

JACKSON STATE COMMUNITY COLLEGE

Veteran Reconnect Grant Program



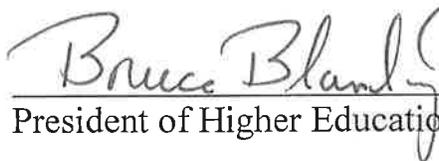
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Funding Requested:

\$99,151.06


President of Higher Education Institution


Project Director

**Jackson State Community College
Veterans Reconnect Grant Program
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JSCC Veterans Reconnect Program Abstract

The purpose of this proposal is to seek \$99,151.06 in funding for the establishment of a Jackson State Community College (JSCC) Veterans Reconnect Program to increase enrollment, persistence, and completion rates of veteran students. While JSCC is improving its support to veteran students, the development of a Veterans Reconnect Program would drastically improve the opportunity to execute a three-fold mission:

- (1) Establish connections to recruit veteran students;
- (2) Establish programs and opportunities to achieve successful collegiate transition and academic success; and
- (3) Increase degree and certificate completion rates.

The proposed improvements to better serve veteran students include the following goals:

- (1) Establish a Veteran Outreach Program.
- (2) Establish veteran transition programs to improve military-to-student-to graduate progression.
- (3) Establish a Veteran's Student Task Force.
- (4) Establish a Military Student Center on campus.

The Veterans Reconnect Program grant will allow Jackson State Community College the opportunity to develop and execute programs designed to directly recruit and support veteran students. As an under-developed area in West Tennessee, the program will result in an increased awareness of educational opportunities for veterans, an increase in support to veteran students, and an increase of a ready workforce for the community.

Program Need

The purpose of this proposal is to seek \$99,151.06 in funding in support of Veterans Reconnect Programs at Jackson State Community College (JSCC) to increase enrollment, persistence, and completion rates of veteran students. This application is submitted by JSCC, located in Jackson, Tennessee, and serving 14 counties in the West Tennessee area. JSCC provides education opportunities for associate degree and certificate programs intended for transfer to a four-year college or university or for direct entry into the job market. JSCC's mission is to provide accessible learning opportunities that enhance the lives of individuals, strengthen the workforce, and empower its diverse communities by offering traditional and contemporary associate degrees, certificates, continuing education and enrichment, and college-readiness programs.

JSCC's main campus is located in Jackson, TN in Madison County. The college services 14 counties in West Tennessee encompassing more than 7,000 square miles with a population of approximately 450,380 (US Census Bureau). JSCC has three additional campuses in Humboldt (Gibson County), Lexington (Henderson County), and Savannah (Hardin County), Tennessee. Distance Education classes are offered at two Tennessee Colleges of Applied Technology (formerly TN Technology Centers) in Paris (Henry County) and McKenzie (Carroll County).

Campus-Specific Data



(www.jsc.edu)

According to current veteran registration numbers from the Tennessee State Veterans Office, approximately 36,000 veterans reside within the JSCC serviced area with another eligible 1,193 Tennessee National Guard soldiers (TN National Guard) in the same area. With an average of

150 veteran students at each of the eight colleges and universities in JSCC's 14 county area, approximately 1,200 veterans and dependents are using their educational benefits. This equates to approximately 3% of individuals using their earned benefits.

While many institutions remain focused on improving educational readiness to support Governor Haslam's Drive to 55 goals, the situation in West Tennessee requires even more dedication and coordination for improvement. The comparison of high school graduates and college-degree recipients in 2010 illustrates a major concern for higher education needs in West Tennessee:

	% Rural Population	%High School Graduate	% Some College	%Associates Degree	Household Income
United States	28.8%	86%	21.2%	7.8%	\$53,046
Tennessee	26.4 %	84.4%	21.8%	7.3%	\$44,298
JSCC Area	68.84%	79.57%	20.1%	4.3%	\$36,857

(US Census Bureau)

The West Tennessee area is highly rural and more expansive than most other areas covered by community colleges within the state. With less than 5% earning a two-year degree and an average household income less than \$37,000 (US Census Bureau), West Tennesseans are finding it hard to compete for industry and business development due to the lack of a ready and trained work force. JSCC can help alleviate that problem by placing an emphasis on educational opportunities for veterans and National Guard soldiers in our serviced area.

During the 2014-2015 academic year, only 161 students used Veterans Affairs educational benefits at JSCC, which does not include students who did not self-identify as veterans. According to the American Council on Education (ACE), 59% of veteran students received educational benefits in 2014 (Molina 2014), but many could have benefits and not realize it. To improve veteran success, JSCC has tracking mechanisms for students using VA Educational Benefits, but the school did not sufficiently address veterans on campus who were

not processing through the VA Coordinator's office for benefits. In March 2015, the JSCC Admissions Office changed the online application question from "Do you intend to use Veterans Benefits?" to instead read "Have you ever served in the military?" because some students did not realize they qualified as veterans with only a few years of active duty service and no deployment time. Currently, daily reports are sent to the college's VA Coordinator for every application to determine if any new college applicants have military service that may lead to educational benefits. This process resulted in the ability to make initial contact with students to determine availability of educational benefits and the ability to track their academic progress if they do not actually use their benefits.

