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Dyersburg State Community College

Veteran Reconnect Grant Program

Larenda Fultz, Project Director

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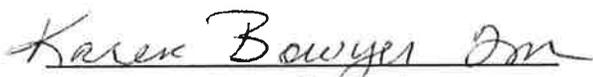
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Funding requested:

\$100,000



Dr. Karen A. Bowyer, President



Ms. Larenda H. Fultz, Project Director

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Program Need

In his 2013 State of the State address, Governor Bill Haslam launched the Drive to 55 Initiative, emphasizing that in order to compete in the global job market, 55% of Tennesseans must hold a post-secondary credential by 2025. According to the "Drive to 55 Alliance" (www.driveto55.org), this goal can only be reached if an additional 254,000 working adults complete degree programs.

According to the 2010 Census, 6,239 Veterans aged 18-54 reside in the seven-county area serviced by Dyersburg State Community College (DSCC). Currently, DSCC has 89 enrolled students who receive Veteran Administration (VA) Benefits. These numbers indicate that the Veterans are an underrepresented population at DSCC. Increasing the number of Veterans seeking a degree at DSCC from 1.43% of the current service area population of Veterans to 3%, or 187 enrolled Veterans, would align with the state Drive to 55 goals.

Employers in our area have indicated that skilled jobs go unfilled as a result of a lack of qualified applicants. For example, Mr. Larry Gibson, Plant Manager for Unilever of Covington, Tennessee, was quoted in a May 17, 2013, *Memphis Business Journal* article, "Adding the 14 ice cream production lines took about 18 months and the company intended to hire 700 employees, but had a hard time finding qualified people." To sustain job growth in our area, it is imperative to train adults for skilled jobs. Programs of study such as DSCC's Advanced Integrated Industrial Technology (AIIT) prepare adults for positions at Unilever and other local industries.

Overview

DSCC will, through this grant, create a more comprehensive tracking system for Student Veterans and hire a Counselor/Veterans Services Coordinator who will be supported by a college Veterans Success Committee. These two initiatives, which are required by this Grant, along with the other initiatives included in our proposal, will allow DSCC to enhance its commitment to the Principles of

Excellence for Educational Institutions Serving Service Members established by Executive Order on April 27, 2012, which includes the following “principles” relevant to this grant:

- Provide educational plans for all Military and Veteran education beneficiaries.
- Designate a Point of Contact for academic and financial advising.

If funded, DSCC will offer a holistic approach to supporting Student Veterans. First, the plan includes adding a point of contact qualified to provide both personal counseling and academic advising. Next, DSCC will provide Student Veterans a comprehensive array of services that support student success such as academic advising, tutoring, counseling, and job search training. In addition to serving Veterans themselves, DSCC will provide training and education for faculty and staff on issues faced by Veterans. A variety of events and programming designed to appeal to area Veterans and their families will help DSCC attract and retain service members and their families. Finally, preparing Student Veterans to transition to the job market or to a 4-year university will round out DSCC’s approach to supporting the service area Veterans.

Program Plan

Objective I:

Designate a point of contact for Student Veterans who will provide both academic advice and personal counseling by hiring a Counselor/Veteran Services Coordinator.

Recognizing the challenges faced by Student Veterans, DSCC will create a program to promote the well-being and academic success of Veterans. Some of the challenges include, but are not limited to: issues of integrating back into civilian life, dealing with the reality that their “former life” has changed during their absence, being stigmatized as “military”, culture shock, dealing with physical disabilities and with mental health issues. Having a good understanding of the psychological injuries will help meet the needs of Student Veterans. Therefore the college will seek to hire a Counselor/Veteran Services Coordinator with counseling credentials as well as experience in higher education and preferably military service. A copy of the proposed position description is provided on page 12.

A well-trained, single point of contact will help to provide an anxiety free path to enrollment, registration, and financial aid. The Counselor/Veteran Services Coordinator will work in conjunction with offices such as Financial Aid, Admissions, Records and the Business Office to ease Student Veterans through the hurdles and pitfalls of those processes.

