

Perkins Annual Meeting

Lightning Showcases & Roundtables: From the Field

Best Tips, Tools, and Hacks for Managing a Perkins Basic Grant

Session Purpose: Real tools and workflows currently used across North Carolina Community Colleges to manage Perkins effectively, with peer discussion to support adaptation.

Agenda at a Glance

Welcome & Framing

Lightning Showcases

- Coastal Carolina CC – Internal Working Summary Budget (Excel)
- Martin CC – Perkins Budget Information & Reporting
- Pitt CC – Digital Tools and Workflows
- Vance-Granville CC – What New Perkins Leads Need in Their First Year

Roundtable Rotations

1. Practical Tools and Strategies to Improve Organization – Stanly CC
2. CLNA, Strategy, and Leadership Decisions – Gaston College
3. From Deadlines to Systems – Catawba Valley CC

Final Reflection & Exit Ticket

Scan below to access **shared tools, templates, and materials**.



Lightning Showcase Tool

Coastal Carolina Community College

Tool Overview

This Internal Working Budget Summary is an Excel-based template used to track Perkins Basic Grant activity throughout the fiscal year. It provides a single working view of approved budgets, Vocational Codes, expenditures, remaining balances, and percent expended.

Why This Tool Matters

The template supports proactive grant management by making spending progress visible in real time. It helps staff identify underspent activities early, plan budget modifications, and communicate clearly with finance and leadership.

How to Use This Handout

The pages that follow include the full Internal Working Budget Summary template exactly as used by Coastal Carolina Community College. Colleges are encouraged to adapt the structure to their own systems and workflows.

CCCC 2025-26 Perkins Budget Initial+Carry Over

Status 01.26.26

PERKINS UNIT CODE: 20301

Initial Approved Budget <i>Increased \$1 due to rounding St Bd mtg 9/19</i>	\$190,293
Carry Over Funds <i>Approved (10/21/25)</i>	\$17,195
Total Perkins Budget	\$207,488