For the Fall 2014 semester, 132 students used VA educational benefits. Of the 132 students, 9% graduated/completed a certificate in December; 49% returned for Spring 2015 semester; and 41% did not return. Current JSCC graduation rates for veterans is less than 10% of enrolled veterans each year, which is far below where the school would like to be. While an average of 25-35 veteran students begin an educational program each fall, the persistence, completion, and graduation rate does not meet the governor's goals. To improve the completion, transfer, and graduation rate of veteran students, JSCC has added the VA Coordinator as a dual-advisor to each veteran student. This change improved the advising process for VA recipient students to ensure they stay on track with their degree plans through the coordination of specific courses, improved evaluation of prior military credit, and increased communication with between advisors and students. This resulted in a 4% increase of students who reduced their academic time by at least one semester.

Outline of program/intervention. While JSCC is improving its support to veteran students, the development of a Veteran Reconnect Program would drastically improve the

opportunity to execute a three-fold mission: (1) establish connections to recruit veteran students; (2) establish programs and opportunities to achieve successful collegiate transition and academic success; and (3) increase degree and certificate completion rates. To execute these missions, JSCC is proposing to execute four primary goals:

1. Establish a Veteran Outreach Program
2. Establish a Veteran Transition Program to improve military-to-student-to-graduate transition.
3. Establish a Veteran Student Task Force
4. Establish a Military Student Center on campus

The detailed matrix of these goals is located at Appendix A

Clear linkages between grant activities and program needs: According to an ACE survey, “student veterans/service members sometimes struggle to navigate the world outside the military without the guidance of the armed forces command” (Kim & Cole 2013). To alleviate these concerns, ACE recommends five practices to better serve military, veteran, and dependent students:

1. Gaining top-down support
2. Creating a task force
3. A centralized point of contact
4. Clearly communicated policies and procedures
5. Student Veterans Organizations (Ang & Molina 2014).

JSCC leadership support already exists with veterans serving as the College President, Vice President for Student Services, and VA Coordinator as well as many other veterans in faculty and staff positions. While the top-down support exists, the other areas recommended by the ACE need extensive development. To ensure veteran students have the focus they need to succeed, the veteran student SUCCESS effort will emphasize the SUCCESS aspect of the program:

Start off in the right direction
Understand your student responsibilities

Connect with the community to fully experience college life
Communicate quickly about any issues or concerns
Expectations must be achievable, supportable, and executable; know your limits
Study skills and academic success are critical to achieve a degree
Seek support from peers, faculty, and staff

The SUCCESS program for veteran students will be the cornerstone for veteran students to emphasize the roles and responsibilities they have to themselves and the school, as well as the roles and responsibilities the faculty and staff have toward the students.

Program Plan

Project Timeline and Overview: The Veterans Reconnect Program grant will allow Jackson State Community College the opportunity to develop and execute programs designed to directly recruit and support veteran students. As an under-developed area in West Tennessee, the program will result in an increased awareness of educational opportunities for veterans, an increase in support to veteran students, and an increase of a ready workforce for the community. The four goals will be executed over the 11-month grant period in accordance with the attached timeline at Appendix B: Project Timeline.

Measureable Objectives: The Project Director and the Director of Institutional Research will be the responsible agents for obtaining and analyzing the data from the collected veteran surveys (outreach and transfer/graduation survey), enrollment data, graduation/transfer data, and persistence rates that will be briefed to the Veteran Task Force. The detailed measurable objectives are attached at Appendix C: Measurable Objective.

Project Governance and Accountability Plan: The Project Director for the Veterans Reconnect Program will be the current Jackson State Community College Veterans Affairs Coordinator, LTC (Ret) Kristine V. Nakutis. Her extensive 20-year career in academic, military, and leadership experiences make her an ideal candidate to manage the program with her primary

areas of expertise in teaching philosophy and ethics, logistics management, and contract oversight and management. A part-time employee will be hired as part of the grant to help coordinate the required reporting and documentation for grant requirements. Nakutis will serve as the coordinator of the Veteran Student Task Force with the following participants:

<u>Agency</u>	<u>Name</u>	<u>Title</u>
Task Force Leader	Kristine V. Nakutis	VA Coordinator
Admissions	Robin Marek	Director of Admissions & Records
Registration	Countance Anderson	Director of Registration and Orientation
Financial Aid	Jennifer Byrd	Financial Aid Officer
Business Office	Lynne Rouse	Manager of Business Services
Career/Student Success Counselor	Annette Deaton	Student Success Counselor
Academic Representative	Rotating Position	Academic Deans
Disabilities Services	Linda Nickell	Dean of Students
Recruitment	Andrea Winchester	Director of Recruitment
Student Veterans Association	Student Rep	President of Student Veterans Association

The Veteran Student Task Force will meet monthly to discuss ongoing status of programs, plans, and metric review throughout the grant program. Meeting minutes will be consolidated and submitted to the Vice Presidents of Academic and Student Affairs as needed for action. Grant program status will be briefed to the JSCC President on a quarterly basis.