The position and the activities of the grant will be supported by the formation of the DSCC Veterans Success Committee with the following membership:

- Larenda Fultz, Dean of Student Services
- Susan Charley, Dean of the Learning Resource Center
- Tanga McCullough, Librarian for the Jimmy Naifeh Center at Tipton County
- Sherry Baker, Counselor/ADA Coordinator
- Dr. David A. Strong, Veteran and Professor of Reading and History, Retired
- Michael Brooks, Veteran and Assistant Professor of Criminal Justice
- Patricia Higdon, Director of the Veterans Museum, Dyer County
- Brenda Rivera, Veteran and Instructor, Emergency Medical Services
- Elected member of the Student Veteran Organization (Discussed in Objective 4)
- Dr. Karen Bowyer, President, ex-officio
- Dr. Teri Maddox, Vice President for the College, ex-officio

The committee will be recognized as a Standing Committee of the College with membership appointed by the President of the College.

The Counselor/Veteran Services Coordinator will participate in DSCC Master Advisor Training and assist with the academic advising of Student Veterans. The Counselor/Veteran Services Coordinator will strive to help Student Veterans make wise choices when considering career opportunities and programs of study by utilizing the college's Career Exploration tools and VA Benefit guidelines. The Counselor/Veteran Services Coordinator will work with each Student Veteran to prepare a graduation plan and set life goals. Working closely with the Office of Financial Aid when appropriate, the Counselor/Veteran Services Coordinator will recommend coursework that is eligible for VA benefit certification; to ensure the Veterans benefits and time are used efficiently. The Counselor/Veteran Services Coordinator will also assist the service member in locating and submitting documentation for

training and service that could lead to Prior Learning Assessment (PLA) credit, shortening the time to degree completion.

Once enrolled, keys to Veteran retention will be support for their mental health and academic progress. Training and education for DSCC faculty and staff to recognize and properly react to the unique challenges faced by Student Veterans will better support the Student Veterans' academic needs and reduce the attrition rate of Student Veterans. The Counselor/Veteran Services Coordinator will plan and execute this training for faculty and staff.

Success will be measured by:

- hiring a masters-prepared Counselor/Veteran Services Coordinator;
- providing at least four Veteran events or workshop opportunities;
- providing at least four Veteran specific training and education programs for faculty and staff.

Objective 2:

Establish a tracking system for Veterans, which would create an open line of communication between the Veteran and the college and would implement academic interventions and early warning protocols for their success.

The college currently identifies only Veterans who qualify to receive VA benefits. The Counselor/Veteran Services Coordinator will develop a process to inform Veterans how to self-identify. This information will be used to establish a line of communication between the Counselor/Veteran Services Coordinator and the Office of Admissions, which will make Student Veterans aware of services and events planned with them in mind. It will also provide a means to request progress reports from faculty concerning the academic progress of Student Veterans in their classes. This information will also be used to offer early warning advice and suggest academic interventions when needed.

The College offers many services and assistance to help Student Veterans to be academically successful. As mentioned, personal counseling will be available to all Student Veterans. The college currently provides all students with access to services that increase success including

- a free Skill Builder program that is designed to strengthen reading, writing and math skills and to allow eligible students to test out of Learning Support courses, which will reduce cost and shorten the time to degree completion;
- free tutoring through the Academic Success Centers, Tutoring Centers, and Math Labs at all three DSCC locations and online 24/7 through Grade Results;
- an academic advisor with knowledge of the area of study selected by the student assigned at the time of application;
- Degree Works software to provide students with a clear view of their progress toward graduation;
- free technical assistance provided by the DSCC Help Desk available at all locations.

Additionally, during 2015-2016, DSCC will implement two software programs: the Educational Planner portion of Degree Works which will make it possible for students to map their future enrollment, ensuring a plan for efficient degree completion; and College Scheduler, which will be a time saver for adult students who are planning their schedule around work and family obligations.

Success will be measured by:

- establishing the Student Veteran tracking system;
- establishing a progress-reporting process;
- tracking the outcomes realized from early-warning interventions. A baseline will be determined during the initial year of the grant by identifying all Student Veterans who receive mid-term grade warnings. Subsequent years will be tracked to determine if the early interventions reduced the number of Student Veterans who received mid-term warnings.

Objective 3:

Establish a Veterans' Resource Center at each DSCC location and online.

