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Glynnis Gaines, Dean, Health Professions

- Meredith Brown, Program Director, Radiologic Technology (51.0911)
- Donna Mendoza, Program Director, Respiratory Care (51.0908)
- Marcie Rierson, Program Director, Surgical Technology (51.0909)

Frank Graves, Dean, Workforce & Public Service

Gary Myles, Director, Emergency Services Education

- Matthew Wise, Coordinator, Law Enforcement Academy (43.0107)
- Jarred Hankhouse, Program Director, Criminal Justice (43.0102/04)

Brandon Hill, Dean of Students

Natalie James, Associate Director, Success Coaching Services

- Workforce (SEP) Success Coach

Lizett Lastrape, Director, Counseling Center

- Workforce Counselor

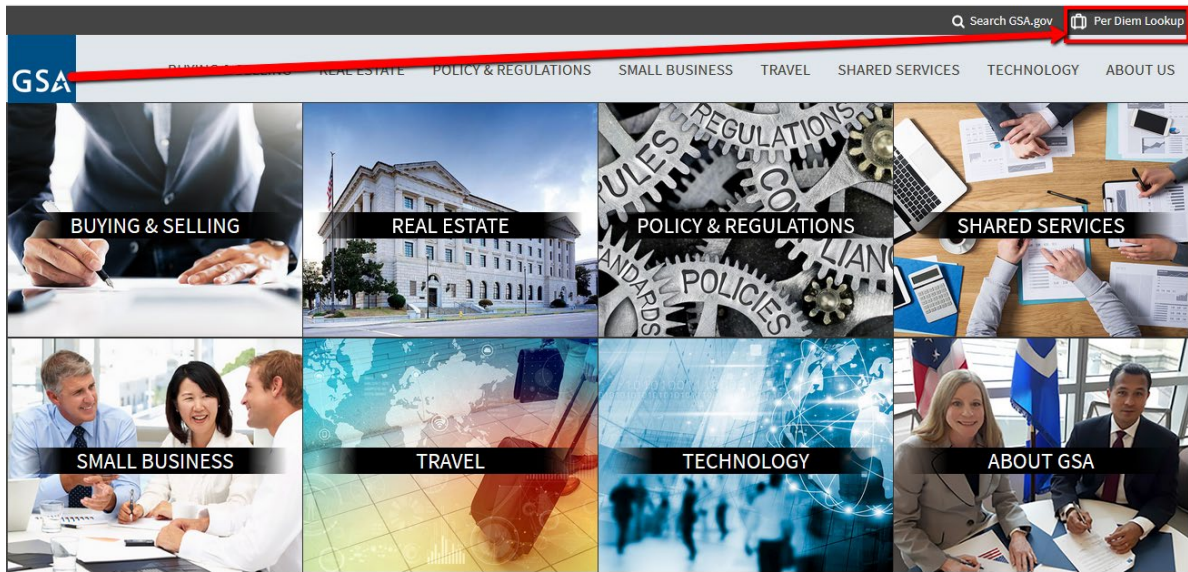
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I. Travel Reminders:

Perkins Basic Grant Program **can** pay for —

- Lodging and Meals & Incidental Expenses allowed by the GSA rates for the primary destination and time of the year <https://www.gsa.gov/>



- Mileage reimbursement (currently **70** cents per mile) is allowable for travel necessary to carry out the objectives of the grant project;
- Airport parking;
- Taxi fares for official business (to and from the airport to hotel); and
- Registration fees to attend workshops or conferences.

