

# Maryville College

## Veteran Reconnect Grant Program

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Funding requested:

\$92,257.00

Handwritten signature of Dr. William T. Bogart in black ink.

Dr. William T. Bogart, President  
Maryville College

Handwritten signature of Vandy P. Kemp in black ink.

Vandy P. Kemp, Dean of Students  
Maryville College  
Project Director

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## **ABSTRACT**

Maryville College seeks Veterans Reconnect Grant funding in the amount of \$92,257.00 to provide a wide range of services to a growing number of veterans and their dependents that will insure college and career success on a much larger scale than currently possible. This

funding will support institutional infrastructure and programming in THREE PHASES:

- **ACCESS** to Maryville College,
- **COLLEGE SUCCESS** while here, and
- **CAREER SUCCESS** linking military and college experience to career readiness.

In recent years, the enrollment of military veterans at Maryville College has significantly increased as more and more vets return to our region. After decades of few or no veteran specific services at MC and little attention to veterans as a significant student cohort, we have discovered that when they come, they thrive at a markedly higher rate than our general population, they embrace our liberal arts-to-career curriculum, and they bring a richness of life experience to our diverse campus community. Our veterans need Maryville College, and Maryville College needs them.

An admissions recruiter focusing on veteran outreach was hired last year, and since then our profile in the military community, locally and regionally, has grown. We also recognize the dramatic increase in the past two years of educational support claims through the Department of Veterans Affairs—one million in 2013 alone, with another one million anticipated by 2018. Consequently, we expect significant growth in veteran enrollment at Maryville College going forward, and therefore request financial assistance from the Tennessee Veterans Reconnect Grant. Successful completion of this project will transform Maryville College into a model institution for veteran undergraduate education in East Tennessee.

## **DATA TO ESTABLISH NEED FOR GRANT SUPPORT**

### Three data sets illustrate needs and gaps in services to veterans at Maryville:

#### **(1) Current and projected veteran enrollment data:**

Since 2011, our vets have almost doubled in number, from 12 to 23, and although the numbers are tiny, the increase is notable, now representing 3% of our enrollment. One third of our veterans are still active duty or reservists. 27% of our veterans are female although only 10-12% of military personnel are women. 15% are traditional-aged college students, between 18 and 23 years of age, but the rest are older, nontraditional students. As these trends continue, we lack the capacity to serve the number of expected veterans to the degree needed.

#### **(2) Tennessee Veteran Education Academy (TVEA) Institutional Evaluation data:**

The TVEA self-evaluation acknowledged many criteria for successful programs already in place at Maryville. For example, our President and Board of Directors have enthusiastically supported the veteran effort. We have a newly formed multidisciplinary campus team dedicated to veteran success, as well as recently designated campus space for a future veteran center. MC participates in the Yellow Ribbon Program. Our Registrar and Admissions/Financial Aid staff are trained in veteran outreach and support. We allow certain military experience to claim academic credit and last year provided training to faculty and staff to raise awareness of military culture and the needs veterans present in higher education. We have even instituted a limited VA Work Study Program, and we host a new chapter of the Student Veterans Association. Perhaps most importantly, Maryville College hosts a premier career development

program called MC Works which links the liberal arts to careers through a four year career development curriculum including internships. All Maryville students participate, creating a vibrant culture of career development on our campus.

The TVEA evaluation, however, also pointed out several missing parts to our veteran program:

- No dedicated staff person serving as a point of contact for veterans.
- No internal funding devoted to veteran support.
- An unfinished campus space designated for veterans.
- Limited veteran specific recruiting resources.
- No veteran specific orientation to the College.
- No veteran specific academic support, disability, or counseling services.
- No career services specifically designed for veteran students.

**(3) Survey data from Maryville College veteran students and alumni:**

Although Maryville College alumni veterans had high praise for their alma mater when surveyed, they also point to several specific areas of need: The survey revealed gaps in the following six areas:

- Military Student Center: (1) tech support to include dedicated printers and scanners; (2) a television for training and free time; (3) a CAC (Common Access Card) reader to monitor use of the MSC; (4) establishing a schedule for the center that accommodates the largely commuter nature of the veteran population on campus.