Budget Plan: Clear alignment between funding request and grant activities:

Jackson State Community College’s Project Director will be responsible for tracking outcomes associated with the Veterans Reconnect Program. Each goal and supporting objective will be tracked with quantitative data that includes number of veterans involved, participation rate in events/projects/association, persistence rate, drop-out rates, and graduation/transfer rates. The Director of Institutional Research and VA Coordinator will compile, analyze, and present the findings to the Veteran Student Task Force to determine if goals and objectives are met and what future requirements may be needed. Specifically the Project Coordinator will be

responsible for maintaining records for all four goals and subsequent objectives. Detailed budget information is available in Appendix D: Grant Budget Form; Appendix E: Grand Budget Line-Item Detail form; and Appendix F: Budget Proposal Narrative.

Sustainability: Jackson State Community College is deeply committed to building and executing continued support to its veteran students beyond the grant period. The Veteran Reconnect Grant will be used to provide the necessary data to establish budget requirements for future efforts. The Veteran Outreach Program will continue on a reduced basis, but it will include annual visits to all National Guard units in the 14-county area. Efforts will be maximized by supporting local veteran events that result in no travel costs.

The results from the transition programs (Campus Boot Camp, Veteran Student Planner, out-brief process) will be used to determine how to improve and change them to best support veteran students. Financial support to these programs for student planners and orientations will be determined based upon historical costs for the efforts in conjunction with the Registration Director and the VA Coordinator. The VA Coordinator and Director of Institutional Research will continue to collect data on the persistence, transfer, and graduation rates of veteran students as a means to determine the success of the programs and provide that information to the Veteran Student Task Force for decision making purposes.

The Veteran Student Task Force will be a continuous effort beyond the grant period as its mission to focus on veteran students will not end on June 30, 2016. The Task Force may reduce its meetings to quarterly based upon the success of the programs, but it will continue to provide guidance and support from the leadership to ensure emphasis on supporting veteran students.

The main effort beyond the grant program is the support of the Military Student Center. Once the center is established and functional, costs will be tracked to determine the financial

needs beyond the grant program. Primary areas of focus will be on sustaining daily supply of study area items such as paper, toner, and office supplies; kitchenette items such as coffee, snacks, and cleaning items; and subscription items including the Army, Marine Corps, Navy, and Air Force Time magazines. The goal is to make the Military Student Center self-sustaining through the Student Veterans Association. The SVA will be the stakeholder responsible for raising funds to supply the center. The primary fundraiser planned for Fall 2015 is an Inaugural 5K Veterans Day run on the JSCC campus that will become an annual event. Textbook and calculator loan programs will be sustained through donations collected at the end of the semester.

Personnel to support the Military Student Center will be coordinated through the VA Work Study Program. Several students will be hired through this program to serve as the managers of the center to provide oversight of its operation and maintain accountability of its usage. This will be at no cost to the school and help veteran students earn income as well. Tutors will become a peer-tutoring event with augmentation from the Academic Assistance Center that will build the cooperation amongst veteran students.

Appendix A: Goal Matrix

Jackson State Community College Veteran Reconnect Proposal			
Goal 1: Establish a Veteran Outreach Program	Recruit New Students	Improve transition/persistence rates	Improve graduation rates
Objective 1.1: Establish lines of communication with veteran agencies, military units, and other organizations that support local veterans.			
1.1.1 Develop/enhance partnerships with TN Veterans Service Officers in Jackson and Memphis: including State Homeless Veterans organizations, TN Veterans Home; VFW organizations, etc.	X		
1.1.2 Conduct monthly trips to National Guard Units in serviced area to educate soldiers on benefits and JSCC programs	X		
Objective 1.2: Establish media avenues to advertise what JSCC has to offer veterans and their dependents.			
1.2.1: JSCC VA Coordinator and Marketing Director will design and publish various brochures, pamphlets, and other print media intended to educate potential veteran students about what JSCC offers and how their veteran benefits can help them reach their academic goals.	X		
1.2.2: Design and distribute a questionnaire to veteran students to determine the most beneficial media outlet to connect with potential students	X		
1.2.3 Place a veteran student link on college web site homepage and update Veterans Affairs website with pertinent information.	X	X	X
Objective 1.3: Improve veteran tracking by identifying students as veterans with the college admission application process including veterans, veterans/dependents using VA educational benefits, and dependents.			
	X	X	

