

**STATE BOARD OF COMMUNITY COLLEGES**  
**Allocation for Office Administration Alignment Project**

**Request:** The State Board is asked to approve an allocation of \$125,000 to Pitt Community College to support the eleven-month funding for the Office Administration Alignment Project (OAAP). Pitt Community College will provide fiduciary management, statewide coordination, and project oversight to ensure that curriculum and professional development outcomes are met.

**Rationale:** Fifty-seven North Carolina community colleges are currently approved to offer office administration related courses and 56 North Carolina community colleges are currently approved to offer one or more of the Office Administration related programs. The last comprehensive review of the Office Administration programs was in 1999 as part of the Office Systems Technology Curriculum Improvement Project (CIP). Since Office Administration programs are critical components of North Carolina's economic growth, a review and update of the current Office Administration programs is necessary to ensure program quality and eliminate duplicative courses and programs.

According to careeronestop.org, there will be 4,360 projected annual office administration related job openings in North Carolina between 2012 and 2022. This includes 2,090 secretaries and administrative assistants, not including legal, medical, and executive secretaries and assistants; 1,910 office clerks; 150 office and administrative support workers; 140 healthcare support workers; and 70 medical transcriptionists. In addition, a career in office administration is especially suitable for self-employment.

The OAAP will engage faculty from each of North Carolina's 58 community colleges to research, develop, and implement appropriate career pathways to support and improve the Office Administration programs in the North Carolina Community College System. In addition to faculty, the project will also engage stakeholders including North Carolina Department of Public Instruction, Career and Technical Education (CTE) business consultants, employers, and higher education institutions in North Carolina.

**Method of Allocation:** A request for proposals (RFP) was sent to all community college presidents and chief academic officers. One community college submitted a proposal. The proposal was read and evaluated by a selection committee which included two Community College Chief Academic Officers, the director of the 2014-2015 Information Technology Alignment Project, Career and Technical Education System Office staff, and the System Office Business Technology Program Coordinator.

The submitted proposal was evaluated based on the following criteria: identification of needs/emerging issues; project design and implementation plan; outcomes/project evaluation; leadership, capacity, and commitment; and budget. Pitt Community College's proposal met the criteria and was recommended for funding.

<b>Colleges Submitting Proposals for OAAP</b>	<b>Requested Amount</b>	<b>Amount of Award</b>
Pitt Community College	\$125,000	\$125,000
<b>Total</b>		<b>\$125,000</b>

**Fund Source and Availability:** Funding is contingent upon award from the Carl D. Perkins Career and Technical Education Act of 2006.

**Allocation Amount and Time Period:** The allocation of \$125,000 is for the period August 1, 2015, through June 30, 2016.

**Contact**

Dr. Hilmi Lahoud, Program Coordinator Business Technologies  
 Dr. Lisa Chapman, Senior Vice President/Chief Academic Officer