- **Staff and faculty training in the following areas: (1) working with veterans in the classroom; (2) issues that are day-to-day concerns for former or enlisted troops; (3) current military programs and concerns; (4) military customs and courtesies that may be unfamiliar to civilian personnel.**
- **Financial considerations: (1) possible military scholarships, given the increased costs of tuition at Maryville College; (2) veteran preference hiring for work study positions; (3) strategies for making tutoring and other school positions available for veterans; (4) internships with commercial and government partners.**
- **New Student Orientation: (1) assignment of peer mentors/sponsors for incoming student vets and their families; (2) a family-friendly dinner at the beginning of the term; (3) development of a veterans-specific transfer orientation program.**
- **Career Services: (1) assistance in finding jobs after college; (2) assistance in applying for federal positions; (3) veteran-specific workshops in career development; (4) information on officer and enlisted programs.**
- **Educational Strategies: (1) discovering alternatives to the existing after hour study group paradigm used by many instructors; (2) daytime veteran-specific tutorial programs; (3) a study to investigate the feasibility of providing veterans priority registration; (4) the development of a distribution system for the dissemination of information to military and veteran students.**

## **Section 1. PROGRAM NEED**

Using the data described above, we have identified the following strategies to meet the needs and gaps in veteran services at Maryville College.

**1-Create a dedicated fulltime staff position** that assists in recruitment, oversees orientation and academic/social support of military students, staffs a center dedicated to military students, and provides a liaison to other departments and program areas on campus. **(Appendix D)**

**Rationale:** As with any particular student cohort, veterans are more likely to thrive when someone is dedicated to their needs and support. Currently, we are grateful to have a retired U.S. Army Officer who is an adjunct instructor and who has volunteered to work with our veterans and Admissions program. That voluntary effort has resulted in a significant expansion of attention to and understanding of the particular needs of veterans at MC. We are confident that a fulltime staff position is essential in supporting the growing number of military students and this current level of achievement.

**2-Establish a Military Student Center** on campus for staff, services, equipment, supplies, and space to support veterans socially and academically.

**Rationale:** During the past year, we have explored “best practices” from across Tennessee, and we know that veterans should have a space of their own in the midst of the campus community. We have toured the Veterans Center at Austin Peay State University, and we plan a similar facility. So far, we have a 1000 sq. ft. suite in Bartlett Hall, our Student Center, including two offices, kitchen, meeting, and study space. Donated laptops and some used furniture are available, but additional equipment is necessary before fall semester begins. We also hope to provide a small library of study resources and publications of veteran interest. **(Appendix A)**

**3—Develop and implement veteran specific recruiting and orientation programs** that attract veterans to MC and assure their successful matriculation.

**Rationale:** Although Maryville College enjoys an excellent and historic reputation across the region, it is not readily associated with military student services. We enjoy recognition as a top college from publications, including *Washington Monthly's Best Liberal Arts Colleges*, *Princeton Review's Best in the Southeast*, *Forbes' Top Colleges*. We have hard evidence that veterans succeed here, but we need to create a marketing strategy that reaches potential student vets who don't know about MC. Funding will allow us to develop such an outreach plan. Once veterans have discovered MC, we offer a comprehensive orientation program which is actually a credit bearing course; however, it is not currently specific to veterans. A new orientation course will be developed specifically for veterans.

**4—Hire and train Military Student Center tutors/academic coaches** who are trained to address the academic needs of veterans and dependents. MSC tutors will facilitate daily guided group study as well as workshops in specific study skill areas, such as test preparation, note taking, and technology skills.

**Rationale:** There are two data points which support this need. First, we know that veterans perform better than the average Maryville College student, as evidenced by a graduation rate of 84% as compared to 54% of all students. Second, when surveyed, our veteran alumni indicate that they would have benefited from more easily accessible academic and technological support. As a cohort, vets are serious, goal oriented, and focused about their academic work, but because of the gap in their formal education, vets often experience "catching up" difficulties. For example, a veteran who has been away from high school for a decade will be unfamiliar with much of the technology used daily in the college classroom and required for completion of assignments. MSC tutors will be hired, trained, and supervised by the Academic Support Center to work specifically with student veterans.