Plan Activity #	Perkins Activity Voc Code	BUDGETED	PO Amount	Balance
\$0	10 - Administration			
	none	\$0.00		
\$14,825	11 - Organized and Systemic Career Exploration			
11.0	Career Coach renewal by 4/1/26	11,800.00		
11.1	College Central Network 9/1 - 8/31 PO40377	3,025.00	2,949.19	
		\$14,825.00	2,949.19	11,875.81
\$10,400	12 - Professional Development			
12.0	Perkins meetings- travel expenses; Mid-Year Review, Annual Mtg	1,000.00	234.80	765.20
12.1	Early Childhood: NAEYC: Natl, State mtgs, ACCESS,workshops	4,000.00	3,925.54	74.46
12.2	BTLS Prof Dev - ACC	5,000.00		
12.3	Success Coach prof dev opportunity (state workshop)	400.00		
		\$10,400.00	4,160.34	6,239.66
\$24,331	13 - Skill Attainment 16,731+7600=24331			
13.1	Monitors for MOA/OA 48 units at \$200 ea (with tax) 46 units ordered	9,600.00	7,136.90	PO 40572
13.2	ELMO document camera for MOA PO 40205	500.00	430.36	rec'd 7/25
13.3	Early Childhood Lab Update, Enhancements teaching demo mats	2,500.00		Quotes in IP
13.5	ELC: Student Panel boxes for lab expansion (PO planned Feb w/lab reno)	4,131.00		
13.8	HET: Ohms Law & DC Circuits Trainers 2@\$3800 each rec'd 11/20	7,600.00	7,479.30	PO 40648
13.9	HET:Adv Electronics Trainer \$5700 - EQUIP (Activity 17.2) rec'd 11/20			rec'd 11/20
		\$24,331.00	15,046.56	9,284.44
\$0	14 - Academic Integration			
	None	\$0.00		
\$9,305	15 - Increase Student Achievement			
15.4	PIO Support: Video skill dev, remed, pathway & career promo PO40297	3,500.00		
15.5	PIO: Promo of CTE pgms& careers, Special Pops, student credential completion	3,500.00	7,165.86	rec'd 9/1
15.6	PEVO TOTEM Panoramic Camera & Speaker 3@ \$750 ea + \$55 protect plan for MOA/OA/LEX PO40236	2,305.00	2,019.07	rec'd 7/31
		\$9,305.00	9,184.93	120.07
\$0	16 - Evaluation of CTE Programs			
	None	\$0.00		
\$79,650	17 - Equipment - (MAX \$103,743) 73950 + 5700=79650			
17.0	Computers for Networking Lab 37 units at \$1350 ea (with tax) (Activ 13.0) PR 12921561 \$39,328.41 w/o tax or S&H; 17 units BT104, 20 units BT201	49,950.00	42,081.40	PO40325
17.1	EMS: Lucas v3.1 Chest Compression System: quote \$21976.12 w/o tax (Activity 13.4) PO 40350	24,000.00	22,626.60	received Sept
17.2	HET: Adv Electronics Trainer (Activity 13.9) PO 40648	5,700.00	5,612.15	PO40648
		\$79,650.00	70,320.15	9,329.85
\$56,011	18 - Wages - per Michelle Stiles+ est for increases			
18.0	Lead Success Coach/Career and Technical Success Coach (35% of salary)	41,920		
18.1	Coordinator for Human Services/Specialist for Financial Aid Services (20% of salary) Kayce Straight Start 09/02/2025	14,091		
	<i>Salary Expenditures as of 12/31/25</i>	\$56,011.00	22,828.02	33,183
\$12,966	19 - Career and Technical Student Organizations 9070 + 3896=12966			
19.0	SkillsUSA Membership for students, advisors			
	Professional Affiliation 6 faculty @ \$26 ea		156.00	PR12955355
	SkillsUSA Institutional Membership -25-99 students		395.00	
	Career Essentials Assessments		50.00	
	Career Essentials Experiences		50.00	
	Certifications		48.75	
	7% tax		48.98	
	SkillsUSA Membership for students, advisors	1,570.00		
19.1	Travel - FACULTY Regional, State competition	4,000.00		
19.2	Travel - STUDENTS Regional, state 10 \$300	3,000.00		
	19.2 Additional STUDENT travel funds for SkillsUSA	3,896.00		
19.3	Special Population Support -items owned by college, used by students	500.00		
		\$12,966.00	748.73	12,217.27
\$207,488	Total	\$207,488.00	125,237.92	82,250.08
			<i>Expended</i>	<i>60.36%</i>

Contact for template sample: herringm@coastalcarolina.edu

Martin Community College

Showcase: How to use XDBR and sort by VOC code. This process allows you to pull your budget by the VOC code.

XDBR – Change the N to a Y at the bottom:

XDBR - Departmental Budget Report ☆ Save Save All Cancel Cancel All

Fiscal Year thru

Calendar Ending Month of

Fund Groups

1	<input type="text"/>	...
2	<input type="text"/>	...

Units

1	40800 VOED (Perkins)	
2	<input type="text"/>	...
3	<input type="text"/>	...
4	<input type="text"/>	...
5	<input type="text"/>	...
6	<input type="text"/>	...

Additional Selection Criteria Yes

Select the "With" option from the dropdown box.

Use ... to search for VOC. It is usually at the end of the list.

XDBR • XDBR - Departmental Budget Report ☆ • Save Save All Cancel Cancel All

Element Select Specification Value 1/1

Additional Selection Criteria
Using the N99L04A List Specification
Selection File: GLACCTS

Additional Select Criteria	Connective	Field Name Parameter	Relation
1	WITH	<input type="text" value="Value"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>

Select VOC



#	Element Name	Type	Loc	Format	Conversion	Single/Multi	Association
181	VOE	I				S	
182	VOE.1	I				S	
183	VOE.1.DESC	I				S	
184	VOE.1.WITH.DESC	I				S	
185	VOE.DESC	I				S	
186	VOE.WITH.DESC	I				S	

Use the next dropdown box to select "EQ."