A Veterans' Resource Center established by the Counselor/Veteran Services Coordinator and the Learning Resource Center (LRC) staff will provide ready access to print and online resources on topics of interest to Veterans. A space will be designated at each DSCC location to house computers with high speed internet connection. Print and online resources will be purchased to provide Veteran-specific information, as well as career-exploration and job-skill-development information.

This center will provide a physical space for Student Veterans to network with each other, hold student organization meetings, and have small-scale or informal Student Veteran information sessions such as

resume-development workshops and mock interviews. Information to assist with career exploration and job-skill preparation will be included in the collections.

Technical aid in areas such as how to complete online course assignments and how to use LRC research tools can be addressed in a quiet, personal atmosphere with such a center. The technical aid will be provided by an Institutional Student Employee, preferably with past military service, who will receive training provided by the DSCC Coordinator of Online Services. Student Veterans suffering from anxiety, hearing loss, and other issues common to service members, can be better served in a more personal, lower-distraction setting.

A web page with bookmarks to commonly-needed resources will be created and maintained. The web space will be driven by the requests of DSCC Student Veterans. A frequently-asked-questions section, specific to Student Veterans, will be established as part of the online-resource center.

Success will be measured by:

- the establishment of a Veterans' Resource Center at each DSCC location and online;
- hiring an Institutional Student Employee;
- frequency of use at all locations and online;
- survey results of those using the center - conducted to improve services and materials offered in the centers.

Objective 4:

Increase Student Veteran engagement.

In *Completing College: Rethinking Institutional Action*, Dr. Vincent Tinto's Model of Institutional Departure indicates that one of the top three reasons students do not persist in college is their failure to become or remain incorporated in the intellectual and social life of the institution. He stresses the role that interaction with others of like interests and peer-to-peer relationships in general, play in the retention of adult students. Tinto's theory states that students need integration into formal- and informal-academic systems and formal- and informal-social systems.

The final objective of the grant will be to establish and support a Student Veterans Organization recognized by the Office of Student Life at DSCC. Frequent faculty-student contact in and out of the classroom is recognized as an important factor in student motivation and involvement according to Arthur W. Chickering and Zelda F. Gamson's *The Seven Principles in Action: Improving Undergraduate Education* (1995). Therefore, a faculty member with past military service will be sought to fill the role of student organization advisor. The goals of the organization will be to support Veteran-friendly fellowship; bring speakers and events to DSCC that appeal to the needs of the Student Veteran; provide an outlet for student veterans to participate in community service activities; and provide Student Veteran representation on the DSCC Student Government Association (SGA).

Success will be measured by:

- the successful establishment of a Student Veteran Organization recognized by the DSCC Office of Student Life;
- participation from Student Veterans in the activities of the student organization. A baseline membership number will be established after the first semester the organization is recognized.

Detailed Project Timeline

- The DSCC Veterans Success Committee will meet monthly, archiving meeting minutes to serve as a source of information on the progress of the program.
- Personal counseling will be offered to Veterans as needed. The effectiveness of personal counseling will be assessed in terms of participant reaction, knowledge taken away from the counseling, behavioral changes via self-report measures, and follow-up sessions to determine overall effectiveness of the counseling.

August 2015:

- The DSCC Veterans Success Committee will submit an Employment Requisition to request the position of Counselor/Veteran Services Coordinator be advertised following TBR and DSCC policy and guidelines for hiring.
- A search committee will review applications, check references, interview candidates, and submit strengths and weaknesses to the DSCC President for consideration.

September 2015:

- Working with the Office of the President, establish space to be used for the Veterans' Resource Center at all three locations.
- Plan a DSCC Veterans' Resource Center online with the Office of the Vice President for Technology.

- Train staff at each location to respond to the needs of Student Veterans.
- Develop a Facebook page and/or Twitter page to establish a line of communication with Veterans tracking the number of notifications, likes or followers, and interactions.
- Plan and purchase resources to be included in the Veterans' Resource Center.
- Develop a Veteran marketing and recruitment plan. Track the costs. Assess the effectiveness of the marketing materials and the success of the recruitment campaign on a twice-annual basis.
- Meet with the Director of Student Life to begin the process of applying for a Student Organization.
- Attend DSCC Master Advisor Training and DSCC New Faculty/Staff Academy.
- Make contact with currently-enrolled veterans identified through Financial Aid as receiving VA benefits.
- Schedule and plan a workshop* during the Faculty and Staff Conference.