**5—Develop and implement veteran specific career Services** which utilize the MC Works model linking liberal arts academic programs to careers.

**Rationale:** Although Maryville has instituted a nationally recognized program that systematically links its traditional liberal arts curricula to careers through a four year career development program with internship requirements, no part of the existing program is specific to veterans. That is changing with the development of employer partnerships with companies like Clayton Homes, Inc. which will provide internship placement and preferential employment for Maryville College military veterans. **(Appendix E-VERIFICATION OF GRANT PRIORITY AREA)**

**6—Provide Professional development to Maryville College faculty and staff** that will enable them to support veteran success in the classroom and in campus life.

**Rationale:** The rapid influx of military veterans into college classrooms is relatively new for Maryville College, and although faculty largely welcome this underrepresented cohort into their classrooms, they have little or no training or experience in the particular needs of veterans. Maryville College alumni surveys indicate that strong faculty/student relationships are the norm at MC and undergird the academic success of our students. Therefore, our faculty must be trained to recognize the particular needs and opportunities that veterans present in their classroom as they cultivate the powerful, supportive relationships they are known for. At the same time, MC staff must also be trained to create opportunities that encourage and welcome veterans into programs such as athletics, clubs, recreation, and residence life.

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## **Section 2: PROGRAM PLAN (Governance, Activities, Measurable Objectives, and Timeline)**

Our plan proposes to address these six identified needs with activities that will assure program infrastructure and achievement in the three phases: **ACCESS, COLLEGE SUCCESS, CAREER SUCCESS.**

The following chart provides an overview of the project activities and governance.