In the last section, put the VOC Code you want in parenthesis. i.e. "10" or "11"



Additional Selection Criteria

Using the N99L04A List Specification

Selection File: GLACCTS

Additional Select Criteria

Connective

Field Name

Relation

Parameter

Value

1	WITH	VOE	EQ
		"12"	
		12	
2			
3			
4			

Save out as usual

Pitt Community College - Grants Management Office
 Grant Expenditure Request for Approval

Date: _____
 Approval#: _____

Grant: _____

Instructions: This form is to be submitted to the Grants Management Office PRIOR to proposed purchase (2 wks prior preferred). Please submit form to jimitchell645@my.pittcc.edu

Name: _____ Position: _____ Office Location: _____
 Phone: _____ Email: _____ Dept/Division: _____

Item Requested	Vendor	Price	Quantity	Description	Purpose/Justification	Payment
Total Requested:						

(remember to account for tax and shipping charges here- this is your total approved expenditure)

Signature of Requestor _____ Date _____ Signature of Supervisor _____ Date _____

Signature, Grants Management _____ Date _____
 Amount Approved: _____
 GL Code: _____

This approval is for the quantity of the item(s) listed above, UP TO the amount approved.
 Additional items and/or quantities, OR costs above the approved total will require another Approval Request.
 Please reference the approval number at the top of the page on ALL requisitions, Pcard transactions, receipts, and emails.



GRANT EXPENDITURE REQUEST FOR APPROVAL

Instructions: This form is to be submitted to the Grants Management Office PRIOR to proposed purchase (2 wks prior preferred).

Are you filling this form out on behalf of another employee?

Requestor Information

Name: Office Location: Phone:

Director, Basic Law Enforcement Train

Email: Dept/Division: Date:

Items Requested

Grant:

Has this item/service/training/etc been purchased/attended before? Yes No

Item Requested:	Vendor:	Price (each):	Quantity:	PCard or PO?
1 BLET - Tactical Training Furniture	Next Dynamics Corp	\$ 5796.71	1	PO

Item Description:

Purpose/Justification of Need:

Add Item

Items Cost: \$ 5796.71

Shipping Cost: \$ 1000.00

Auto-Tax: 7.00 %

Total Requested: \$ 7272.48

Dean:

For Grant Management Office Use Only

Approval #:

40390-1104-7272

GL Code:

1 11-220-13-523000-40390

Amount:

\$ 7272.48

Add Item

Remove Item

Amount Approved: \$ 7272.48

Package History

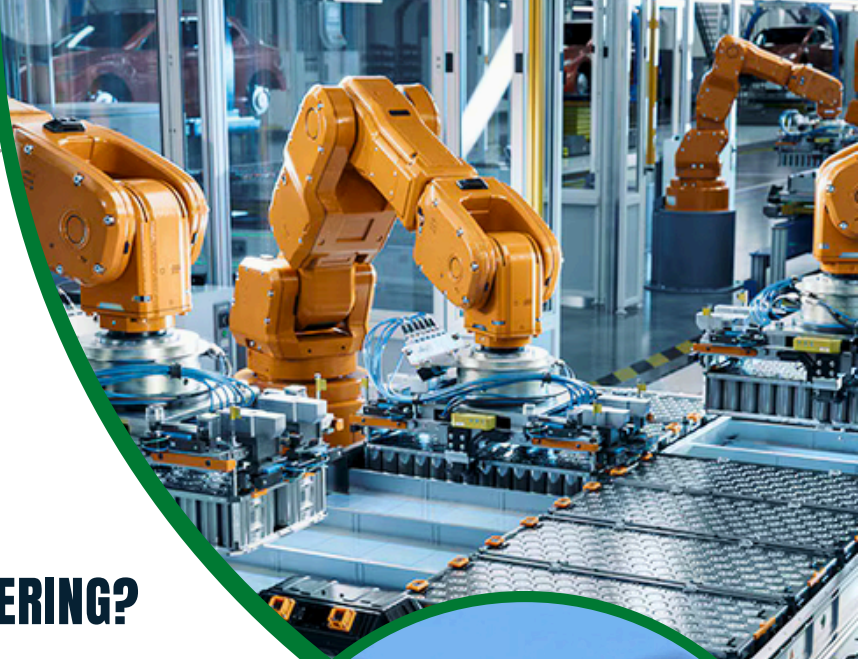
Date	User	Action
10/30/2025 8:11:13 AM	Thomas L Forrest	Added attachment 'BLET%20-%20Tactical%20Training%20Furniture.pdf'
10/30/2025 8:11:13 AM	Thomas L Forrest	Submitted 'Grant Expenditure Request for Approval'
10/30/2025 8:11:23 AM	Stacey Cole Gerard	Received
10/30/2025 10:11:32 AM	Stacey Cole Gerard	Decision Approved on step 'Supervisor Approval'
10/30/2025 10:12:00 AM	F-GrantEXR	Received
11/4/2025 10:40:46 AM	Jamie Lee Mitchell	Decision Approved on step 'GMO Approval'
11/4/2025 10:41:12 AM		Workflow Ended