Perkins Basic Grant Program **can**not pay for —

- Tips (the college, institutional funds, will, however, pay for a gratuity up to 20% of the bill—any excess is the responsibility of the employee);
 - Rental Cars;
 - Room Service;
 - Expenses for hotel or food/incidentals beyond the allowable GSA rate for the area being travel to at that time of year
- <http://www.gsa.gov/portal/category/100120;>

- Travel to a different location, other than the originally approved location as submitted in the grant application (unless an amendment has been filed with and approved by the THECB **prior** to travel);
 - Travel cost for Officials (Vice Presidents, Deans, and Administrative Assistants);
 - First class travel;
 - Foreign travel;
 - Per diem for meeting, conference, or work shop held at the location in which the participants lives;
 - Alcoholic beverages;
 - Groceries in lieu of meals;
 - Entertainment, recreational, or social events;
 - Any expense for another person;
 - Airline, hotel, car rental, and local transportation costs that fail to show the name of the approved traveler and provide evidence of travel;
 - Travel that fails to document the actual costs of travel with the per diem allowance; and
 - Costs for meals and lodging in the same city in which the employee resides.
- ✓ **Costs for travel not covered by Perkins must be paid from departmental non-federal allocations.**

Prior to travel —

Gather and compile pricing and other source documentation to support an expense estimate. Submit a Travel Approval Request Form via Etrieve/SoftDocs, attach the expense estimate documentation to the form, and secure administrative approval from your immediate supervisor and Matt Porter, Perkins Project Director. (Hotel Tax Exemption Form is located on SharePoint in the Business Office folder under Tax Forms.)

- Complete MCC Travel Form in Etrieve;

- Attach GSA Travel Rate Form <https://www.gsa.gov/travel/plan-book/per-diem-rates> and all other related travel documentation (trip map, conference schedule, etc.); and
- Supervisor and Matt Porter, Perkins Project Director to review/approve Travel & GSA forms in Etrieve.

During Travel—

Keep all receipts for travel, lodging, and meals. Please insure that all receipts for travel, lodging, and meal(s) are **detailed/itemized** receipts. (You may have to ask for a detailed receipt.) If you do not receive a detailed receipt, it is your responsibility to submit a Missing Receipt Declaration form via Etrieve/SoftDocs to your Vice President or President and secure approval. The signed and approved Declaration serves as your receipt and must be included with all your other receipts.

After Travel (within ten days after returning from travel)—

- Gather all documentation for travel and complete accounting for travel expenses on travel form (no undocumented or unpermitted expenses will be reimbursed) and attach in Etrieve/SoftDocs
 - Supervisor review and approve in Etrieve/SoftDocs; and
 - Matt Porter, Perkins Project Director, review and approve in Etrieve/SoftDocs.
- You may need to submit one or all of the following forms to you supervisor and Matt Porter, Perkins Project Director, via Etrieve/SoftDocs for approval (this includes PDFs of your receipts, Missing Receipt Declarations—if applicable, and all other supporting documentation):
 - *Employee Reimbursement*—This is used for allowable expenses you paid personally and not with college resources. Itemized/detailed receipts are required.
 - *Mileage Reimbursement*—This is used for business miles driven using your own personal vehicle. Please use Google Maps to determine the actual miles driven and provide a screen shot from the section of

Google Maps that displays the total miles driven and the to/from destination addresses. Do **not** include the turn by turn instructions. You will only be reimbursed for documented miles.

- *P-Card Statement Submission*—This is used for employees who have an MCC Procurement Card and have current charges. Procurement Card Statements are available on the 4th of the month for the prior month. The statement, along with all receipts for charges, is always due on or about the 10th of every month, depending on if the day falls on a holiday or weekend.

II. **Equipment Purchasing & Inventory Control Reminders:**

1. **Order and have delivered all equipment on or before December 12, 2025.** (The point is to have this equipment available and integrated into classroom learning as soon as possible for the Spring semester.)
2. Purchase Requisitions, please note the level of purchase and **review/follow the College's purchasing procedures.** Also, please note there is now a new and easier way to create requisition via Self-Service — [Self Service Requisition Tutorial](#) (although, if you prefer, you can still go into the REQM form in Colleague to create and approve a requisition). [Please put Matt Porter in the approval list—**MKP**; also, if expense is over \$5,000 please also include Laura Wichman on the approval list—**LEK**.]
3. In order to have access to the Perkins account to complete your Purchase Requisition, please contact Matt Porter who will arrange with the Business Office for you to have temporary access. (The limited access is all about maintaining fiscal security for MCC.)
4. Please let me know **immediately** if the item on the list varies in price or description, or is no longer needed—this will require that we file an amendment with the THECB.
5. Please include the following information on all Purchase Requisitions in the Printed Comments section:

