



**Miles Community College**

Prepared by Miles Community College  
for Montana University System, Office of the Commissioner of Higher Education 2022-2023 Perkins Local Application

**Submitted by Elizabeth Patten**

**Submitted on 06/30/2022 1:53 PM Mountain Standard Time**



## Opportunity Details

### Opportunity Information

Title

2022-2023 Perkins Local Application

Description

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) was signed into law on July 31, 2018. This bipartisan measure reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and continued Congress' commitment in providing nearly \$1.3 billion annually for career and technical education (CTE) programs for our nation's youth and adults.

Awarding Agency Name

Montana University System, Office of the Commissioner of Higher Education

Agency Contact Name

Jacque Treaster

Agency Contact Phone

(406) 449-9135

Agency Contact Email

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/823bc0e2-5341-4304-b160-c33200662aa5>

### Funding Information

Funding Restrictions

<https://www.mus.edu/Perkins/nonallowable.html>

### Award Information

Award Period

07/01/2022 - 06/30/2023

Award Announcement Date

6/20/2022

Indirect Costs Allowed

Yes

Indirect Cost Rate

5.00 %

Restrictions on Indirect Costs

Yes

Citation Governing Indirect Cost Restriction

Federal Guidelines state that no more than 5% of project funds can go to administration and indirect costs.

Matching Requirement

No

### Submission Information



Submission Window

02/23/2022 12:00 PM - 06/15/2022 5:00 PM

## Question Submission Information

Question Submission Email Address

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

Question Submission Additional Information

Please direct questions about the application to Jacque Treaster at the Montana University System, Office of the Commissioner of Higher Education.

For more information on the application and its requirements, please refer to the the 2022-2023 Perkins Local Application Guide.

Attachments

- Perkins Local Application Guide 2022-2023 Final

## Additional Information

Additional Information URL

<https://www.mus.edu/Perkins/resources.html>

Additional Information URL Description

Please go to the Montana University System Perkins Resources website for more information on the Perkins Local Application, include FAQs, a list of non-allowable expenses, the Montana Perkins V State Plan, and other Perkins & CTE resources.

## Award Administration Information

Administrative and National Policy Requirements

The following is a listing of regulations applicable to Perkins Programs:

Education Department General Administrative Regulations  
<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

- 34 CFR Part 76 (State-Administered Programs).
- 34 CFR Part 77 (Definitions that Apply to Department Regulations).
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).
- 34 CFR Part 81 (General Education Provisions Act—Enforcement).
- 34 CFR Part 82 (New Restrictions on Lobbying).
- 34 CFR Part 84 [Government Requirements for Drug-Free Workplace (Financial Assistance)].
- 34 CFR Part 85 [Government wide Debarment and Suspension(Non-procurement)].
- 34 CFR Part 86 (Drug and Alcohol Abuse Prevention).
- 34 CFR Part 99 (Family Educational Rights and Privacy).

Reporting

The required postsecondary core indicators of performance for each grant cycle are established by state Perkins staff and the U.S. Department of Education. The purpose of the indicators are to assess the effectiveness of the state Perkins Program, along with its individual institutions, in achieving statewide progress in CTE, and to optimize the return on investment of federal funds in CTE activities.

Accountability Report Card.

Prior to awarding federal funds each year, the Perkins Program Manager will provide a "Report Card" showing state level performance, performance measurements for each individual college. Factors evaluated will be: Amount of award vs. expenditure (Amount of returned funds).

**Meeting performance expectations:**

Using the above-mentioned data, the Perkins Program Manager will also determine whether or not specific award conditions/restrictions are necessary. Additional award conditions/restrictions may include:

- Reimbursement on a quarterly basis
- Withholding authority to proceed with programmatic activities until evidence of acceptable performance is provided
- Detailed financial reports
- Requiring technical or management assistance
- Establishment of prior approval process
- Submission of time and effort reports of personnel with salary covered by Perkins funds
- Copies of minutes taken from CTE advisory board meetings

If additional award conditions/restrictions are required, the Perkins Program Manager will notify the College of:

- The reason why the additional conditions/restrictions are being imposed
- The nature of the action needed to remove the conditions/restrictions
- The time allowed for completing the actions
- The method for requesting reconsideration of conditions/restrictions

**Performance Expectations:**

Each institution is responsible for meeting or exceeding the negotiated performance levels. All projects/programs funded by Perkins must be related to a measurable performance outcome that demonstrates cost effectiveness and is tied directly to one of the following three indicators:

- 1P1 – Postsecondary Retention and Post-Program Placement [10]
- 2P1 – Earned Recognized Postsecondary Credential
- 3P1 – Nontraditional Program Completion

Evaluation methods should be designed to provide feedback regarding process toward attaining required performance levels. Institutions who do not meet negotiated performance levels will be required to submit a local improvement plan along with the following year's Perkins application.



## Project Information

### Application Information

Application Name  
Miles Community College

Award Requested  
\$93,680.36

Cash Match Requirement  
\$0.00

Cash Match Contributions  
\$0.00

In-Kind Match Requirement  
\$0.00

In-Kind Match Contributions  
\$0.00

Total Award Budget  
\$93,680.36

### Primary Contact Information

Name  
Elizabeth Patten

Email Address  
pattene@milescc.edu

Address  
2715 Dickinson  
Miles City, MT 59301

Phone Number  
(406) 874-6192



## Project Description

### Part 1. Additional Contact Information

#### Overview

#### Perkins Local Grant Contact

Jacque Treaster

[jtreaster@montana.edu](mailto:jtreaster@montana.edu)

(406) 449-9135

#### Campus Information

Campus Name

Miles Community College

#### Campus Fiscal Manager

Provide the contact information for the fiscal manager who will be processing Perkins funds disbursement.

