year 5 (Nursing, CMA, EMT, Wiring, Automotive Tech.)	Title V Dir; AD; SimLab Supervisor; SimLab Technician; faculty	Pilot Nursing and CMA courses developed in Year 4 to use SimLab; pilot Automotive Tech and Electrical Wiring courses (traditional and hybrid); pilot EMT courses developed, Welding courses revised in fall term of Y5; track enrollment and outcomes	10/16-8/17
Integrate online courses into curriculum.	Title V Project Dir; AD; Instructional Designer; faculty	Integrate new/revised courses into curricula; at least 370 new students enrolled; measure student and faculty satisfaction with instructional delivery; surveys completed	10/16-9/17
Host NATEF site visit and testing	Co-AD; accreditation team	Host NATEF review team site visit and administer required exams for Automotive Technology accreditation	7/17-9/17
Coordinate, implement, and evaluate all new components; evaluate total Title V Activity.	All Title V Staff, participating faculty, Student Services; Students, Ext. Evaluator, President	Full-scale pilot implemented for spring and summer terms, modifying components as needed for smooth implementation during test and thereafter; All components fully institutionalized. All components achieving projected activity outcomes. Report filed with Title V Director.	1/17-8/17
Implement final phase of institutionalization plan.	Title V staff, Pres, VP, IET, faculty, and students, and Ext. Evaluator	Institutionalization Plan (approved in Year 1) finalized and implemented by IET, VP, and Deans; Practices described in CDP fully integrated; Institutionalization of practices and activities continued	1/17-9/17