

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-406.16

PAGE: 1 OF 3

PROCEDURE TITLE: Military Heroes Education, Training and Support Initiative

BASED ON POLICY:

REVISION NUMBER: 1

OFFICE OF RESPONSIBILITY: Military Affairs



PRESIDENT

21 September 2018
DATE

PURPOSE

The purpose of this procedure is to communicate guidance on executing the State of South Carolina's recurring appropriation titled, *Military Heroes Education, Training and Support Initiative*.

PROCEDURE

The following guidance shall apply to the application and/or execution of the Military Veterans Education, Training and Support funding. Of a projected \$500,000 annually:

1. ~\$280,000 to support civilian industry certifications, licensing, and associate degrees. Funding is applied toward Aviation-related fields like aviation mechanic and structural mechanic, Logistics and Industrial Maintenance, as well as General Technology and Allied Health programs.
2. ~ \$160,000 is to support Veterans Resource Center

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-406.16

PAGE: 2 OF 3

This amount comprises staff salaries (VRC Dir., Administrative Assistant, and Liaison totaling ~ \$130,000), and operations costs, to include offices aboard Marine Corps Air Station Beaufort and Marine Corps Recruit Depot Parris Island which directly support the College's outreach to active duty and transitioning military members and families.

- A. Includes support for expanded services like resume assistance, job seeking strategies, and preparation for job interviews. Programs such as Veteran Awareness and Suicide Prevention may be supported under this appropriation.
 - B. Includes Veteran Student and Family Orientation activities coordinated through the College's Student Services Division.
3. MA Funding is executed under the cognizance of vice presidents and through specific administrative positions within the College. The following is a guide to how MA funds may supplant a portion of compensation for full-time employees affiliated with veterans credit and non-credit programs.
- A. VP Academic Affairs—10%
 - B. VP Student Affairs—10%
 - C. VP Admin Services—10%
 - D. Financial Aid Specialist, Student Services – 30%
 - E. Program Coordinator, Industry and Technology- 20%

Monetary Breakdown: \$280K for programs
 + \$160K for VRC Ops
 + \$60K for augmentation
 —————
 \$500,000

4. Procurement

Military Heroes Education, Training and Support funds is appropriated funding and subject to South Carolina procurement policy and regulations. Contracted services and purchases under this authority are required to be transmitted via procurement requisition to the TCL Purchasing Director, per TCL Procedure 5-1-501.13. Contract services to support awareness of veterans and veteran-support programs, e.g. purchasing information booths in conjunction with College

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-406.16

PAGE: 3 OF 3

participation in events that promote veteran employment and assistance may be supported under this appropriation. South Carolina State regulations prohibit the use of Military Assistance funding for veteran student clubs.

Promotional and Marketing services. Purchasing of promotional and marketing services is permissible under this authority where the intent is to aid in generating awareness of educational opportunities available to veterans and their families through the Technical College of the Lowcountry. When applying funding toward promotional services, the following guidelines shall be adhered to:

- A. Procurement of promotional items will not exceed 3% of the Veterans Resource Center allocation per academic year (fall, spring, summer). (total: \$4800)
- B. Procurement will be effected through the TCL Procurement Department
- C. Marketing. Use of the Technical College of the Lowcountry's logo for veteran-related events and requests for media attention/advertisements shall be coordinated in advance through the VP for Advancement, Attention: Marketing and Public Relations Department, per TCL Procedure 7-1-704.1

Implied within this guidance is routine collaboration among college vice presidents over the most effective execution of the Military Heroes Education, Training and Support Initiative. This guidance shall remain in effect on the date signed and until revised or cancelled in writing.