Last Name

Aaberge

First Name

Nancy

Is the Fiscal Manager's mailing address different than above?

- Yes
- No

Fiscal Phone Number

4068746161

Fiscal Phone Extension

Fiscal Fax Number

Fiscal Email Address

[aaaberge@milescc.edu](mailto:aaaberge@milescc.edu)

#### Additional Perkins Contacts

Please provide email addresses, names and titles of people on your campus to be notified of grant issues.

#### Additional Perkins Contacts

	Name	Title	Email Address
<b>Contact 1</b>	Rita Kratky	Vice President of Academic Affairs	<a href="mailto:kratky@milescc.edu">kratky@milescc.edu</a>
<b>Contact 2</b>			
<b>Contact 3</b>			
<b>Contact 4</b>			

	Name	Title	Email Address
Contact 5			
Contact 6			
Contact 7			
Contact 8			

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## Part 2. Background - Community and Workforce

### Comprehensive Local Needs Assessment

Upload your comprehensive local needs assessment.

MCC CLNA 22-23 EP.xlsx

### Background Information

1. Please provide a brief summary of the results of your Comprehensive Local Needs Assessment and what CTE course offerings and/or activities you will be targeting in this application. Be sure to include how the results of the CLNA informed the selection of the specific career and technical education programs and activities selected to be funded and a description of any new programs of study you plan to develop and submit to the State for approval based on CLNA findings.

According to the American Nurses association, more registered nurse jobs will be available through 2022 than any other profession in the United States. According to an article in the Nursing Times, the US Bureau of Labor Statistics projects that more than 275,000 additional nurses are needed from 2020 to 2030 (Feb. 22, 2022). MCC offers a 2-year RN program which is ACEN accredited and Montana State Board of Nursing approved. Even through the past two years with the difficulties that Covid protocols presented, MCC continues to graduate nurses, many of whom are employed upon graduation here in Southeastern Montana.

In Montana, and nationally, the demand for skilled labor in the Meat Processing industry is acute and became more apparent in 2020 with the onset of COVID-19. As more consumers demand locally grown, pre-cut, processed, and easy-to-cook meat products, butchers and meat cutters will be needed to prepare them. Meat Processing facilities in Montana continue to have a back log of animals to harvest. A workforce is needed to satisfy increasing consumer demands for locally produced and convenient meat products. The popularity of various meat products such as sausages, cured meats, or specialty cuts is expected to result in demand for butchers and meat cutters in grocery and specialty stores (US Bureau of Labor Statistics, Occupational Outlook Handbook, April 12, 2019). In addition to the growing numbers of consumers interested in food origination and convenience, population is expected to reach 9 billion by 2050, which will require a 58 percent overall increase of meat production. Along with the additional needs in the industry, there are current meat processors who are aging out and looking to retire. Meat Processors in Montana are eager to invest in a workforce development program at MCC.

Welding is currently an employable, in-demand skill. Many signs point to a promising future for welders. The Bureau of Labor Statistics expects to see 3% growth between 2019 and 2029 for the employment of welders. There are currently over 100 job openings for welders/fabricators in Montana alone. Here in Miles City, there are five employers ready to hire welders upon graduation. Welding is also a skill that enhances the opportunity for employment for the students who add these courses to their program of study particularly for the degrees and certificates offered here at MCC in the areas of Agriculture, Auto, and CDL.

In Montana the need for ranch and rodeo workers and veterinarians who understand horses and their health and wellness is a constant. Students who attend MCC and graduate with a certificate or a two-year degree in Equine Studies are employable and needed. MCC has updated Equine course offerings in the past few months to align with the 4-year colleges in Montana and surrounding states, so that these credits and the certificate and degree will easily transfer and articulate.

The IT classes at MCC support all of our CTE programs - learning to use bookkeeping software is a skill that complements any job where a person may need to keep books and records, either for an employer, for personal reference, or because they are self-employed.

2. Please provide a brief description of how your campus will, in collaboration with local workforce development partners, provide a series of career exploration and career guidance activities including: (A) career exploration and career development coursework, activities, or services; (B) career information on employment opportunities that incorporate the most up-to-date information on high skill, high-wage, or in-demand industry sectors or occupations, as determined by the CLNA; and (C) an organized system of career guidance and academic counseling to students before enrolling and while participating in a career and technical education programs.

MCC and the the local Job Service as well as the local SBDC collaborate to bring students to the MCC CTE programs

and also to find local businesses that will offer partnership in the form of internships and on-the-job training. The region's main industries including health care, agriculture, construction, transportation, and related fields (including Nursing, Meat Processing, CDL licensure, and Welding) are the focus of existing partnerships that MCC has with several area employers. As these programs at Miles Community College continue to grow, we will continue to pursue partnerships with industries across the region and state. As described in the long-term strategic plan, *Pioneering Our Future* (2016), MCC will focus on strengthening existing industry and education partnerships. 2021 Major Initiatives developed by the MCC Board of Trustees includes reviewing academic programs for labor market demand while placing emphasis on workforce development and transfer programs to meet student and industry needs.

The projects proposed in this grant application align with these long-term goals and objectives and support the college's high priority on expanding embedded student learning opportunities which include internships. These projects will further help the college foster new employer-specific workforce development opportunities. The Meat Processing program is also set up to provide dual enrollment for high school students through articulation agreements and partnerships, and MCC staff are currently working on dual enrollment agreements for CNA certification with high schools across the state.

