



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*R. Scott Ralls, Ph.D. President*

May 11, 2015

**PROPOSAL DEADLINE: June 15, 2015**

**MEMORANDUM**

TO: Presidents  
Chief Academic Officers

FROM: Lisa M. Chapman, Ed.D.  
  
Senior Vice President for Programs and Student Services  
Chief Academic Officer

SUBJECT: Office Administration Alignment Project Grant for 2015-2016

Proposals are being solicited for an Office Administration Alignment Project (OAAP) Grant for 2015-2016. Funding for this project is available through the Carl D. Perkins Career and Technical Education Act of 2006, and is ***contingent upon the receipt of funds from the U.S. Department of Education***. The Request for Proposal (RFP) is attached, with a submission deadline of June 15, 2015. A maximum of \$125,000 will be awarded for one eleven-month project, to run from August 1, 2015 through June 30, 2016.

The OAAP will focus on the following programs:

- Office Administration (A25370)
- Office Administration/Legal (A2537A)
- Office Administration/Virtual Office Assistance (A2537B)
- Medical Office Administration (A25310)
- Healthcare Management Technology (A25200)
- Health Unit Coordinator (C25220)
- Medical Transcription Diploma (D25320)
- Voice Writing Realtime Reporting (A25460)

Goals of the OAAP include the following for identified courses/programs:

(1) incorporating employer input into the development and redesign of programs to ensure that graduates will meet workforce needs and expectations; (2) incorporating industry certifications and stackable credentials; (3) developing new courses; (4) eliminating duplicative courses; (5) combining and revising courses as appropriate; (6) removing unnecessary course restrictions; (7) providing statewide professional development opportunities and training for faculty; (8) aligning with secondary CTE pathways to develop high school to community college recommended career pathways; and (9) disseminating information on best practices that improve CTE programs, services, and activities.

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Requests should be reasonable and appropriate for activities that must conclude by June 30, 2016. Funds may be used for faculty release time (substitute pay), travel and subsistence, materials and supplies necessary for project implementation, and contracted services. Colleges interested in taking the lead on this initiative are encouraged to apply.

A link to the RFP has also been posted on the NCCCS website:  
<http://www.nccommunitycolleges.edu/requests-proposal-rfps>

If you have questions about the RFP or the OAAP, please contact Dr. Hilmi Lahoud, Program Coordinator for Business Technologies, at 919-807-7116 or [lahoudh@nccommunitycolleges.edu](mailto:lahoudh@nccommunitycolleges.edu).

LMC/HL/dm  
Attachment

c: Mr. Wesley Beddard  
Dr. Kim Sepich  
Dr. Robert J. Witchger  
Ms. Jennifer Frazelle  
Dr. Hilmi Lahoud

Email