MECHATRONICS ENGINEERING

WHAT IS MECHATRONICS ENGINEERING?

MECHANical and **electRONICS**.

Mechatronics is an interdisciplinary branch of engineering that focuses on the integration of mechanical devices, electrical circuitry, electronic components and software, and also includes a combination of robotics, computer science, telecommunications, systems, control, automation and product engineering.



INDUSTRIES SERVED

- Automotive
- Medical
- Facility Automation Service
- Manufacturing



CREDENTIALS OFFERED

- Associates in Applied Science
 - Programmable Logic Controllers Certificate
- Robotics and Machine Design Certificate
- Entry Level Mechatronics Certificate



PROGRAM OPTIONS

- Online Courses
- Hybrid Courses
- Day Courses - All Courses Available at South Campus

Contact Us Today! ☎ 252-738-3541 ✉ mechatronics@vgcc.edu





Mechatronics Engineering / <https://www.vgcc.edu/sequence/mechatronics-engineering-technology/>

CAREER GUIDE

How to Use This Guide

- Identify Your Path:** Determine which area of Mechatronics interests you most.
- Follow the Educational Path:** Enroll in the corresponding VGCC programs and complete the necessary coursework.
- Pursue Entry-Level Positions:** Gain experience through internships or entry-level jobs while still in school.
- Advance Your Career:** Use the career ladder to plan your progression from entry-level to expert positions.



Mechatronics Engineering

Data Sources: Median salary ranges for NC by position based on AI from Bureau of Labor Statistics, Glassdoor, Payscale, and Salary.com .

These are general examples of positions that might be found in this career track. Actual positions and salaries vary depending on the industry and individual company.

Stanly Community College-Annual Meeting 2026

Course Design Request and Acknowledgement

Name of Course Designer: _____ Date: _____

Course to Be Designed (Course Number and Title): _____

Curriculum Credit Hours or Continuing Education Instructional Hours: _____

Time Period for Course Design (Semester/Year): Fall/____ Spring/____

*Note: All Course designs must be completed and submitted for review to the Center for Teaching and Learning no later than April 30.

Identify Course Characteristics (Check all points that apply):

- CTE Course English Contextualization (CTE) Math Contextualization (CTE)
 CE/OE Courses University Transfer, General Ed, or Humanities Courses

Purpose of the course design:

- New Course Offering (with QM Review)
 Program Advisory Board recommended (Provide a copy of the Advisory Board Meeting notes)
 Full Course Design / OER (with QM Review)
 Convert to nearly textbook free (Cengage All Access, Pearson Unlimited e-Text Access, etc.)
[Attach a summary/outline of proposed redesign changes]
 Course Redesign (Major Update. Attach a summary/outline of proposed redesign for review)
 Bring the course to Quality Matters / ADA Compliance
(Full alignment including review of SLOs and assessment practices)
 Translation of an entire course into Spanish
 Translation to update limited elements of a course in Spanish

Acknowledgements:

- I understand that all course designs require an initial consultation with the Center for Teaching and Learning. (This may include a Quality Matters "Understanding the Rubric" or "Applying the QM Rubric" training.)
 I understand that all course redesigns must be approved in advanced to be eligible for funding.
 I understand that all course designs will undergo a final review by the Center for Teaching and Learning and any recommendations will need to be addressed prior to release of payment.
 I understand that, consistent with the SCC Intellectual Property Policy, this course redesign and the content of the course will remain the intellectual property of Stanly Community College. (See the SCC Intellectual Property Policy for further details.)
 I understand that the course design must be submitted for review no later than March 31st and all corrections must be reviewed and approved by May 10th to ensure funding.