1.3.1 Continue to monitor admission application information to connect with veteran students upon admission			
1.3.2 VA Coordinator and Director of Institutional Research (DIR) will design data collection methods for veteran population and update them as needed.	X	X	X
1.3.3 DIR will collect and analyze data each semester and work with VA Coordinator to interpret findings.	X	X	X
Goal 2: Establish a Veteran Transition Program to improve military-to-student-to-graduate transition			
Objective 2.1: Establish and execute a credit bearing course as a veteran-specific orientation program (Campus Boot Camp).			
2.1.1 Develop presentations about VA requirements, transition information, best student practices, tips for success, campus tour.	X	X	X
2.1.2 Design and publish a Veteran Student Handbook that incorporates all of the general student information, but includes additional veteran population information.	X	X	X
2.1.3 Design and publish a welcome packet for veteran students	X	X	X
Objective 2.2: Establish / maintain a textbook/calculator loan system for students who do not receive book stipends			
2.2.1 Purchase initial texts based upon veteran student enrollment		X	X
2.2.2 Purchase initial calculators based upon veteran student enrollment		X	X
2.2.3 Expand course texts based upon student usage/need		X	X
Objective 2.3: Establish tracking mechanisms in coordination with DIR to track graduates			
2.3.1 Establish out-brief process with VA Coordinator prior to graduation to update contact information and gather JSCC learning experiences/outcomes		X	X
2.3.2 Establish a SALUTE Military Honors Program at JSCC		X	X
Goal 3: Establish a Veteran Student Task Force			
Objective 3.1: Establish a Veteran Student Task Force			
3.1.1 Establish Veteran Student Task Force with representatives including the college's VA Coordinator, disability services, counseling, admissions, registration, business office, and financial aid.	X	X	X
3.1.2 Develop monthly agendas focused on improving veteran student support	X	X	X

3.1.3 Create actions plans based upon veteran student input, surveys, analysis of enrollment/persistence/graduation rates.	X	X	X
Objective 3.2: Implement Green Zone Program			
3.2.1 Establish training resources for staff and faculty to familiarize themselves with veteran student concerns/experiences to better understand how to support them in/out of classroom.		X	X
3.2.1 Establish Green Zone Program to identify staff/faculty trained in program as "safe zones" to be accessible for students who seek help as needed		X	X
Objective 3.3: Conduct faculty/staff training on veteran student matters			
3.3.1 Provide staff/faculty training on PTSD/TBI/Veteran issues with a speaker trained in these areas		X	X
3.3.2 Partner with Dyersburg State on speaker efforts to share cost/knowledge		X	X
Goal 4: Establish a Military Student Center on campus			
Objective 4.1 Establish a centrally located Military Student Center on campus			
4.1.1 Secure a location on campus to establish center that will provide a place to gather, study, and relax		X	X
4.1.2 Center will serve as the primary location for the Student Veterans Association	X	X	X
4.1.3 Center will serve as the primary location for veteran tutoring sessions	X	X	X
4.1.4 Center will serve as the primary location for Warrior Wednesday monthly events	X	X	X
4.1.6 Establish Wall of Fame for students who achieve SALUTE Honor status		X	X
Objective 4.2 Hire a part-time employee to support grant and center requirements/activities		X	X
Objective 4.3 Hire tutors based upon academic needs of veterans (math/science/writing)		X	X

Appendix B: Project Timeline

Month	Agency	Action
August	Task Force	Initial Meeting to discuss grant/goals/plans
	Project Director	Meet with planning team for Military Student Center (MSC) to establish timeline for center development
	Project Director	Meet with Human Resources to advertise part-time position
	Project Director	Meet with Academic Center to coordinate tutors for Fall 2015
	Project Director	Make contact through email/phone call with local units/agencies to coordinate meetings
	Project Director	Coordinate Presentation by The Arms Forces speaker for September
	VA Coordinator	Present Green Zone Training during Fall Faculty/Staff In-Service Week
	VA Coordinator	Host Welcome Back Breakfast for Veterans: Warrior Wednesday Event during first week of fall
		Host meeting with potential Student Veterans Association members
		Initiate planning for Veterans 5K race for November
September	Task Force	Meet to discuss MSC plans/ Fall Registration results / transition ideas
	VA Coordinator	Begin visits to National Guard units; Present briefing
	SVA	Warrior Wednesday Event: TN VA speaker
	Project Director	Continue development of Military Student Center
October	Task Force	Meeting to update status items/ review plans for Veterans Day
	SVA	Coordinate 5K race for Nov
	VA Coordinator	Visit National Guard unit: TBD
	Project Director	Present Reconnect Grant update to JSCC President
November	Task Force	Finalize plans for Veterans Day; ribbon cutting for MSC
	SVA	Execute 5K race event
	SVA	Veterans Day Event: Roll Call Ceremony
	VA Coordinator	Visit National Guard unit: TBD
	VA Coordinator	Participate in Jackson, TN Veterans Day event

