State of Michigan
Department of Labor and Economic Opportunity,
Workforce Development (LEO-WD)

King•Chávez•Parks (KCP) Initiative

KING-CHÁVEZ-PARKS

Visiting Professors (VP) Program
Administrative Handbook

Revised March 2022

The Michigan Legislature determines funding of the VP Program through the annual Higher Education Appropriations legislative process. The KCP Initiative Office provides oversight and technical assistance for the KCP VP Program. Funds are disbursed directly to the fifteen public universities who administer it in a manner prescribed by WD. All funds and expenditures are subject to monitoring by WD and audit by the Office of the Auditor General. The VP program year begins on October 1 and ends on September 30.

The KCP Initiative hosts required, statewide meetings of university representatives to provide an opportunity for programs to exchange information on successful practices, keep abreast of educational reform, be informed of program updates, and receive technical assistance training or professional development.

The guidelines and reporting responsibilities in this handbook assist the university VP Representatives in implementing successful programs. The policies and procedures have been approved by WD.

Questions can be directed to Ms. Christel M Smith, Departmental Specialist – Special Programs, at smithc129@michigan.gov or 517-643-6076.

The KCP Initiative Office can be reached at leo-kcpinitiative@michigan.gov or 517-241-9898. The KCP Initiative Office mailing address follows:

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SECTION 1: PUBLIC ACT 0086 of 2021 LEGISLATIVE DIRECTION

Sec. 280.

(1) Included in the appropriation for fiscal year 2021-2022 for each public university in section 236 is funding for the Martin Luther King, Jr. - Cesar Chavez - Rosa Parks visiting professors program which is intended to increase the number of instructors in the classroom to provide role models for academically or economically disadvantaged students. Preference may not be given to participants on the basis of race, color, ethnicity, gender, or national origin. Public universities should encourage participation from those who would otherwise not adequately be represented in the student population.

(2) The program described in this section shall be administered by the department of labor and economic opportunity.

(3) The amount allocated to each university is $9,994.00. Each university receiving funds for the fiscal year 2021-2022 under this section shall report to the department of labor and economic opportunity by April 15, 2022 the amount of its unobligated and unexpended funds as of March 31, 2022 and a plan to expend the remaining funds by the end of the fiscal year. The amount of funding reported as not being expended may be transferred, under the direction of the department, to another university for the use under this section.

Sec. 281a. (1) By not later than December 15 of each year, each public university that receives an amount of the appropriations in section 236 for Martin Luther King, Jr.-Cesar Chavez-Rosa Parks initiatives shall submit a report to the department of labor and economic opportunity containing, at a minimum, all of the following information for the preceding academic year:

(e) For the Visiting Professors program detailed in section 280, all of the following
    (i) The number of students served.
    (ii)The number of instructors hired using program funds.
    (iii)The number of classes taught by instructors hired using program funds.
    (iv)The amount of any university matching funds for the program.
    (v)A summary of progress toward meeting the goals and objectives of the program.

SECTION 2: PROGRAM DESCRIPTION

The Martin Luther King, Jr. • César Chávez • Rosa Parks Visiting Professors Program was created by the Michigan State Legislature in 1986 as part of the larger KCP Initiative, designed to stem the downward spiral of college graduation rates for students underrepresented in postsecondary education. The purpose of the VP Program is to increase the number of instructors in the classroom to provide role models for academically or economically disadvantaged students.

Preference may not be given to visiting faculty on the basis of race, color, ethnicity, gender, or national origin. Universities should encourage applications from instructors who would otherwise not be adequately represented in the faculty. Visiting Professors should be selected for their ability to contribute a unique perspective that lends itself to helping the target audience become active participants in a knowledge-based, global economy.

SECTION 3: POLICIES AND PROCEDURES

A. VP Award Recipient Selection

1. Each VP Program shall develop and utilize an application process for interested faculty or staff to apply for a VP award to fund a visiting instructor for a proposed course or event supported by the university. The application shall solicit all necessary information for reporting in the online KCP VP system.

2. The KCP Initiative interprets "instructor" to include individuals deemed by the university to be subject matter specialists and/or experts in their field. The application shall include a brief explanation of the instructor's qualifications and postsecondary affiliation and/or current employer.

3. The proposed visiting instructor may not already be employed by that university at the time of application. While a university may choose to offer a visiting instructor a permanent position, KCP VP funds may be used to fund no more than the first 12 months of that new hire's allowable expenses.

4. The application should demonstrate how the visiting instructor will present a unique perspective that lends itself to helping the target audience become active participants in a knowledge-based, global economy.

5. The KCP Initiative interprets "classroom" to include various locations on the university campus at which the course or event is being presented (e.g. auditorium, stadium, campus lawn). Special requests for an off-campus event/course may be presented to the KCP Initiative for consideration. Such requests shall include:

   a. A justification for holding the event off-campus; and,

   b. Transportation options to eliminate attendance barriers for the target audience.

6. Preference may not be given to a proposed visiting instructor on the basis of race, color, ethnicity, gender, or national origin. Universities will not focus on the recruitment of international representatives.