Course Designer Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

AVP's Signature: _____ Date: _____

Perkins Travel/Professional Development
Approval Form

****This form must be submitted in addition to the normal Travel Authorization before funding can be considered.****

Name: _____ Department: _____

Travel/Professional Development Title (No Acronyms): _____

Location: _____ Date of Travel: _____

Description of Travel/Professional Development: _____

Justification for funding: _____

Have you ever attended this Professional development before: ____ Yes ____ No (If yes provide date and funding source) _____

By accepting Perkins Funds I understand and acknowledge that,

- Perkins Funds are Federal dollars and not part of the Stanly Community College General Fund as such use of these funds require special consideration, oversight, and accountability. Prompt and accurate documentation is essential.
- Perkins Funds cannot be utilized for the purchase of food or alcoholic beverages. All per diem payments must be paid out of non-Perkins funds.
- All receipts must be submitted to the Accounts Payable Specialist and the Perkins Coordinator as soon as possible following charges and/or travel. Perkins Funds may not cross from one budget year to the next. Failure to produce travel documents in a timely manner may result in the funding being paid out of regular program budget.
- I will need to provide a synopsis of the Professional Development to the Perkins Coordinator within one week of the travel as evidence for record. This synopsis should include an outline of the sessions undertaken, duration of the sessions, and a summary of the training.

Recipient's Signature: _____ Date: _____

Perkins Coordinator: _____ Date: _____

Perkins Equipment Request Form

** This form must be submitted before funding will be considered. **

Name: _____ Department/Program: _____

Equipment being requested (No Acronyms): _____

_____ Equipment Cost: _____

Location equipment will be stored: _____ Date needed: _____

Description of Equipment: _____

Justification for funding: _____

Provide evidence that this equipment is directed by the program advisory board. (Meeting minutes, emails, etc.)

Has the equipment been purchased before: ____ Yes ____ No (If yes provide the following information)

• Date and funding source of previous purchase: _____

• Is the new equipment an upgrade: ____ Yes ____ No (If yes explain) _____

By accepting Perkins Funds I understand and acknowledge that,

- Perkins Funds are Federal dollars and not part of the Stanly Community College General Fund as such use of these funds require special consideration, oversight, and accountability. Prompt and accurate documentation is essential.
- Perkins Funds cannot be utilized for the purchase of food or alcoholic beverages.
- All receipts must be submitted to the Accounts Payable Specialist and the Perkins Coordinator as soon as possible following charges.
- Perkins Funds may not cross from one budget year to the next. If any equipment is backordered to the extent that it cannot be delivered, paid for, and placed into service before June 20th the order will be cancelled.
- All Perkins funded equipment must be properly maintained and accounted for. It is the responsibility of the respective Program Head to notify the Perkins Coordinator if Perkins funded equipment is stored in a place other than noted on this form. The Program Head must also notify the Perkins Coordinator if the equipment falls into disrepair. Decommissioning of this equipment must be handled in accordance with Federal Standards.
- Perkins funds can only be utilized for CTE Curriculum programs. If you have questions concerning eligibility of funding please contact Devin Baucom, 704-991-0190.