October 2015:

- Veteran Success Workshop*: Stress Management.
- Veteran Success Workshop*: Technology and the Classroom.
- Veteran Success Workshop*: Dealing with Anxiety in a College Setting.
- Complete arrangements for Faculty and Staff Conference training.
- Attend the National Association of Veterans' Program Administrators (NAVPA) Training/Conference in Nashville, Tennessee.
- Conduct interest meeting for the Student Veteran Organization.
- Request academic progress reports from faculty with Student Veterans in class.
- Contact the VA Hospital in Memphis and the local VA Clinics to determine if any resource fairs are planned to help promote DSCC Veteran Services.
- Meeting of the DSCC Veterans Success Committee.

November 2015:

- Faculty and Staff Workshop* related to Best Practices in Student Veteran Instruction (Faculty First Friday). Invite a speaker with expertise on the subject.
- Veteran Success Workshop*: Warning Signs of Suicide.
- Veterans Day Events*** – Invite Community to join.
 - Significant Speaker TBA
- Prepare for Open House: New Student Orientation specifically for veterans to be held at the Dyersburg Campus and the Jimmy Naifeh Center at Tipton County.
- Assist Veterans with advising for Spring 2016 Semester – Encourage Student Veterans ready for graduation to complete the Intent to Graduate.
- Request progress reports from faculty with Student Veterans in class.
- Contact Student Veterans to publicize Community Service activity in December.
- Make transportation and other arrangements for the community service activity.

- Work in conjunction with Counselor/Career Services Coordinator to host the annual Transfer and Job Fair. Make an effort to let Veterans know about the opportunity and businesses know of the benefits of hiring veterans.
- Begin planning community-wide event in February or March – Health Fair.
- Meeting of the DSCC Veterans Success Committee.

December 2015:

- Advising for Spring 2016 semester.
- Check to determine if Student Veterans have pre-registered for Spring 2016 Semester – encourage those who are not registered to come in before January rush.
- Community Service Activity*** (St. Jude Marathon, Memphis, Tennessee).
- Check academic progress of Student Veterans after grades are posted.
- Meeting of the DSCC Veterans Success Committee.

January 2016:

- Continue to advise for Spring 2016 Semester.
- Hold Open House: New Student Orientation specific for Student Veterans.
- Mailing to Business and Industry partners, Chambers of Commerce – Benefits of Hiring Veterans.
- Back to school student organization meeting – complete the Student Organization Request and submit to the Office of Student Life.
- Veteran Success Workshop*: Technology and the Classroom.
- Begin tracking system that allows Student Veterans to “self-identify” in order to add Student Veterans who are not VA benefit recipients to the early intervention and communication plans.
- Make first spring semester contact with Veterans.
- Meeting of the DSCC Veterans Success Committee.

February 2016:

- Veteran Success Workshop*: Living with PTSD.
- Workshop* for Faculty and Staff – Be a part of the Veteran Support System.
- Request progress reports from faculty with Student Veterans in class.
- Hold monthly meeting of the Student Veteran Organization.
 - plan Memorial Day activity*** that may include inviting a speaker to campus or participating in a community service activity.
- Contact Army National Guard Units to schedule visits during training to provide information on Veteran Services and starting classes at DSCC.
- Hold Community Wide Health and Resource Fair*** for Veterans and their Families.
- Meeting of the DSCC Veterans Success Committee.

March 2016:

- Faculty and Staff Workshop* related to Traumatic Brain Injury (TBI).
- Veteran Success Workshop*: Traumatic Brain Injury.
- Veteran Success Workshop*: Resume Development and Mock Interviews.
- Request progress reports from faculty with Student Veterans in class.
- Hold monthly meeting of the Student Veteran Organization – plan end of semester activity.***
- Visit Army National Guard Units as scheduled in February.
- Meeting of the DSCC Veterans Success Committee.