December	Task Force	Meeting to update enrollment status/ transition to Spring semester
	SVA	End of Year: Warrior Wednesday Event
January	Task Force	Meet to discuss Spring requirements/dates/events; review student enrollment status for Spring and December graduation numbers
	VA Coordinator	Conduct Inaugural Campus Boot Camp to veteran students
	SVA	Welcome Back Breakfast
	Project Director	Determine needed tutors for Spring 2016 semester
	VA Coordinator	Visit National Guard unit: TBD
February	Task Force	Review enrollment for Spring; evaluate persistence rate for 2015/16
	VA Coordinator	Visit National Guard unit: TBD
	SVA	Warrior Wednesday Event
	VA Coordinator	Visit National Guard unit: TBD
March	Task Force	Review ongoing veteran programs
	SVA	Spring Break Warrior Wednesday event
	VA Coordinator	Visit National Guard unit: TBD
April	Task Force	Review projects/recruitment/programs
	VA Coordinator	Visit National Guard unit: TBD
	SVA	End of Semester Celebration
May	Task Force	Evaluate success of Campus Boot Camp; review academic status of veteran student who participated in January
	VA Coordinator	Visit National Guard unit: TBD
	VA Coordinator	Assign SALUTE Honors to graduates.
June	Task Force	Final meeting for grant review; review graduation/retention rate; evaluate programs; review 2016 goals
	VA Coordinator	Plan Campus Boot Camp for Fall 2016
	Project Director	Brief JSCC President on Grant results
	Project Director	Develop final report for Submission

Appendix C: Measurable Objectives

Goal Measures	Timeline		
	Ongoing	Fall	Spring
Goal 1: Establish a Veteran Outreach Program			
Establish POC's at all of the National Guard units in our serviced area by end of Fall Semester		X	
Improve tracking mechanism to monitor 85% of veteran students by end of Fall		X	
Improve tracking mechanism to monitor 100% of veteran students by end of Spring			X
Establish and implement survey to determine method of contact/reason for attending JSCC	X	X	
Design, publish, distribute college VA brochure to all area National Guard units by December 2015	X	X	
Goal 2: Establish a Veteran Transition Program to improve military-to-student-to-graduate transition			
Develop transition program Campus Boot Camp for veteran students for Spring 2016			X
Establish textbook/calculator loan program for Fall 2015; monitor usage/student completion rate		X	
Conduct advisor meetings with students to improve persistence/graduation rate by 5%	X		
Establish in coordination with, Director Institutional Research out-brief survey to capture pertinent data by Dec 2015		X	
Conduct out-brief with 100% transferring and graduating students; end of each semester		X	X
Establish SALUTE Honors Program for May 2016 Graduation ceremony	X	X	X
Goal 3: Establish a Veteran Student Task Force			
Establish & execute Veteran Student Task Force	X		
Implement Green Zone Program by Sep. 15, 2015	X	X	
Conduct Faculty training for 50% of faculty/staff by Fall and 75% by Spring		X	X
Establish an online familiarization training for distance instructors		X	X

Goal 4: Establish a Military Student Center on Jackson campus			
Establish a Military Student Center by Nov. 11, 2015	X	X	
Hire part-time employee by September 30, 2015	X	X	
Hire required tutors by Oct. 15, 2015; review needs for Spring 2016	X	X	X
Schedule Warrior Wednesday events; publish semester schedules in Aug/Jan	X	X	X
Coordinate SVA fundraiser for Fall/Spring	X	X	X

Appendix D: Grant Budget Form

GRANT BUDGET				
Veteran Reconnect Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period BEGIN: August 1, 2015 END: June 30, 2016				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1,2	Salaries, Benefits & Taxes	\$17,267.06	0.00	\$17,267.06
4,15	Professional Fee, Grant & Award	\$1,500.00	0.00	\$1,500.00
5,6,7,8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & main, Printing & Publications.	\$12,483.73	0.00	\$12,483.73
11,12	Travel, Conferences & Meetings	\$7,548.79	0.00	\$7,548.79
13	Interest	\$0.00	0.00	\$0.00
14	Insurance	\$0.00	0.00	\$0.00
16	Specific Assistance to Individuals			
17	Depreciation	\$0.00	0.00	\$0.00
18	Other Non-Personnel	\$53,006.96		\$53,006.96
20	Capital Purchase			
22	Indirect Cost	\$7,344.52		\$7,344.52
24	In-Kind Expense			
25	GRAND TOTAL	\$99,151.03	0.00	\$99,151.06

Appendix E: Grant Budget Line-Item Detail

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Guest Speaker from The Arms Forces (Hays 2015) to conduct faculty training on TBI, PTSD, and other veteran concerns; costs include travel and speaking fee	\$1,500.00
TOTAL	<u>\$1,500.00</u>