Recipient's Signature: _____ Date: _____

Perkins Coordinator: _____ Date: _____

Return this form to dbaucom0142@stanly.edu and hmcilwaine3341@stanly.edu

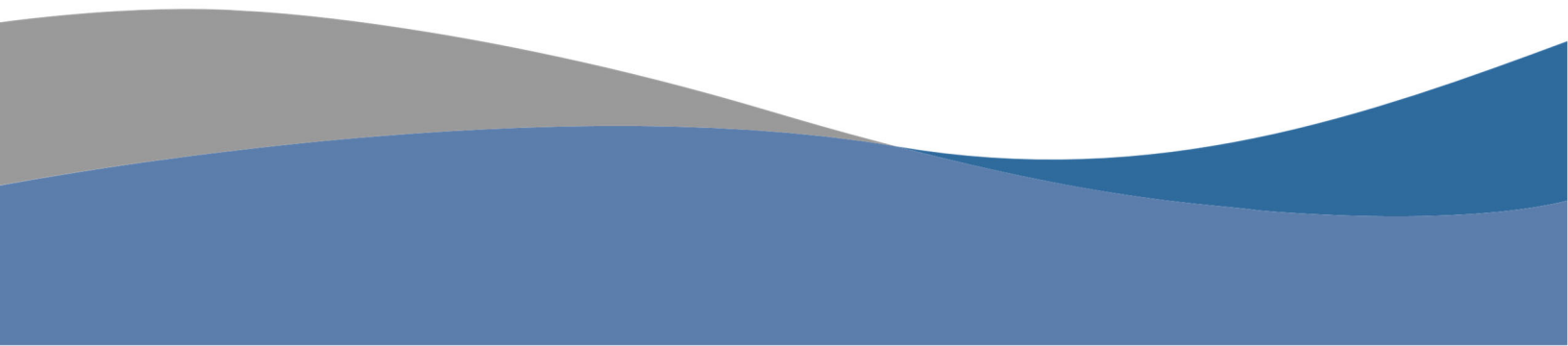


JOBS e Q

Perkins V Report

Strengthening Career & Technical Education

in Gaston College's Service Area



About this Report **Error! Bookmark not defined.**

Industry Growth Forecasts **Error! Bookmark not defined.**

Industry Forecasts Including Retirement Demand..... **Error! Bookmark not defined.**

Detailed Industry Projections **Error! Bookmark not defined.**

Career Cluster Growth Forecasts **Error! Bookmark not defined.**

Career Cluster Forecasts Including Retirement Demand **Error! Bookmark not defined.**

Detailed Occupation Projections..... **Error! Bookmark not defined.**

Top Employers Advertising for Jobs **Error! Bookmark not defined.**

Top Skills in Demand for Job Ads..... **Error! Bookmark not defined.**

Top Skill and Certification Gaps..... **Error! Bookmark not defined.**

Regional Colleges and Universities..... **Error! Bookmark not defined.**

Service Area Regional Map..... **Error! Bookmark not defined.**

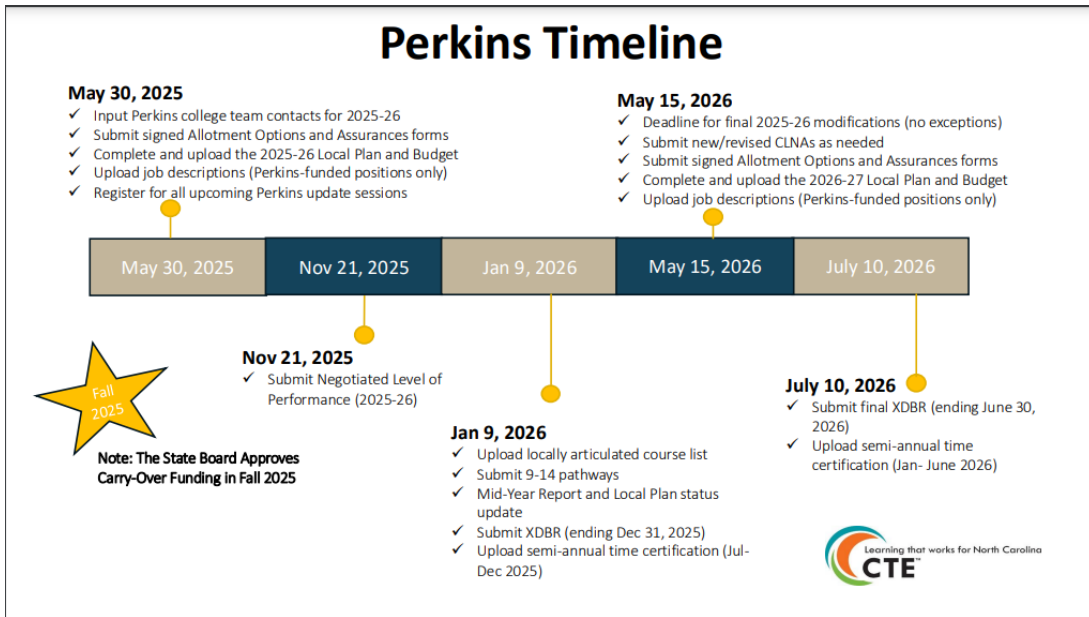
Data Notes..... **Error! Bookmark not defined.**