MCC is also pioneering continuing education agreements with some area businesses. We have just completed the first semester of serving Stockman Bank in this capacity and MCC staff are working on expanding that agreement and building others.

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## Part 3. Background - Student Populations

### Background Information

3. Please provide a brief description of how your campus will improve the academic and technical skills of students participating in CTE programs.

By offering the tools necessary for our Nursing Program, Meat Processing Program, Welding Program, Equine Program, and IT programs, MCC will be able to ensure that the students in these programs have the most significant opportunity to succeed. As the need for laborers in these fields continues to increase, students must have every chance to leave the program prepared and ready to start work immediately. The goal of MCC is that all of our CTE programs allow students to gain experience and to complete the necessary requirements for the certification we offer.

4. Please explain how your campus will provide activities to prepare special populations for high-skill, high-wage, or in-demand occupations; prepare CTE participants for non-traditional fields; provide equal access for special populations to CTE courses, programs, and programs of study; and ensure that members of special populations will not be discriminated against. Include how students, including students who are members of special populations, will learn about their school's career and technical education course offerings and whether each course is part of a career and technical education program of study.

Students in special populations are given many opportunities to succeed at MCC. We provide disability services available in the Learning Center where students are provided with assistance, tutoring, and tools that will assist them in their efforts to complete coursework. MCC students can request assistance based on their personal needs. MCC also offers English as a Second Language assistance. It is our goal to ensure that all of the students who attend and participate in the CTE courses have every chance to succeed. MCC has relationships and works with Mon TECH Assistive Technology and Montana Vocational Rehabilitation Transition Contacts, Disability Navigator Services, and Montana Job Service. These services assist in student awareness of course offerings, how to succeed in the programs, and offer financial assistance if needed.

5. Please provide a description of the work-based learning opportunities for students participating in CTE programs and how your campus will work with representatives from employers to develop or expand work-based learning.

MCC works with outside employers to offer internships to students in our CTE programs to gain job training while taking classes at the college. Our Nursing program has clinical agreements with Holy Rosary Healthcare and other area healthcare facilities. The Meat Processing Program is made possible by the many partners that MCC has engaged so that each student in this program has a workplace where they receive hands-on instruction and learning. The Welding instructor here at MCC has working relationships with five employers here in Miles City, including Transco and Cowtown Ag, who are ready to hire MCC students upon graduation.

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## Part 4. Background - Campus Performance

### Background Information

6. Please outline how your campus will provide students participating in CTE the opportunity to gain postsecondary credit while still attending high school.

Students attending high school have the opportunity to participate in courses offered at MCC and earn college credits on an MCC transcript through our Dual Enrollment and Free 2 Explore Programs. MCC also has agreements set up with Big Sky High School in Missoula for Meat Processing credit and we are working on CNA credit with High Schools across Montana.

7. Please identify how your campus supports the recruitment, preparation, retention, and training, including professional development, of teachers, faculty, administrators, and specialized instructional support personnel.

MCC has two personnel in Human Resources who support the recruiting, hiring, and training of all new staff and faculty members. We also encourage and provide opportunity for professional development in the form of on-site training, on-line classes, and conferences that meet specific training or development needs. We encourage professional networking, as well, and encourage our faculty and staff to learn from their peers in their respective fields and to increase their confidence in what each one brings to their position. In the past few years, MCC has updated the faculty onboarding process, implementing canvas online and focusing effort on peer-to-peer support and formal training with the VP of Academic Affairs and specific faculty. These onboarding tools are offered to our adjunct faculty as well as to our full-time faculty. MCC supports instructor professional development. Individual faculty seek opportunities that are funded through a central faculty professional development budget. Professional development days are offered on campus - 9+ days per year. Professional trainings are offered via request for conferences, courses, and workshops with travel provided or via remote when available.

8. Please outline how your campus will address disparities or gaps in performance between groups of students in each of the plan years, and if no meaningful progress has been achieved prior to the third program year, a description of the additional actions that will be taken to eliminate these disparities or gaps.

The process that MCC employs to address disparities in individual student performance is as follows: there is a Student Risk Report that faculty are to complete if they notice a student falling behind in a class or not continuing participation. The report is sent to the Learning Center where staff reach out to the student and offer assistance. If the student does not reach an acceptable achievement level and is placed on academic probation, they are required to complete the Get a GRIP (Grade Recovery In Progress) Program. The program involves tutoring, study sessions, and regular meetings with an academic advisor. If there are disparities or gaps in performance between groups of students from year to year in one of our CTE programs, curriculum and performance of the faculty will be reviewed and revised as necessary to resolve the issues that are found to exacerbate the disparities. MCC offers many support services for special populations: integrated instruction, library accessibility, scholarships and waivers, co-requisite tutoring for developmental math, co-requisite support for writing (ALP), free tutoring, free mental health counseling, disability services, and more. MCC offers many support services to encourage completion: advising, free tutoring, career advising, no-show follow-up, early alert, behavior intervention team, and more.

9. Please summarize levels of performance for your campus during the previous year for each of the following core indicators of performance: 1P1-Postsecondary Retention and Placement; 2P1-Credential, Certificate or Diploma; 3P1-Non-traditional Program Enrollment. You should identify your campus performance in relation to the state goal (provided in your campus Perkins report card).

