

COMMUNITY COLLEGE OF DENVER

Title: Management of Faculty/Staff Funded with Perkins Funds

Guideline #: PERKINS – 6

Approved: March 15, 2011
July 13, 2015
August 9, 2017

References: Management of Hourly CCD Employees Funded with Perkins (Perkins-3)
Management of Faculty or Staff Funded with Perkins Funds (Perkins-6)
Perkins Grant Application Process (Perkins-1)
Purchasing Equipment with Perkins Funds (Perkins-4)
Disposal of Perkins Equipment (Perkins-2)
Time Sheet Guidelines for Hourly Employees Funded by Perkins
Inventory of Perkins Equipment (Perkins-5)

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

These guidelines exist to assist supervisors who have Community College of Denver (CCD) employees being paid with Perkins Funds.

2. APPLICABILITY

These guidelines apply to all non-hourly CCD employees who are paid with Perkins Funds.

3. DEFINITIONS

The Carl D. Perkins Vocational and Educational Act – The Act was first authorized by the federal government in 1984 and reauthorized in 1998. Named for Carl D. Perkins, the act aims to increase the quality of technical education within the United States in order to help the economy.

The Perkins CCD Advisory Committee is composed of various members of the CCD community and serves to direct the use of Perkins funds and ensure our compliance with all regulations. These are the data measurements used by Colorado Community College System (CCCS) and Perkins to evaluate the efficacy of our programs. Every proposal must be aligned with one of these metrics. Please decide which of these metrics you hope to improve with your Perkins purchase.

CTE – Career and Technical Education

4. GUIDELINES

- a. A faculty or staff member can be hired with Perkins funds only in order to develop a new CTE program. This is a short-term permission, intended to give your Center or Department time to develop a solid program.
- b. Before you can hire a faculty member with Perkins funds, you must first submit a Perkins Application, and have it approved through the CCD Perkins Advisory Committee. Please see the Application Procedure for assistance.
- c. Once Perkins funds have been released for use, you will receive notification from the CCD Perkins Administrator. Perkins funded faculty can only teach courses within the Perkins qualifying

program while they are being paid with Perkins funds. Perkins funded staff can only work on approved Perkins programs while being paid with Perkins funds.

- d. The CCD Perkins Committee will fund a Perkins qualified instructor or staff member for two (2) years at 100%. The instructor can be given release time, as deemed appropriate by the Chair/Dean, to help assist in the creation and development of the program, including, but not limited to:
 - i. Program approval writing.
 - ii. Advisory committee development.
 - iii. Curriculum and program development.
 - iv. Instructor hiring/training.
- e. As per CCCS rules, if the instructor is assisting in the development of a new program, they must submit the program approval request by the end of the first year of employment (June 30 of the fiscal year).
- f. Perkins funded faculty and staff must record all actual hours for each month they are on contract signifying that they are working on a qualifying Perkins program. This must be reviewed and signed by their supervisor every month. One copy must be kept by the department for their records and another copy must then be submitted to the CCD Perkins Administrator for retention.
- g. Unique circumstances may alter this plan. Please do write an appeal to the Perkins Advisory Board for consideration of any appeal.

- h. This process may be altered at any time. Please do contact the CCD Perkins Administrator for updates.