April 2016:

- Committee will meet to assess previous year's results and prepare for sustaining Student Veteran program.
- Advising for Summer and Fall 2016 semesters.
- Veteran Success Workshop*: Coping with Depression.
- Request progress reports from faculty with Student Veterans in class.
- Host a Job fair for Student Veterans with local employers.
- Remind graduation candidates to check out with the Office of Records and notify them that they are a Veteran to receive special recognition during commencement.
- Hold monthly meeting of the Student Veteran Organization – hold end of semester activity*** and help the advisor and officers prepare end of year report.
- Visit Army National Guard Units as scheduled in February.
- Attend Family Picnic and Resource Fair held yearly at the Millington Naval Base.
- Meeting of the DSCC Veterans Success Committee.

May 2016:

- Memorial Day activity*** including Student Veteran Organization input.
- Veteran Success Workshop*: Resume Development and Interview Skills for graduating Veterans.
- Assist with College and Employment Applications.
- Attend commencement where Veterans are recognized.
- Advising for Summer and Fall 2016 semesters.
- Check academic progress of Student Veterans after grades are posted.
- Meeting of the DSCC Veterans Success Committee.

June 2016:

- Advising for Summer and Fall 2016 semesters.
- Open House: New Student Orientation for Student Veterans.
- Collect and analyze data on Student Veterans successes and impact of successful grant.
- Meeting of the DSCC Veterans Success Committee.

- Prepare final report of the Veteran Reconnect Grant.

* The effectiveness of this training will be assessed in terms of participant reaction, learning demonstrated by participants, follow-up on behavioral changes demonstrated by participants, and a second workshop one-year after the first to determine results of the original workshop.

*** Participant reaction to the event/activity will be surveyed and kept as useful corrective information for the program committee to review and respond to.

Sustainability Plan

What	How	Budget
Objective 1: Designate a point of contact for Student Veterans who will provide both academic advice and personal counseling by hiring a Counselor/Veteran Services Coordinator.	Additional revenue generated by the increased number of Student Veterans will help off-set the additional cost of Professional Salary and Employee Benefits. The Veteran recruitment materials will be added to the Office of Admissions marketing and recruitment plan rotation. Future printing costs will be included in the Office of Admissions budget.	Salary: \$32,500-\$40,000 yearly Benefits: \$18,000-\$20,000 yearly Travel: \$2,000 yearly Additional Printing Costs: \$2,800 bi-yearly Postage Costs: \$1,400 yearly
Objective 2: Establish a tracking system for Veterans, which would create an open line of communication between the Veteran and the college and would implement academic interventions and early warning protocols for their success.	Once established, the tracking system and academic interventions will be continued by the Counselor/Veteran Service Coordinator.	The Veteran Tracking system will rely on DSCC's information technology already supported by the DSCC Computer Services Division.
Objective 3: Establish a Veterans' Resource Center at each DSCC location and online.	Once established, the resources of the Veterans' Resource Centers will be maintained by the LRC staff and supported by the LRC budget.	\$2,000 yearly
Objective 4: Increase Student Veteran engagement.	The Student Veteran Organization will be a recognized DSCC student organization making it eligible for support under the SGA budget. The organization will also have the option to plan fund raising events to support special requests.	\$200.00 stipend from SGA each year with the option to apply for additional funding for special events.

Appendix A

Dyersburg State Community College Position Description

TITLE: Counselor/Veteran Services Coordinator
REPORTS TO: Dean of Student Services
DEPARTMENT: Student Services
FLSA: Exempt

EFFECTIVE DATE: 8-2015
REVISION DATES:
PAY GRADE: AD06
EEO TYPE: 3
ORP ELIGIBILITY: Y

A. General Description:

The Counselor / Veteran Services Coordinator is a member of the Student Services staff and reports to the Dean of Student Services. He/she counsels student veterans regarding academic advising and personal counseling and provides training to faculty, staff and students to help student veterans be successful in an academic environment.