INTEREST	AMOUNT
Not Applicable	\$0.00
TOTAL	<u>\$0.00</u>

DEPRECIATION	AMOUNT
Not Applicable	\$0.00
TOTAL	<u>\$0.00</u>

OTHER NON-PERSONNEL		AMOUNT
Military Student Center Costs		
Reception area	2 Computers	\$2,000.00
	1 Printer	\$950.00
	2 Desk chairs	\$198.00

Kitchen Area	Refrigerator	\$1,750.00
	2 Lunch tables	\$731.28
	4 Chairs	\$982.08
	Coffee maker	\$120.00
	2 Storage cabinets	\$700.00
	Microwave	\$150.00

Lounge Area	Couch	\$1,578.72
Furniture from HON at 56% reduced price	5 Chairs	\$3,139.40
Office items from Staples	2 Coffee Tables	\$550.00
Appliances from Home Depot	TV Console	\$350.00
	Television	\$1,500.00
	Conference Table	\$643.72
	6 Conference Chairs	\$726.00
	White Board	\$165.00
	Brochure racks	\$157.00

	Wall art	\$320.00
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Study Area	3 Computer tables	\$1,652.64
Furniture from HON at 56% reduced price	4 Computer chairs	\$480.48
	4 Computers	\$4,000.00
	Multipurpose Printer	\$950.00
	4 CAC Readers	\$100.00
	2 Lounge chairs	\$1,419.44
	Network/switch install	\$1,500.00

Entire Area	5 Gallons Paint	\$150.00
	760 sq. ft. Flooring	\$1,003.20
	Vacuum Cleaner	\$75.00
	Blinds/curtains	\$350.00
	HON Delivery	\$1,000.00

Other	Paint/install carpet	\$2,000.00
	Renovations	\$17,500.00
	Record Storage unit	\$3,000.00

Veterans Outreach Requirements	2 Pop-up Banners	\$600.00
	Tabletop banner	\$55.00

Veteran SALUTE Honors program	Membership Fee	\$100.00
	Stole purchase	\$360.00
	TOTAL	\$53,006.96

CAPITAL PURCHASE	AMOUNT
Not Applicable	\$0.00
TOTAL	\$0.00

Appendix F: Budget Narrative

Jackson State Community College Budget Narrative

Grant Proposal Request

The total amount requested for this proposal is \$99,151.06 over the 11-month grant period. The total cost includes personnel, travel, supplies, indirect costs, and other costs as indicated on the Grant Budget form and Line-Item Detail form.

Salaries, Benefits & Taxes

The amount requested for personnel over the grant period is \$17,267.06. The grant includes two line items to support personnel needs: part-time hire and academic tutors.

Grant Hire	\$13,800.00
Tutor Program	\$2,240.00
Taxes	\$1,227.06
	\$17,267.06

The part-time hire will be responsible for supporting the Project Coordinator in all grant efforts. The part-time hire will coordinate the data for the grant reporting requirements to remain compliant with the grant standards. The employee will serve as a back-up for the VA Coordinator/Project Coordinator while she is conducting outreach events. To develop an estimated annual budget for the Military Student Center, the employee will be responsible for maintaining expenditure reports on all items purchased, which will help develop the fundraising requirements for the Student Veterans Association. The part-time employee will work 25 hours per week for \$12.00 per hour during the 11 months of the grant period.

Tutors will be hired based upon the academic needs of the veteran students. Even though tutoring is available on campus at the Writing Center and Math Labs, bringing tutors on a periodic basis to the Military Student Center will allow small-group and one-on-one sessions. Cost for tutors includes the rate of \$7.00 per hour for three to four tutors to work ten-hours each

of the 32 weeks of the fall/spring semesters. Tutors will eventually become peer-tutors when the Military Student Center becomes fully functioning.

Professional Fee, Grant & Award:

The professional fee includes faculty education for the expenses of a speaker from The Arms Forces organization. They specialize in presentations/education on veteran health issues with specific expertise on PTSD, TBI, and other emotional issues that may affect veterans' academic performance (Hays 2015). The costs include travel fees of \$1,000 and speaking fees of \$500. Travel fee may be reduced if the presentation can be coordinated with Dyersburg State Community College, which would share the speaker's travel cost.

Supplies, postage, printing and publications:

The list of supplies are primarily to support the Military Student Center and the Veteran Outreach Program.