Region Definition..... **Error! Bookmark not defined.**

FAQs **Error! Bookmark not defined.**

From Deadlines to Systems: Organizing Perkins Responsibilities Year-Round

Perkins Timeline- Framework



What: Documents and due dates

How: Clear organization, use of technology, reminders

One Drive Organization

Academic year

ive > Aden - Catawba Valley Community College > Perkins >

Name	Status	Date modified	Type	Size
21-22	✓	8/11/2022 4:23 PM	File folder	
22-23	✓	11/20/2023 9:57 AM	File folder	
23-24	✓	6/28/2024 7:31 AM	File folder	
24-25	✓	5/6/2025 2:46 PM	File folder	
25-26	🔄	1/27/2026 10:53 AM	File folder	
Applications	✓	11/27/2023 8:39 AM	File folder	
Current CLNAs	✓	5/22/2025 1:09 PM	File folder	
CLNA Guide FINAL April 2023	✓	4/12/2023 2:26 PM	Adobe Acrobat D...	918 KB
Perkins Handbook 2025-26 FINAL 041025	✓	5/6/2025 10:22 AM	Adobe Acrobat D...	6,636 KB
Updated Moodle information	✓	6/28/2024 7:35 AM	Microsoft Word D...	19 KB

BOY, MOY, EOY

re > Aden - Catawba Valley Community College > Perkins > 24-25 >

Name	Status	Date modified	Type	Size
BOY documents	✓ Ⓜ	1/27/2026 11:17 AM	File folder	
EOY documents	✓ Ⓜ	1/27/2026 11:17 AM	File folder	
MOY documents	🔄 Ⓜ	1/27/2026 11:17 AM	File folder	
Promising Practice Video	✓ Ⓜ	1/27/2026 11:17 AM	File folder	
Handbook 2024-25 Final	✓ Ⓜ	4/22/2024 8:47 AM	Adobe Acrobat D...	4,089 KB
Time and Effort Form 12.15.24	✓ Ⓜ	12/3/2024 12:33 PM	Microsoft Word D...	29 KB