ACCOUNT NUMBER #

Funded by Perkins Basic Grant Program

CFDA# 84.048A

Program Year 2025-2026

Equipment Purchases:

- Please work with the Purchasing Department as outlined below, Jodi Tindell, Director, Purchasing & Auxiliary Services—299-8686 (jtindell@mclennan.edu).

Extended Warranties for Equipment & Technology:

- Extended Warranties of two or three years are a **prohibited** grant expense, as these warranties are outside of the grant's approved funding period.

When to involve the purchasing department:

- MCC's purchasing department **will assist** with purchases up to \$50,000
- MCC's purchasing department **will handle** purchases over \$50,000

Purchasing thresholds:

- Purchases under \$20,000 do not **require** bidding procedures but informal quotes (telephone, email) are strongly encouraged
- Purchases \$20,000 - \$50,000 require three written price quotations which must be uploaded in the purchase requisition
- Purchases over \$50,000 must go through formal solicitation of proposals
- Single/sole source procurements require proper documentation justifying vendor as the sole source for that product/service and must be reviewed by MCC's purchasing department and be approved through the division's chain of command

Technology Purchases:

- All technology purchases **must** be coordinated with Information Systems & Services, Mario Leal, Chief Information & Technology Officer—299-8090 (mleal@mclennan.edu).

Promotion/Advertising:

- Please work with MARCOM on all promotion/advertising expenses for your area to ensure that your final product follows all MCC standards, Jennifer Marshall-Higgins, Director, Marketing & Communications—299-8640 (jhiggins@mclennan.edu).

Equipment Inventory Control & Inventory:

Please work with MCC's Inventory Technician, Dane Pullen Central Services (x8535, dpullen@mclennan.edu) or Central Services Supervisor, Pattie Meier (X8562, pmeier@mclennan.edu), in maintaining accurate records on Perkins Basic Grant purchased equipment. Under Federal law we are required to tag and maintain an up-to-date inventory of all capital equipment (equipment of \$5,000+ and with a usable life span of over one year)

purchased with Perkins Basic Grant funds. Each September we submit an updated inventory to the Texas Higher Education Coordinating Board in fulfillment of this Federal requirement. That Property Inventory and Disposition report has expanded with the new THECB requirement, starting with the 2019-2020 year, that also includes listing all non-capital equipment between \$500-\$4,999. In order to be in compliance and maintain an accurate Perkins Equipment Inventory List as required by the THECB (Texas Higher Education Coordinating Board) and EDGAR (Education Department General Administrative Regulations), **please follow the following reporting requirements:**

- Inform Dane Pullen (x8535, dpullen@mclennan.edu) or Pattie Meier of any change of location for Perkins purchased equipment; and
- Do **not** dispose of any outdated or no longer needed Perkins purchased equipment, but contact Pattie Meier so that she can initiate the proper procedures under EDGAR for disposing, selling, or finding a new home for this unneeded equipment.

III. **Basic formulas, measures and definitions:**

- **Formula for Perkins Basic Grant** = Career & Technical Education (CTE)/Workforce FTEs + receive Pell Grants.
- **Purpose for funding** workforce programs under the Perkins Basic Grant is **to supplement (to improve/take to the next level) CTE/Workforce programs**, **not** supplant the regular on-going commitment of the college to that program. **[Following a new requirement by THECB, starting in 2023-2024, we now track and break out by program the amount of institutional funds vs. Perkins funds spent each year. This requirement is designed to demonstrate that Perkins funds are not supplanting institutional funding responsibilities to these workforce programs.]**
 - Improvement to CTE/Workforce programs in three measurable areas:
 - **1P1: Postsecondary Retention and Placement**—The percentage of CTE concentrators who, during the second quarter after program completion, remain in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National Community Service Act of 1990 (42 U.S.C. 12511 et seq.), are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.
 - **2P1: Earned Recognized Postsecondary Credential**—The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion.