1P1 - The percentage of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program, are volunteers, or are placed or retained in employment - The state goal is 84%. MCC has a 74% Postsecondary Placement percentage. Special populations actually are placed at a higher rate than white males. Our overall placement rate for females is 81%. American Indian, Black, and Individuals with Disabilities have a placement rate of 100%. Individuals from economically disadvantaged families have a 70% placement rate. As an institution, we can and will continue to work to offer tools and encouragement for all populations to see postsecondary placement.

2P1 - The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within 1 year of program completion is 100% for MCC students.

3P1 - The state goal for the percentage of CTE concentrators in career and technical education programs and programs of study that lead to nontraditional fields is 17%. MCC is currently at 24%. MCC continues to offer a wider



variety of courses/certificates and MCC's campus continues to be sought out for the nontraditional programs that we offer.

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## Part 5. Project Narratives

### Project Narrative Directions

Campuses may submit up to 50 projects for their allocation of local funds. When you're finished adding all requested projects, **SCROLL ALL THE WAY TO THE BOTTOM OF THE PAGE** and click **Mark as Complete**.

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### Project 1

Project 1 Title

Nursing Program Items

Project 1 Begin Quarter

Q 1

Project 1 End Quarter

Q 2

1 - Project/Program/Purchase Summary\*

\$20,010.67

This purchase will be a wide variety of items that will enhance the learning experience for our Nursing students and will enhance instruction opportunities. The items are listed here and are listed with their individual prices in the budget.

LIFEPACK 20 Defibrillator
General Monitoring Cloth Snap Electrodes
ECG Ruler
GLUCOCARD Vital Meter Kit
GLUCOCARD Vital Blood Glucose Test Strips
Assure Platinum Dose Control Solution
Assure Lockout Safety Lancets
SAFingerStick Kit
Littman Dual-Head Lightweight II S.E. Stethoscope
Multi-Cuff Blood Pressure Kit (5) Cuffs
Monitor with Stand
Inject-Ed Injection Trainer XL
Artificial Urine Set
Chemstrip 10 SG Strips
Kangaroo ePump Kit
Simulated Jevty (1 gallon)
Pill Crusher and Splitter
Crushable Tablets
Disposable Paper Souffle Cups
Nasal Atomizer
Compact Suction Unit 4
Airlife No-Touch Suction Catheter
Argyle Rigid Yankauer Bulb Tip with Vent and Tubing
PEDI Slide Chart
Fingertip Pulse Oximeter
B. Braun Introcan Safety IV Catheter, Straight 20 gauge

Long-Term Medication Card Bundle
EpiPen Trainers
Simulated Cuffed Tracheostomy Tube
Alaris Medley Pump Combo 6
Primary IV Tubing
Code Bundle I
Code Bundle II

1 - Expected Measurable Outcome(s)\*

1. Through the use of higher acuity and interactive simulation experiences we will track student progress in program identified key areas to assess for increased understanding and application of concepts and skills.
2. The ability to provide increased hands on learning experiences in lab and simulation will increase student comfort and confidence levels within the clinical setting as reflected in their patient interactions and on their clinical evaluations.
3. We will see an increase in integrated testing scores in categories pertaining to clinical judgement and nursing care.

1 - Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

The ability to create more interactive and real word simulation experiences for both the freshman and sophomore nursing students allows them the opportunity to both learn and demonstrate skills they will be using once they start into practice. Often there are skills and situations that are reviewed within courses, but that students never get to experience within the clinical setting. The opportunity to incorporate these concepts, such as cardiac monitoring and sample collection and analysis, into a simulation provides students the chance to practice in a safe space and to gain knowledge and confidence for later. The more detailed and realistic we can make our simulations, the better the learning experience for the students. We will also be able to create higher acuity simulations which can be used as summative evaluation tools to assess the clinical judgement of students and determine areas of need and reinforcement. This allows us a more student-centered approach when choosing patients within clinical settings as well as some clinical experiences, so that students are provided learning experiences that will help them grow weaker areas and develop a better understanding of nursing practice.

**Add Projects**

Would you like to add another project?

- Yes
- No

Project 2 Title

Stick Welding Equipment

Project 2 Begin Quarter

Q 1

Project 2 End Quarter

Q 2

2 - Project/Program/Purchase Summary

\$7,760.27 x 2

2 full Wire Weld set ups from American Welding & Gas, Inc.

(I have a quote that I can share if I can find a way to upload it. Items are listed in the Budget.)

The Welding Program would greatly benefit by offering Wire Welding. MCC currently only offers Stick Welding. Wire Welding is a necessary skill for employability. Our welding instructor is certified to teach Wire Welding, but MCC does not have the equipment necessary to teach this set of skills. There are multiple pieces of equipment that go into each Wire Weld set-up.

2 - Expected Measurable Outcome(s)

1. Students will have the appropriate tools and instruction to learn Wire Welding.
2. Students will show proficiency in Wire Welding.
3. Students will earn a Wire Welding Certificate.
4. The Final Exam will match the certification test required by multiple employers in Miles City, making these graduates immediately employable.

2- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Welding is a skill that enhances the opportunity for employment for the students who add these courses to their program of study particularly for the degrees and certificates offered here at MCC in the areas of Agriculture, Auto, and CDL. Our welding instructor is certified to teach Wire Welding, but MCC does not have the equipment necessary to teach this set of skills. Once MCC is set up with the equipment to teach Wire Welding courses, the instructor already has relationships built with 5 local employers who would work with our instructor to set the Final Exam up in such a way that it would take the place of the certification test for these employers, and these employers are all looking to hire more welders now and in the foreseeable future.

Would you like to add another project?