Item	QTY	Cost	Total
Coffee maker	1	\$55.00	\$55.00
Garbage can	1	\$59.99	\$59.99
Kitchen supplies			\$300.00
Headphones	4	\$35.00	\$140.00
Recycle bin	1	\$71.00	\$71.00
Supplies (paper, toner, cleaning items)			\$750.00
Calculators	10	\$115.00	\$1,150.00
Postage			\$336.00
Flyers/brochures		2000	\$1,200.00
Grad Survey			\$5.00
Career Handbook			\$275.00
Book Loan	62	Varies	\$7,236.94
Vet Planner			\$525.00

Print mailers			\$300.00
Publications	4	\$19.95	\$79.80
		TOTAL	\$12,483.73

The book loan program includes the cost of textbooks for eight of the most veteran-populated courses within the general education requirements. These texts will be loaned to students on a semester basis and will be the initial start of the book loan program for veteran students who do not receive a book stipend as part of their VA educational benefits. Additional books will be added to the loan program through donations taken at the end of each semester. The technology loan program includes calculators needed for advanced level math classes. The breakdown of the book costs is listed below:

Course	Course Number	Book title	Cost	Qty	Cost
Chemistry	CHEM 1110/1120	Chemistry ISBN: 0073402680	\$283.00	4	\$1,132.00
Biology	BIOL 1110/1120	<i>Biology w/connect</i> ISBN: 1259669211	\$226.00	6	\$1,356.00
English Comp II	ENGL 1020	<i>They Say I Say</i> ISBN: 0393912752 <i>Norton Intro to Literature Shorter</i> ISBN: 0393913392	\$53.33	6	\$319.98
Psychology	PSYC 1030	<i>Psychology</i> ISBN: 0199856613	\$105.60	6	\$633.60
Medical Term	HSC 111	<i>Medical Terminology for Healthcare Professionals</i> ISBN: 0133807703	\$115.95	4	\$463.80
Speech	SPCH 1010	<i>Communication: The Handbook</i> ISBN: 0205467377	\$79.05	6	\$474.30
College Success	COL 1010	<i>Focus on Community College Success</i> ISBN: 1305109570	\$68.67	8	\$549.36
Humanities I	HUM 1010	<i>Adventures in Human Spirit</i>	\$51.50	8	\$412.00
			\$172.00	8	<u>\$1,376.00</u>

The Veteran Student Planner, postage, graduation survey, and career handbook items will support the goals of outreach, transition, and graduation programs. The Veteran Student Planner would include similar information included in the basic student handbook such as school calendar, monthly course planner, key word definitions. The Veteran Student Planner version will include specific information about Veterans Affairs, the college's VA Coordinator information, and other items that transitioning veteran students can use to improve their academic pursuits. Postage costs are equated to two mailings each year to prospective students.

Travel, Conferences & Meetings

The amount of \$7,548.79 is requested for travel, conference, and meeting support for the life of the grant.

VA travel	\$1,248.79
SVA travel	\$2,000.00
SVA meeting support	\$3,500.00
College/career meetings	\$800.00
Total	<u>\$7,548.79</u>

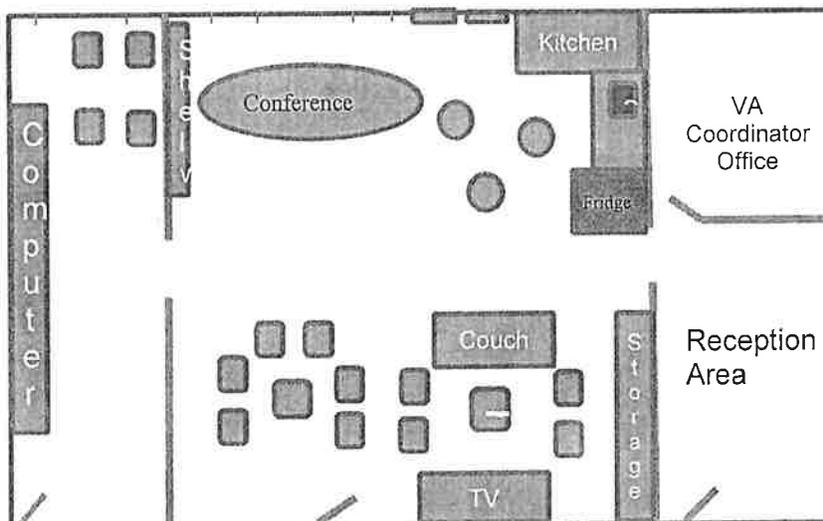
The travel costs of \$1,248.79 per year supports an estimated two trips each month for the VA Coordinator to travel to local armories, veteran events, or any opportunity that is directed toward veteran education. Trips include coordination visits and meetings in Nashville that are designed to improve the coordination between schools, state and National Guard agencies. These costs are estimated at 100 miles per month, per year at \$0.47 per mile, which currently are not included in the VA Coordinator's annual budget.

The Student Veterans Association Travel (SVA Travel) costs are associated with travel for the college's SVA President and one other association member to travel to the annual Student Veterans of America Leadership Summit. The costs are associated with estimated airfare as the location does change, mileage to airport, parking, and hotel. Meals are provided during the conference. Attendance at this event is designed to foster growth in the college's SVA program and develop connections to help support the campus programs.

The veteran event support costs include promotional t-shirts for the Student Veterans Organization(\$10/shirt) and event support for monthly speakers/gatherings, job/career events, and college events. The costs are associated with providing refreshments for all participants at a Welcome Back Breakfast, Veterans Day celebration, guest speaker events, and end-of-semester celebrations. These costs are associated with the goals of veteran to student transition and the coordination of events to connect veteran students to four-year degree programs and career opportunities after graduation.