B. Pre-Approval Process

1. The VP Program Representative shall submit the application for its selected recipient to the KCP Initiative for pre-approval prior to the commitment or disbursement of VP funds.

2. Submissions shall indicate how academically or economically disadvantaged students will be targeted to receive invitations or announcements for this course or event.

3. Universities should allow up to ten business days for review and approval.

4. Submission of a projected budget for pre-approval is required

C. General Provisions

1. The VP Program will acknowledge support from the King•Chávez•Parks Initiative in all program printed and digital materials, programs/activities, and/or marketing information.

2. The VP Program shall retain documentation of the targeted invitations indicated in the application submission during the pre-approval process.

3. The VP Program/university agrees to comply with all pertinent federal and state regulations and legislation involving civil rights, equal opportunity, and affirmative action including (but not limited to) Title VI of the Civil Rights Act of 1964; Act No. 453, Michigan Public Acts of 1976, and Michigan Proposal 2 of 2006.

4. The VP Program/university is responsible for providing and maintaining customary institutional liability protection and "hold harmless" provisions, at all times, for all VP Program persons and property (as provided to any and all regular programs of the institution).

5. News releases that discuss the VP Program require prior approval and specific written direction from WD.

6. The KCP initiative Office requests copies or notification of press coverage of VP Programs or activities so that the news can be shared with administration and/or legislators.

7. The university shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of no less than seven years from the date of the last transaction related to a visiting instructor's record.

D. Accounting and Budget

1. The Michigan Legislature determines funding of the VP Program through the annual Higher Education Appropriations legislative process. Funds are disbursed directly to the public universities who administer the VP Program in a manner prescribed by WDA's KCP Initiative Office. **All appropriations shall be expended or encumbered during the fiscal year (October 1- September 30).**

2. Encumbered is defined as an expense that was incurred during the program year but was paid for/expended after the program year ended. All funds must be encumbered during the program year and expended by the annual reporting deadline, scheduled for mid-November.

3. VP Program funds shall be equally matched with institutional funding devoted to the VP Program. University VP Representatives must submit a Matching Funds Agreement annually, signed by the Program's authorized financial representative.

4. The VP program/university shall adhere to the Generally Accepted Accounting Principles and shall maintain records that will allow for the comparison of data reported in the online KCP system to the university's accounting data. The VP program/university's overall financial management system must ensure effective

control over and accountability for all funds received. Accounting records must be supported by source documentation.

5. The expenditure of program funds, inclusive of both state and university matching funds, shall be reported in the online KCP VP system in the item categories provided. Documentation for each expenditure shall be retained in the university's program files.

6. VP Program state and university matching funds may be used for necessary and reasonable expenses associated with the instructor in the following categories:

    a. Salary or honorarium paid to the instructor.

    b. Travel expenses, such as transportation, meals, and lodging for the instructor.

    c. Necessary special accommodations for the instructor, when pre-approved by the KCP Initiative.

7. VP Program State and university matching funds may not be used for expenses associated with the event, such as the following:

    a. Advertising or course/event materials.
    b. Catering for participants or staff.
    c. Rent, utilities, equipment.
    d. Event staffing.

8. VP Representatives shall identify and report anticipated unexpended and/or unencumbered funds by April 15th. These funds may be transferred, under the direction of the KCP Initiative, to a VP Program at another university that may expend such funds for a pre-approved visiting instructor.

9. VP Programs that receive additional funds will be required to provide equally matched university funding and will account for these additional funds in their annual reporting.

10. Universities that receive KCP funds for more than one program are reminded that funds cannot be transferred across KCP Programs nor to other programs at the university.

11. VP Program appropriations not encumbered or expended during the State fiscal year, which ends September 30, will revert to the State General Fund. Funds **must be returned** by the second Monday of December in the form of a check made payable to the "State of Michigan" and must include a memo/note on the check identifying "KCP VP, P.A. ###."

E. Annual Reporting

1. VP Representatives are required to enter and submit program data in the online KCP VP system prior to the end of the Annual Reporting period in mid-November. The end date is listed on the VP Program and Oversight Timeline.

2. VP Representatives may begin entering data in the system once a visiting instructor has been approved by the KCP Initiative. Data may not be submitted until after the visit occurs, as a count of students served is required.

3. Failure to provide the required information may result in disallowed expenditures and a request to return KCP VP Program funds.

SECTION 4: TECHNICAL ASSISTANCE AND MONITORING

Each state has a responsibility under federal and state statute and regulations to have a comprehensive programmatic review and on-site monitoring system for any organizations that receive federal or state funding. The system should ensure that administrators and program partners are in compliance with all applicable federal and state laws, policies and procedures, and that funds have been expended appropriately and performance goals are achieved.

The programmatic review should be considered an aid to program partners to monitor and evaluate their programs and improve performance and outcomes for participants. It provides the opportunity to showcase best practice models or success stories that may be shared with other program partners or state leadership.

VP Programs will be provided with a comprehensive Programmatic Review & On-Site Monitoring Manual that details routine monitoring activities, on-site monitoring selection, pre-visit activities, on-site visit activities, and post-visit activities.

Any technical assistance needs that are identified will be noted, and additional training or guidance can be customized to meet program needs, as resources permit.