- Yes  
 No

Project 3 Title

IT class tools

Project 3 Begin Quarter

Q 2

Project 3 End Quarter

Q 3

3 - Project/Program/Purchase Summary

Quicken Starter Software

10 units at \$35.99 each

Total cost \$359.99

In the ACTG101—Accounting Procedures course, students would gain real world experience using Quicken software. Students could learn the Quicken program which they could then use for their own personal finances. Realistically, no one records transactions by hand or using Excel. Accounting software, like Quicken or Quickbooks, is used for business or personal finance. Quickbooks is way more complicated than the average user needs, especially these CTE students. In future semesters, the instructor is thinking of having students purchase the software license rather than textbooks. However, the instructor would like to try it for one semester before having the students purchase the software.



3 - Expected Measurable Outcome(s)

1. Every ACTG101—Accounting Procedures students (100%) will learn the Quicken program and in turn can use the software for their own personal finances. The student will have option to extend access to the Quicken subscription (at their own cost) after the course completes.
2. Increase student engagement by using Quicken software to teach the accounting cycle using at least 2 realistic examples that relate to Career/Technical students. I currently use Excel software to teach the accounting concepts and procedures. Realistically, nobody records accounting transactions using Excel (or by hand). Accounting software, like Quicken or Quickbooks, is used for business or personal finance.
3. Include at least one payroll project using Quicken to teach the concepts of payroll accounting (withholding, taxes and deposit processes).

3- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

This purchase would meet preparation needs for multiple Career Technical jobs. The Accounting Procedures course is one that goes well with MCC's Ag programs (including Equine), the CDL program, the Welding Program, and others that set students up for running a business. A working knowledge of accounting and Quicken will help set these students up for success as an owner, employer, or employee.

Would you like to add another project

- Yes  
 No

Project 4 Title

Equine Class Equipment

Project 4 Begin Quarter

Q 1

Project 4 End Quarter

Q 4

4 - Project/Program/Purchase Summary

2020 sportsman 450 ho eps. \$6500 - \$7000

4 Wheeler to benefit the Equine programs

This is a necessary piece of equipment to improve time management and increase actual instruction time for the Equine classes at MCC.

4 - Expected Measurable Outcome(s)

1. The two most beneficial outcome would be the instructor's saved time in class preparation meaning more instruction time, and saving cattle expense
2. Less need for cattle in colt starting classes and ranch roping class

3. Young horses could be started roping on towing dummies saving expense on cattle and feed
4. Manure hauling over quite a distance from the AAC to the outdoor manure pile
5. Less competition with the rodeo team using their 4-wheeler for the same purposes
6. Save on class prep time moving ground poles, obstacles, barrels before class
7. Hauling tack during colt starting
8. Improved time management and productivity on grounds clean up days

4- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Our Equine Program is a reason that some students attend MCC. There are not large numbers of colleges with Equine Studies, and very few two-year colleges where a student can get a start in Equine Studies. MCC fills a niche by offering this program. These students are able to go on to complete a 4-year degree through transfer and articulation, or are able to find employment upon graduating from MCC.

Would you like to add another project?

- Yes  
 No

Project 5 Title

Meat Processing Instruction and Curriculum

Project 5 Begin Quarter

Q 1

Project 5 End Quarter

Q 4

5 - Project/Program/Purchase Summary

\$35,555.89

This is 43% of the salary and benefits for the Meat Processing Coordinator. Last year we requested close to the full salary and benefits. We are working toward this expense being fully covered from our General Fund.

\$9,000

Range curriculum - our Meat Processing Director is working on developing these courses for MCC meat processing classes so moving forward we won't have this expense, but in order to start the program as quickly as we did under the first grant we needed this "ready to go" package. We have students currently in the program so need to phase them out of this RMA curriculum and the new ones into the Director's designed course content.

5 - Expected Measurable Outcome(s)

1. The Coordinator will plan for and administer the necessary logistics and procedures to provide students with the course schedules and internships necessary to complete the Meat Processing Certificate program.
2. Students will meet all objectives and requirements to earn the Meat Processing Certificate.
3. We will see an increase in industry partners and internship opportunities for MCC students.
4. The Articulation with Big Sky High School will allow high school students to earn college credit from MCC that will

transfer seamlessly into the MCC Meat Processing Program.

5. MCC will move toward sustaining this salary through the General Fund.

5- Please identify the results from your Comprehensive Local Needs Assessment that are addressed by this project, program or purchase: (include evidence reviewed and how this project, program or purchases addresses the identified need.)

Montana Ag Department and Montana Department of Labor and Commerce show an increased need in Montana for local meat processors - local supply and demand cannot be met by the processing currently available. MCC's Meat Processing program will supply local processors and processors across the state with employable meat cutters.

We had four graduates this spring. All with a Professional Certificate of Meat Processing. One will be working at a new plant in Lewistown, two of them have plans of opening their own business, one obtained a job in Hardin as a supervisor.

The articulation agreement with Big Sky High allows students to graduate high school with a certificate in meat processing from Miles Community College. We had two students participate this past year and are expected to have at least five students in the upcoming 22/2023 year.

Would you like to add another project?

- Yes  
 No

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## Program Assurances

Download a copy of the 2022-2023 Carl D. Perkins Program Assurance Agreement to be reviewed and signed by the campus dean or president.

[Program Assurance Agreement Perkins V 2022-2023.docx](#)

Upload the signed copy of your campus's 2022-2023 Carl D. Perkins Program Assurance Agreement here.

[Perkins Assurance Agreement.pdf](#)

Submit your acknowledgement.

I acknowledge I have read the Carl D. Perkins Program Assurance Agreement and have uploaded a copy of the Program Assurance Agreement read and signed by the appropriate campus leadership.