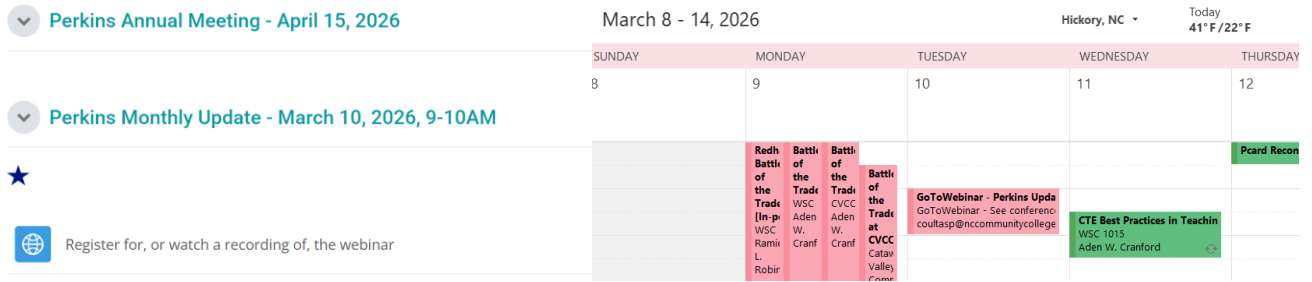
Within folders

rive > Aden - Catawba Valley Community College > Perkins > 24-25 > MOY documents

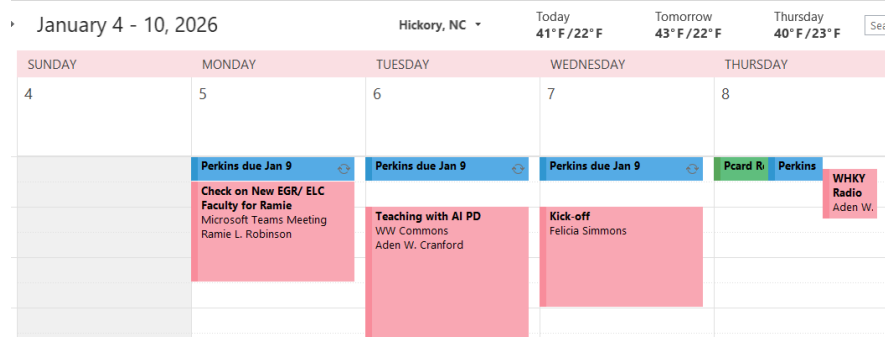
Name	Status	Date modified	Type	Size
After carry-over Local plan and budget t...	✓ Ⓜ	1/6/2025 3:49 PM	Microsoft Excel W...	52 KB
Budget Mod after Carryover 11.18.24	✓ Ⓜ	11/19/2024 8:11 AM	Adobe Acrobat D...	65 KB
CVCC - BIA Attestation	✓ Ⓜ	2/11/2025 9:34 AM	Adobe Acrobat D...	1,851 KB
CVCC 9-14 Pathways 24.25	✓ Ⓜ	1/6/2025 3:14 PM	Adobe Acrobat D...	65 KB
Local Articulated Course List 24.25	✓ Ⓜ	1/6/2025 3:11 PM	Microsoft Word D...	20 KB
Mid Year questions- 2024.2025 CVCC	✓ Ⓜ	1/8/2025 5:19 PM	Microsoft Word D...	24 KB
Mid-year Local plan and budget templat..	✓ Ⓜ	5/13/2025 4:42 PM	Microsoft Excel W...	53 KB
Perkins Budget Modification 2024-25	✓ Ⓜ	11/18/2024 1:14 PM	Microsoft Excel W...	22 KB
Time Certifications Dec. 24	✓ Ⓜ	1/8/2025 5:14 PM	Adobe Acrobat D...	47 KB
XDBR - Perkins - 12.31.2024	✓ Ⓜ	1/7/2025 2:15 PM	Adobe Acrobat D...	10 KB

Calendar Organization

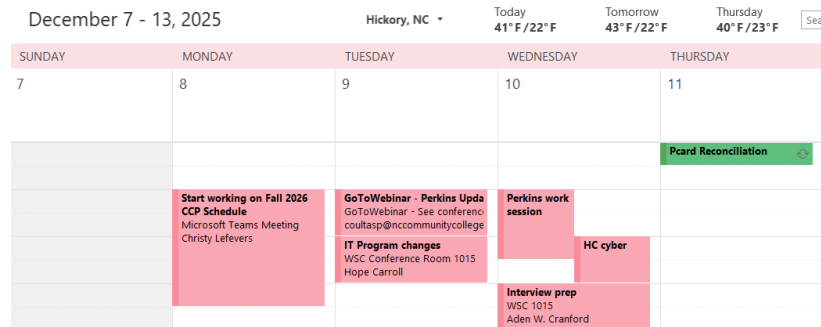
Sign up for all monthly meetings, add to calendar at the same time



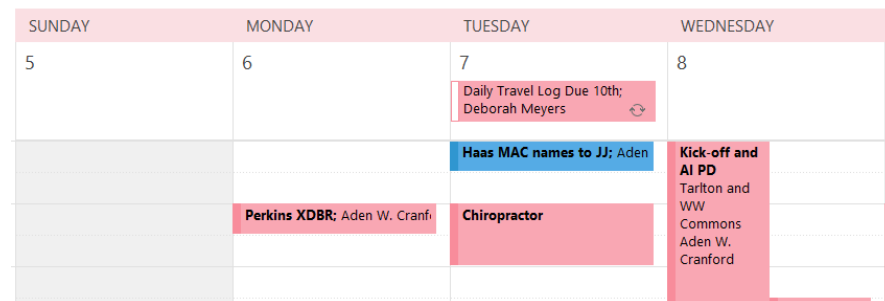
Calendar invites for Perkins Timelines



Calendar invites for Perkins work times before



Calendar invites for anyone else from which you receive data (XDBR)



Perkins Annual Meeting

Exit Ticket

Lightning Showcases & Roundtables: From the Field

Thank you for participating in today's session. Please take a few minutes to reflect and share your feedback before leaving.

1. One practical idea I am committing to try before June 30:

2. One tool, template, or process I would be willing to share statewide:

3. One topic I want deeper training or guidance on in the future:

Optional: College _____ Role _____