Other Non-Personnel

The total cost for other non-personnel items requested for the grant is \$53,006.96, which includes the cost of the Military Student Center and Veteran Outreach Program items.



The largest portion of the grant request is to establish a Military Student Center on campus for a total cost of \$51,891.96. The majority of the requested

funds will cover renovations to the existing space to transition from its current print shop and mail room usage to a study area, lounge/conference area, kitchen/café area, and offices.

Area	Item	QTY	Cost	Total	
Reception Area	Computer	2	\$1,000.00	\$2,000.00	
	Printer	1	\$950.00	\$950.00	
	Desk Chair	2	\$99.00	\$198.00	
Kitchen Area	Refrigerator	1	\$1,750.00	\$1,750.00	
	Lunch tables	2	\$365.64	\$731.28	
	Chairs	4	\$245.52	\$982.08	
	Popcorn Machine	1	\$120.00	\$120.00	
	Storage Cabinet	2	\$350.00	\$700.00	
	Microwave	1	\$150.00	\$150.00	
Lounge Area	Couch	2	\$789.36	\$1,578.72	
	Chairs	5	\$627.88	\$3,139.40	
	Coffee table	2	\$275.00	\$550.00	
	TV console	1	\$350.00	\$350.00	
	TV	1	\$1,500.00	\$1,500.00	
	Conference Table	1	\$643.72	\$643.72	
	Conference Chairs	6	\$121.00	\$726.00	
	Cable installation			\$0.00	
	White Board	1	\$165.00	\$165.00	
	Brochure Racks	2	\$78.50	\$157.00	
	Wall Art	4	\$80.00	\$320.00	
	Study Area	Computer tables	3	\$550.88	\$1,652.64
Computer chairs		4	\$120.12	\$480.48	
Computers		4	\$1,000.00	\$4,000.00	
Multipurpose Printers		1	\$950.00	\$950.00	

	CAC Readers	4	\$25.00	\$100.00
	Lounge Chairs	2	\$709.72	\$1,419.44
	Networking/switch install	1	\$1,500.00	\$1,500.00
Entire Area	Paint (gal)	5	\$30.00	\$150.00
	New flooring	760	\$1.32	\$1,003.20
	Vacuum Cleaner	1	\$75.00	\$75.00
	Blinds/curtains		\$350.00	\$350.00
	HON furniture delivery/installation			\$1,000.00
	Paint / replace carpet labor	1	\$2,000.00	\$2,000.00
Other	Renovations			\$17,500.00
	Record Storage cabinets			\$3,000.00
				\$51,891.96

Renovation costs are based upon anticipated area that needs renovating, 270 square feet of the 1324 total square feet) at \$65 per square foot (current rate). Plans include replacing mailboxes with fixed wall structure. This will add a more streamlined look and provide added noise reduction to the rooms. Primary furniture will be purchased through contract supplier with the costs listed at reduced rate of 56% (Birmingham 2015). Other various items will be locally purchased through Home Depot and Staples (refrigerator, white boards, kitchen supplies, etc.), with estimated costs from the store websites.

Other items include promotional items to be used as part of the Veteran Outreach

Program:

Pop-up banners	\$600.00
Tabletop banner	\$55.00

SALUTE	
Membership	\$100.00
SALUTE recognition support	\$360.00
	<hr/>
Total	\$1,115.00

The primary costs for the other category include the marketing associated with the Veteran Outreach, student transition, and graduation support. The expenses include the banners for the VA Coordinator to use as recruiting items when presenting at local armories, local veterans events, and any opportunities to connect veterans to potential collegiate degree goals. The marketing costs were developed by the JSCC Marketing Director based upon current rates for local media outlets. The SALUTE Membership costs are to join the Military Honor Society in order to recognize JSCC students. The recognition support items include the stoles for graduates to wear during the ceremony.

Appendix G: Resources

- Ang, Tanya & Monlina, Dani. (2014). "From Access to Graduation: Supporting Post 9/11 Undergraduate Student Veterans." American Council on Education. Web
- Birmingham, Susan. (2015). A-Z Office Resource, Inc. Furniture Quote.
- Hays, Pam. (2015). "TBI and PTSD Education, Training, Motivational Speeches." The Arms Forces. www.thearmsforces.org
- Kim, Young M. & Cole, James S. (2013). "Student Veterans/Service Members' Engagement in College and University Life and Education." American Council on Education/National Survey of Student Engagement. Web.
- Molina, Dani. (2014). "Higher Ed Spotlight: Undergraduate Student Veterans." American Council on Education. Web.
- Tennessee National Guard. (2015). Active Drilling Status Report. 194th Engineering Brigade.
- U.S. Census Bureau. (2014). "American Fact Finder." U. S. Department of Commerce.
<http://factfinder.census.gov>