## Budget

### Proposed Budget Summary

#### Expense Budget

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>01 - Salaries</b>			
Meat Processing Coordinator Salary	\$24,534.00	\$0.00	\$24,534.00
Perkins Coordinator	\$3,238.30	\$0.00	\$3,238.30
<b>Subtotal</b>	<b>\$27,772.30</b>	<b>\$0.00</b>	<b>\$27,772.30</b>
<b>03 - Employer Paid Benefits</b>			
Meat Processing Coordinator Benefits	\$11,021.89	\$0.00	\$11,021.89
Perkins Coordinator Benefits	\$1,445.71	\$0.00	\$1,445.71
<b>Subtotal</b>	<b>\$12,467.60</b>	<b>\$0.00</b>	<b>\$12,467.60</b>
<b>06 - Consumable Supplies</b>			
Project 1 - Nursing Equipment - Airlife No-Touch Suction Catheter	\$115.60	\$0.00	\$115.60
Project 1 - Nursing Equipment - Argyle Rigid Yankauer Bulb Tip with Vent and Tubing	\$235.60	\$0.00	\$235.60
Project 1 - Nursing Equipment - Assure Lockout Safety Lancets	\$119.96	\$0.00	\$119.96
Project 1 - Nursing Equipment - Chemstrip 10 SG Strips	\$173.99	\$0.00	\$173.99
Project 1 - Nursing Equipment - Crushable Tablets	\$97.99	\$0.00	\$97.99
Project 1 - Nursing Equipment - Disposable Paper Souffle Cups	\$6.98	\$0.00	\$6.98
Project 1 - Nursing Equipment - Long-Term Medication Card Bundle	\$151.98	\$0.00	\$151.98
Project 1 - Nursing Equipment - Primary IV Tubing	\$1,149.00	\$0.00	\$1,149.00
Project 1 - Nursing Equipment GLUCOCARD Vital Blood Glucose Test Strips	\$92.45	\$0.00	\$92.45
Project 3 - IT Class Tools - Quicken Starter Software	\$359.90	\$0.00	\$359.90
Project 5 - Meat Processing Curriculum	\$9,000.00	\$0.00	\$9,000.00
<b>Subtotal</b>	<b>\$11,503.45</b>	<b>\$0.00</b>	<b>\$11,503.45</b>
<b>07 - Minor Equipment</b>			
Project 1 - Nursing Equipment - Alaris Medley Pump Combo 6	\$3,960.22	\$0.00	\$3,960.22
Project 1 - Nursing Equipment - Artificial Urine Set	\$88.99	\$0.00	\$88.99
Project 1 - Nursing Equipment - Assure Platinum Dose Control Solution	\$14.99	\$0.00	\$14.99
Project 1 - Nursing Equipment - B. Braun Introcan Safety IV Catheter	\$899.94	\$0.00	\$899.94
Project 1 - Nursing Equipment - Code Bundle I	\$25.99	\$0.00	\$25.99

	Grant Funded	Non-Grant Funded	Total Budgeted
Project 1 - Nursing Equipment - Code Bundle II	\$25.99	\$0.00	\$25.99
Project 1 - Nursing Equipment - Compact Suction Unit	\$1,310.00	\$0.00	\$1,310.00
Project 1 - Nursing Equipment - ECG Ruler	\$16.95	\$0.00	\$16.95
Project 1 - Nursing Equipment - EpiPen Trainers	\$80.94	\$0.00	\$80.94
Project 1 - Nursing Equipment - Fingertip Pulse Oximeter	\$183.96	\$0.00	\$183.96
Project 1 - Nursing Equipment - General Monitoring Cloth Snap Electrodes	\$25.16	\$0.00	\$25.16
Project 1 - Nursing Equipment - GLUCOCARD Vital Meter Kit	\$139.95	\$0.00	\$139.95
Project 1 - Nursing Equipment - Inject-Ed Injection Trainer	\$557.94	\$0.00	\$557.94
Project 1 - Nursing Equipment - Kangaroo ePump Kit	\$3,196.00	\$0.00	\$3,196.00
Project 1 - Nursing Equipment - Littman Dual-Head Lightweight II S.E. Stethoscope	\$191.97	\$0.00	\$191.97
Project 1 - Nursing Equipment - Monitor with Stand	\$2,689.00	\$0.00	\$2,689.00
Project 1 - Nursing Equipment - Multi-Cuff Blood Pressure Kit Cuffs	\$499.98	\$0.00	\$499.98
Project 1 - Nursing Equipment - Nasal Atomizer	\$7.96	\$0.00	\$7.96
Project 1 - Nursing Equipment - PEDISlide Chart	\$77.98	\$0.00	\$77.98
Project 1 - Nursing Equipment - Pill Crusher and Splitter	\$23.98	\$0.00	\$23.98
Project 1 - Nursing Equipment - SAFingerStick Kit	\$98.99	\$0.00	\$98.99
Project 1 - Nursing Equipment - Simulated Cuffed Tracheostomy Tube	\$107.96	\$0.00	\$107.96
Project 1 - Nursing Equipment - Simulated Jevty	\$75.98	\$0.00	\$75.98
Project 1 - Nursing Equipment LIFEPAK 20 Defibrillator	\$3,562.31	\$0.00	\$3,562.31
Project 2 - Stick Welding Equipment - Cylinder	\$214.90	\$0.00	\$214.90
Project 2 - Stick Welding Equipment - Industrial Mig Kit	\$1,447.50	\$0.00	\$1,447.50
Project 2 - Stick Welding Equipment - Miller Welder	\$4,930.00	\$0.00	\$4,930.00
Project 2 - Stick Welding Equipment - Miller Welder	\$4,930.00	\$0.00	\$4,930.00
Project 2 - Stick Welding Equipment - Outright Mixar	\$800.00	\$0.00	\$800.00
Project 2 - Stick Welding Equipment - Series Basic Roll Kit	\$1,599.00	\$0.00	\$1,599.00
Project 2 - Stick Welding Equipment - Series Basic Roll Kit	\$1,599.00	\$0.00	\$1,599.00
<b>Subtotal</b>	<b>\$33,383.53</b>	<b>\$0.00</b>	<b>\$33,383.53</b>
<b>09 - Travel</b>			
Perkins Coordinator Training	\$817.90	\$0.00	\$817.90
<b>Subtotal</b>	<b>\$817.90</b>	<b>\$0.00</b>	<b>\$817.90</b>
<b>12 - Major Equipment</b>			