B. Duties and Responsibilities:

Counseling –

- Must have knowledge of student veteran development and adult students with excellent listening and communication skills.
- Maintains confidentiality and remain non-judgmental when providing personal counseling.
- Must attend master advisor training and maintain master advising status.
- Responsible for providing academic, personal and career counseling to student veterans upon request.
- Provide college wide training and information on topics such as understanding PTSD, stresses faced by student veterans, disabilities and student veterans, and cultural expectations of student veterans.
- Coordinate and maintaining documentation to track veteran enrollment, retention and successful completion of goals in a systematic and confidential way.
- Work closely with the Financial Aid Counselor responsible for certifying veteran benefits.
- Promote Prior Learning Assessment (PLA) opportunities for student veterans and help guide the student veteran to provide required documentation to the Office of Records.
- Work in conjunction with the Counselor/ADA Coordinator to provide assistance for student veterans who self-identify with a disability. Must have knowledge and understanding of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990.

Veteran Services –

- Develop and maintain a Veterans' Resource Center equipped with current publications, software and other resources and materials useful to DSCC student veterans and the

veteran population in the DSCC service area. Provide access to Veterans' Resource Center materials online and at all DSCC locations.

- Coordinate opportunities to inform area veterans of the resources and benefits available to them through DSCC. Work in conjunction with the Director of Public Information to develop and maintain veteran friendly recruitment materials to promote the services of the DSCC Veterans' Resource Center. Prepare letters, flyers, mailers and other materials to publicize the Veterans' Resource Center services and resources.
- Plan and coordinate a Student Veteran Open House: New Student Orientation each fall and spring with the assistance of the Counselor/ADA Coordinator and the FOCUS: First Year Experience Coordinator.
- Provide career and transfer-college information to student veterans and schedule workshops to assist with college transfer or job seeking skills prior to completion of their program of study.
- Schedule activities, programs and speakers that interest the veteran population in the DSCC service area.
- Train faculty, advisors and staff in best practices for helping student veterans be successful. Provide assistance with orientations for new faculty
- Provide academic advising to veteran students in the Advising Centers, online and by phone as needed.
- Assist with training for new advisors and retraining for current advisors
- Coordinate advising activities to accommodate students, advisors and the College

C. Working Conditions –

Sedentary. Desk work. Weekly travel to DSCC Centers is required. Occasional overnight travel, evenings and weekends may be required for college or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office settings. At least minimal environmental controls to assure health and comfort.

D. Minimum Requirements of Education and Experience –

Master's Degree in Counseling.

Three years counseling experience.

Experience with veteran counseling preferred.

Prior military experience preferred.

E. Required Qualifications –

Must have excellent oral and written communication skills and organizational skills.

Must have the ability to prioritize and the rapid ability to change focus from one position to another.

Must have the personality to work with people from diverse backgrounds.

Proficient use of Microsoft Office required. Knowledge of the student information system, Banner, preferred.

Prior experience in a community college setting, preferred.

Budget Plan

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 and Taxes			73,000
4,15	Professional Fee, Grant & Award			
5,6,7,8,9,10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			8,000
11,12	Travel, Conferences & Meetings			16,000
13	Interest			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation			
18	Other Non-Personnel			
20	Capital Purchase			3,000
22	Indirect Cost			
24	In-Kind Expense			
25	GRAND TOTAL			100,000

Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A* (posted on the Internet at www.state.tn.us/finance/act/documents/policy3.pdf)

Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT

INTEREST	AMOUNT

DEPRECIATION	AMOUNT

OTHER NON-PERSONNEL	AMOUNT

CAPITAL PURCHASE	AMOUNT
Lap-top, docking station, monitor, keyboard, mouse, speakers	2,500.00
Black and White Printer	300.00
Network office phone	200.00

GRANT BUDGET LINE-ITEM DETAIL

Line 1	Salaries and Wages	Counselor/Veteran Services Coordinator	\$44,000
		Institutional Student Employee	\$5,000
Line 2	Employee Benefits & Payroll Taxes		\$24,000
Line 3	Total Personnel Expenses		\$73,000
Line 4	Professional Fees		\$0.00
Line 7	Postage and Shipping		\$3,000
Line 10	Printing and Publications		\$5,000
Line 11	Travel		\$9,000
Line 12	Conferences and Meetings		\$7,000
Line 22	Administrative Expenses		\$0.00
Line 25	Total Expenses		\$100,000