- **3P1: Non-Traditional Program Enrollment**—The percentage of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields.
- **Special Populations Defined.** — The term 'special populations' means —
 - (A) Individuals with disabilities;
 - (B) Individuals from economically disadvantaged families, including low-income youth and adults;
 - (C) Individuals preparing for non-traditional fields;
 - (D) Single parents, including single pregnant women;
 - (E) Out-of-workforce individuals (formerly displaced homemaker);
 - (F) English learners;
 - (G) Homeless individuals described in sections 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A);
 - (H) Youth who are in, or have aged out of, the foster care system; and
 - (I) Youth with a parent who—
 - i. Is a member of the armed forces (as such term is defined in section 101 (a) (4) of title 10, United States Code); and
 - ii. Is on active duty (as such term is defined in section 101 (d) (1) of such title).

IV. Funded Workforce/CTE & Related Programs

Health Careers

Glynnis Gaines, Dean, Health Professions

Cost Category Schedule B: Travel, 33-101116-53101-0

Professional Development	2	4 faculty from healthcare professions	Attend the International Meeting (IMSH) on Simulation in Healthcare, San Antonio, TX, Jan. 10-14, 2026, to acquire new engagement/instructional methodologies and outreach plans to better serve special population students. (CLNA Part A, 3).	\$ 8,000
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Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Conference Fees, 33-101116-53525-0

Professional Development	4	Conference fee, International Meeting (IMSH) on Simulation in Healthcare, San Antonio, TX, Jan. 10-14, 2026. (CLNA, Part A, 3).	\$ 4,000
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Cost Category Schedule C: Capital Outlay/Equipment 33-101116-55102-0

Instructional Equipment	2	Health Careers, (1) exploration kit for recruitment of potential student by visualizing hands-on learning to attract first generation non-traditional, and underserved student populations. (CLNA Part E, 1).	\$ 18,000
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Health Professions

Radiologic Technology

Meredith Brown, Program Director, Radiologic Technology (51.0911)

Cost Category Schedule B: Travel, 33-101116-53101-0

Professional Development	3	2 faculty, Radiological Technology	Attend the Association of Collegiate Educators in Radiologic Technology Conference, Las Vegas, NV, Feb. 4-6, 2026, to acquire new engagement/instructional methodologies and outreach plans to better serve special population students. (CLNA Part A, 3).	\$ 4,000
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Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Conference Fees, 33-101116-53525-0

Professional Development	5	Conference fee, Association of Collegiate Educators in Radiologic Technology Conference, Las Vegas, NV, Feb. 4-6, 2026. (CLNA Part A, 3)	\$ 1,000
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Cost Category Schedule C: Capital Outlay/Equipment 33-101116-55102-0

Instructional Equipment	1	Radiologic Technology, 51.0911, (1) Interactive Whiteboard to enhance classroom effectiveness via simulations, videos, anatomical diagrams, and problem solving. (CLNA Part B, 2)	\$ 10,000
Instructional Equipment	3	Radiologic Technology, 51.0911, (1) Refurbished Digital Mobile Radiography System, enhance student learning through hands-on experience that prepares them for clinical rotations and successful entry into the workforce. (CLNA Part B, 2)	\$ 45,967

Respiratory Care

Donna Mendoza, Program Director, Respiratory Care (51.0908)

Cost Category Schedule B: Travel, 33-101116-53101-0

Professional Development	4	2 faculty, Respiratory Care	Attend the AARC Summer Forum, Bonita Springs, FL, July 13-15, 2026, to acquire new engagement/instructional methodologies and outreach plans to better serve special population students. (CLNA Part A, 3)	\$ 4,000
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Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Conference Fees, 33-101116-53525-0