	Grant Funded	Non-Grant Funded	Total Budgeted
Project 4 - Equine Class Equipment - 4-wheeler	\$7,735.58	\$0.00	\$7,735.58
<b>Subtotal</b>	<b>\$7,735.58</b>	<b>\$0.00</b>	<b>\$7,735.58</b>
<b>Total Proposed Cost</b>	<b>\$93,680.36</b>	<b>\$0.00</b>	<b>\$93,680.36</b>

**Revenue Budget**

	Grant Funded	Non-Grant Funded	Total Budgeted
<b>Grant Funding</b>			
Award Requested	\$93,680.36		\$93,680.36
<b>Subtotal</b>	<b>\$93,680.36</b>		<b>\$93,680.36</b>
<b>Non-Grant Funding</b>			
Cash Match		\$0.00	\$0.00
In-Kind Match		\$0.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Proposed Revenue</b>	<b>\$93,680.36</b>	<b>\$0.00</b>	<b>\$93,680.36</b>

**Proposed Budget Detail**

See attached spreadsheet.

**Proposed Budget Narrative**

**01 - Salaries**

List each position as a separate line item. In the notes please provide position title, % of FTE or total annual hours; annual salary, percentage of salary/FTE, and/or per credit rate for stipends. Stipend dollar amounts should have associated rationale. Examples: --Program Coordinator salary of \$50,000 funded at 50% or .5 FTE --Program Instructor salary for curriculum development (estimated 20 hours at \$50/hour and paid as a stipend) --Program instructor to run Career Exploration Camps (estimated 25 hours at \$20/hour) Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Meat Processing Coordinator Salary**

Martina Sackman - Meat Processing Coordinator - time spent working with grant funds supporting the Meat Processing program, and participating in meetings and trainings= .522 FTE of \$47,000 annual salary

**Perkins Coordinator**

Elizabeth Patten - time spent managing grant funds, completion of reports, and participation in meetings and trainings= .0689 FTE of \$47,000 annual salary

**03 - Employer Paid Benefits**

Should reflect percentage of position paid under Personnel. Includes FICA, retirement, WC, SUE and health insurance. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### **Perkins Coordinator Benefits**

Benefits for Perkins Grant Manager (Medicare 1.45% Social Security 6.20% PERS Retirement 8.97% Medical Insurance \$1,054/mo. Workers Compensation 0.8% State Unemployment 0.35%) calculated at .0689 FTE

### **Meat Processing Coordinator Benefits**

Benefits for Meat Processing Coordinator (Medicare 1.45% Social Security 6.20% TRS Retirement 9.37% Medical Insurance \$1,054/mo. Workers Compensation 0.8% State Unemployment 0.35%) calculated at .522 FTE

## **06 - Consumable Supplies**

Includes basic office supplies, books and reference materials, CTE classroom supplies and software. Basic office supplies will be capped at \$150 per application unless a justification is presented and approved by OCHE prior to application. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

### **Project 1 - Nursing Equipment GLUCOCARD Vital Blood Glucose Test Strips**

This will be 5 GLUCOCARD Vital Blood Glucose Test Strips at \$18.49 each

### **Project 1 - Nursing Equipment - Assure Lockout Safety Lancets**

This will be 4 Assure Lockout Safety Lancets at \$29.99 each

### **Project 1 - Nursing Equipment - Chemstrip 10 SG Strips**

This will be 2 Chemstrip 10 SG Strips at \$86.99 each

### **Project 1 - Nursing Equipment - Crushable Tablets**

Crushable Tablets

### **Project 1 - Nursing Equipment - Disposable Paper Souffle Cups**

Disposable Paper Souffle Cups

### **Project 1 - Nursing Equipment - Airlife No-Touch Suction Catheter**

This will be 40 Airlife No-Touch Suction Catheter at \$2.89 each

### **Project 1 - Nursing Equipment - Argyle Rigid Yankauer Bulb Tip with Vent and Tubing**

This will be 40 Argyle Rigid Yankauer Bulb Tip with Vent and Tubing at \$5.89 each

### **Project 1 - Nursing Equipment - Long-Term Medication Card Bundle**

This will be 2 Long-Term Medication Card Bundle at \$75.99 each

### **Project 1 - Nursing Equipment - Primary IV Tubing**

This will be 100 Primary IV Tubing at \$11.49 each

### **Project 3 - IT Class Tools - Quicken Starter Software**

This will be 10 units of Quicken Starter Software at \$35.99 each

### **Project 5 - Meat Processing Curriculum**

Range curriculum - in order to start the Meat Processing program as quickly as we did under the first grant we needed this "ready to go" package. We have students currently in the program so need to phase them out of this RMA curriculum and the new ones into the Director's designed course content.

### **07 - Minor Equipment**

Include a line item for each program-specific equipment under \$5,000. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

#### **Project 1 - Nursing Equipment LIFEPAK 20 Defibrillator**

LIFEPAK 20 Defibrillator

#### **Project 1 - Nursing Equipment - General Monitoring Cloth Snap Electrodes**

This will be four General Monitoring Cloth Snap Electrodes at \$6.29 each

#### **Project 1 - Nursing Equipment - ECG Ruler**

This will be 5 ECG Ruler at \$3.39 each

#### **Project 1 - Nursing Equipment - GLUCOCARD Vital Meter Kit**

This will be 5 GLUCOCARD Vital Meter Kit at \$27.99 each

#### **Project 1 - Nursing Equipment - Assure Platinum Dose Control Solution**

Assure Platinum Dose Control Solution

#### **Project 1 - Nursing Equipment - SAFingerStick Kit**

SAFingerStick Kit

#### **Project 1 - Nursing Equipment - Littman Dual-Head Lightweight II S.E. Stethoscope**

This will be 3 Littman Dual-Head Lightweight II S.E. Stethoscope at \$63.99 each

#### **Project 1 - Nursing Equipment - Multi-Cuff Blood Pressure Kit Cuffs**

This will be 2 Multi-Cuff Blood Pressure Kit Cuffs at \$249.99 each

#### **Project 1 - Nursing Equipment - Monitor with Stand**

Monitor with Stand

#### **Project 1 - Nursing Equipment - Inject-Ed Injection Trainer**

This will be 6 Inject-Ed Injection Trainer at \$92.99 each

#### **Project 1 - Nursing Equipment - Artificial Urine Set**

Artificial Urine Set

**Project 1 - Nursing Equipment - Kangaroo ePump Kit**

This will be 2 Kangaroo ePump Kit at \$1,598.00 each

**Project 1 - Nursing Equipment - Simulated Jevty**

This will be for two 1 gallon Simulated Jevty at \$37.99 each

**Project 1 - Nursing Equipment - Pill Crusher and Splitter**

This will be for 2 Pill Crusher and Splitter at \$11.99 each

**Project 1 - Nursing Equipment - Nasal Atomizer**

This will be 4 Nasal Atomizer at \$1.99

**Project 1 - Nursing Equipment - Compact Suction Unit**

This will be 2 Compact Suction Unit at \$655.00 each

**Project 1 - Nursing Equipment - PEDI Slide Chart**

This will be 2 PEDI Slide Chart at \$38.99 each

**Project 1 - Nursing Equipment - Fingertip Pulse Oximeter**

This will be 4 Fingertip Pulse Oximeter at \$45.99 each

**Project 1 - Nursing Equipment - B. Braun Introcan Safety IV Catheter**

This will be 6 straight 20-guage B. Braun Introcan Safety IV Catheters at \$149.99 each

**Project 1 - Nursing Equipment - EpiPen Trainers**

This will be 6 EpiPen Trainers at \$13.49 each

**Project 1 - Nursing Equipment - Simulated Cuffed Tracheostomy Tube**

This will be 4 Simulated Cuffed Tracheostomy Tubes at \$26.99 each

**Project 1 - Nursing Equipment - Alaris Medley Pump Combo 6**

This will be 2 Alaris Medley Pump Combo 6 at \$1,980.11 each

**Project 1 - Nursing Equipment - Code Bundle I**

Code Bundle I

**Project 1 - Nursing Equipment - Code Bundle II**

Code Bundle II

**Project 2 - Stick Welding Equipment - Cylinder**

2 Cylinders at \$107.45 each

**Project 2 - Stick Welding Equipment - Miller Welder**

Miller Welder

**Project 2 - Stick Welding Equipment - Miller Welder**

Miller Welder

**Project 2 - Stick Welding Equipment - Series Basic Roll Kit**

Series Basic Roll Kit

**Project 2 - Stick Welding Equipment - Series Basic Roll Kit**

Series Basic Roll Kit

**Project 2 - Stick Welding Equipment - Industrial Mig Kit**

2 Industrial Mig Kits at \$723.75 each

**Project 2 - Stick Welding Equipment - Outright Mixar**

2 Outright Mixar at \$400.00 each

**09 - Travel**

Include a list of who is traveling, purpose of travel, the mileage, lodging, meals, airfare, etc. Use the state approved reimbursement schedule. All travel must follow state of Montana rates and policies. Examples: --Program Coordinator to attend state Perkins meeting, fall 2021, Helena MT. Lodging 2 nights @\$155 (\$103 GSA rate plus tax) - \$230; mileage 190 miles @ \$.58 - \$110; per diem 2 days @ \$23/day - \$46 --Program Instructor to attend training in Seattle, WA, Sept. 13-19. Airfare \$200, Baggage round trip @ \$30, Ground transportation round trip @ \$50, Airport parking \$30, Per diem 9 days @ \$50, Lodging 8 nights @ \$200. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Perkins Coordinator Training**

Travel to Kalispell for training 3 nights at \$96.00 - \$288.00 Meal PerDiem for 3 days at \$30.50 per day - \$91.50  
Mileage at \$0.2820 for 1200 miles for college vehicle - \$338.40

**12 - Major Equipment**

Include a line item for each major equipment over \$5,000. Include "Project #" with your line item title. For example: "Project 1 - Dental Equipment".

**Project 4 - Equine Class Equipment - 4-wheeler**

4-wheeler