Professional Development	6	Conference fee, AARC Summer Forum, Bonita Springs, FL, July 13-15, 2026. (CLNA Part A, 3)	\$ 1,500
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Surgical Technology

Marcie Rierson, Program Director, Surgical Technology (51.0909)

Cost Category Schedule B: Travel, 33-101116-53101-0

Professional Development	5	2 faculty, Surgical Technology	Attend the AST Educators Conference, Nashville, TN, Feb. 6-7, 2026, to collaborate on strategies and best practices for recruiting and retaining underrepresented student populations and outreach through curriculum updates. (CLNA Part A, 3)	\$ 4,000
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Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Conference Fees, 33-101116-53525-0

Professional Development	7	Conference fee, AST Educators Conference, Nashville, TN, Feb. 6-7, 2026. (CLNA Part A, 3)	\$ 1,200
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Workforce & Public Service

Law Enforcement Academy

Matthew Wise, Coordinator, Law Enforcement Academy (43.0107)

Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Non-capital equipment 33-101116-55101-0

Upgrade Curriculum	9	Law Enforcement Academy, 43.0107, laptops and accessories to enhance student experience with digital forensics and CJ software applications to remove barriers for special population students in the classroom. 10 X \$1,800 each = \$18,000. (CLNA Part B, 2)	\$ 18,000
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Criminal Justice

Jarred Hankhouse, Program Director, Criminal Justice (43.0102/04)

Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

Non-capital equipment 33-101116-55101-0

Upgrade Curriculum	8	Criminal Justice, 43.0102/0104/0107, 3 specialized microscopes \$2,500 each X 3 = \$7,500 (CLNA Part B, 2)	\$ 7,500
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Other Funded Activities

Support & Empowerment Program (SEP)

Natalie James, Associate Director, Success Coaching Services

- **Success Coach (Workforce), Support & Empowerment Program (SEP)**

Cost Category Schedule A: Salaries and Fringe Benefits

Special Populations	1	Workforce (SEP) Success Coach, liaison to CTE program directors, faculty, retention team, and others to develop, implement and evaluate success strategies to meet the needs of special pop students (full-time position, 100% Perkins). (CLNA Part A, 1)	100 %	\$ 71,303
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Cost Category Schedule F: Operating Expenses, Services, Books, and Supplies

- **Special Populations, Transportation Reimbursement = 33-102236-56252-0**
- **Special Populations, Basic Office Supplies/Training = 33-102236-52104-0**

Special Populations	1	Basic offices supplies & calendly software in support of Special Population students assisted by Workforce Retention & Success Coordinator. (CLNA Part B, 3)	\$ 800
Special Populations	2	Transportation reimbursement to support Special Populations SEP students (Fall 2024, \$44,000 for 176 students @ \$250 ea; Spring 2025, \$44,000 for 176 students @ \$250 ea; and Summer 2025, \$20,000 for 80 students @\$250 ea). (CLNA Part B, 3)	\$ 108,000

- **Special Populations, Travel = 33-102236-53100-0**

Special Populations	1	1 Workforce Retention & Success Coach	Attend Texas Conference on Student Success, Austin, TX, Oct. 1-3, 2025, to acquire new engagement/instructional methodologies and outreach strategies to better serve special population students. (CLNA, Part A, 3)	\$ 1,000
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- **Special Populations, Conference Fees = 33-102236-53525-0**

Special Populations	3	Conference fee, Workforce Retention & Success Coach to attend Texas Conference on Student Success, Austin, TX, Oct. 1-3, 2025. (CLNA Part A, 3)	\$ 500
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Counseling Center

Lizett Lastrape, Director, Counseling Center

Cost Category Schedule A: Salaries and Fringe Benefits

Special Populations	2	Workforce Counselor, to meet the unique counseling needs and overcome barriers to success for special population students in Workforce programs (full-time position, 100% Perkins). (CLNA Part A, 1)	100 %	\$ 89,154
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