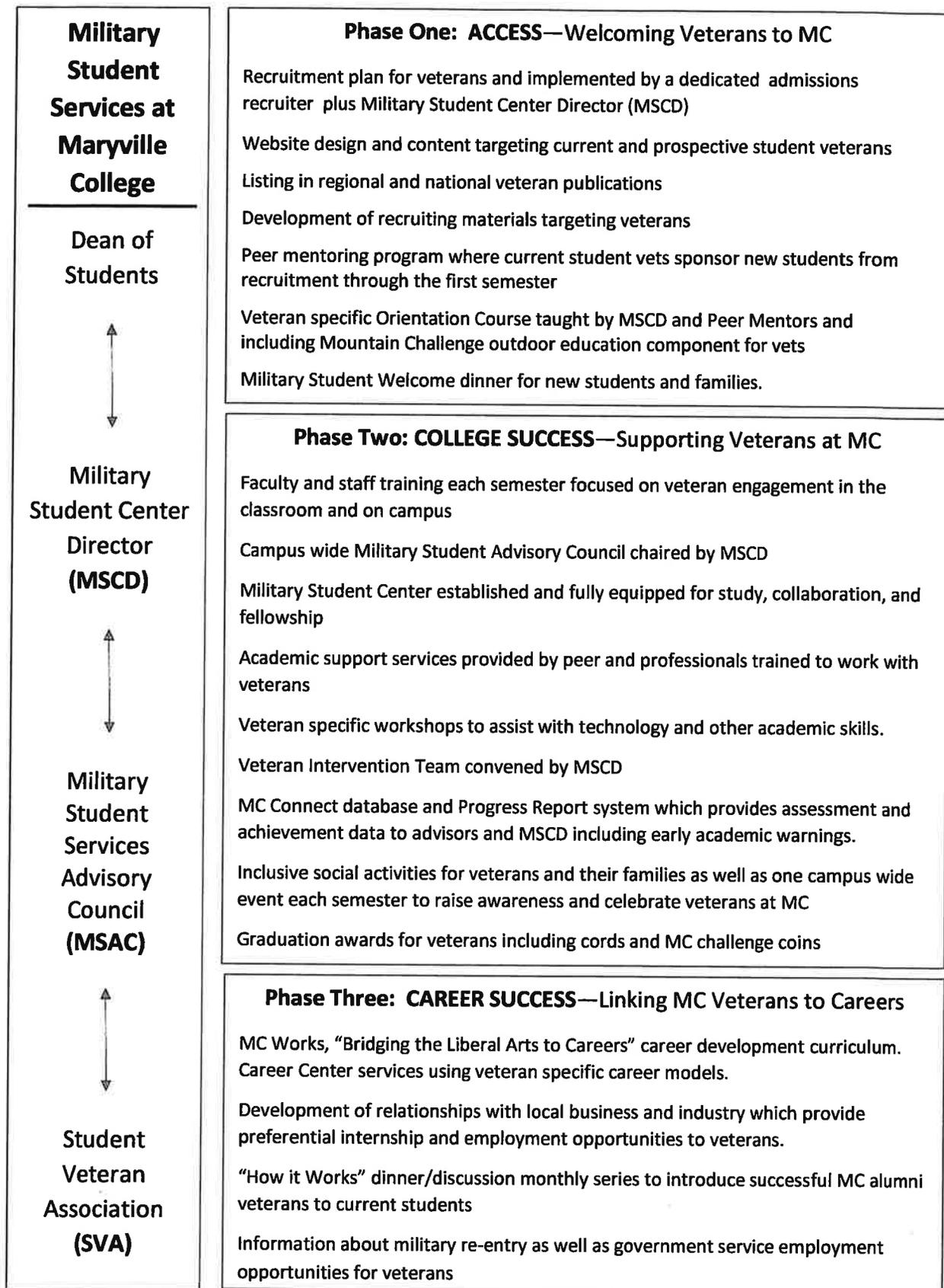


Figure 1

**Project Governance:** Maryville's student veteran services are housed within the Division of Student Development reporting to the Vice President and Dean of Students (and designated Project Director for this grant). The proposed Military Student Center Director reports to the Dean, and convenes the Military Student Advisory Council (see p. iii for members). This position also advises the MC Student Veteran Association, an organization which is key to the success of veteran services programming.

**PROGRAM INFRASTRUCTURE:**

- **Measurable Objective and Metrics:**

**A. A full time, 12-month Military Student Center Director will be hired before August 24, 2015, as certified by the Vice President and Dean of Students. (Appendix B)**

**B. The space designated for the Military Student Center will be furnished and equipped as certified by Maryville College.**

**C. A Student veteran work study position will be created to assist the MSCD as certified by the Director of Student Employment.**

- **Activities and Timeline:**

1. Upon funding notification, the position of MSCD will be posted utilizing the job description already developed (see Appendix F). The MSCD work study position will be posted for a current student veteran.

- ❖ MSCD will be in place by August 24, 2015, and the work study student veteran will be in place by September 8, 2015.

2. Upon funding notification, equipment and furnishings as noted in the budget request will be purchased for the MSC to provide areas equipped for study, meetings, and relaxation. A professional library of military and academic texts will be available as well, and the MSC will house the offices of the MSCD and work study staff. The facility will be available seven days per week.

- ❖ The MSC will open on August 24, 2015, and be completed by September 15, 2015.

**PHASE ONE: ACCESS—Welcoming Veterans to MC**

- **Measurable Objective and Metrics:**

**A. Enrollment data will indicate that the number of veterans enrolled at MC will double by fall 2016.**

**B. Enrollment data will indicate that retention rates for new student veterans surpass those rates for other new MC students in 2015-16.**

**C. Student surveys will indicate a 90% or higher approval of the Student Veteran Orientation Course experience each semester.**

- **Activities and Timeline:**

1. The MSCD will collaborate with the dedicated veteran admission counselor and the Marketing Director to develop a recruitment plan including recruiting materials, both print and video, that target veterans and military dependents.

❖ *Fall 2015, to be completed by November 15, 2015.*

2. The MSCD will work with the Marketing Director to make sure that Maryville College is listed in veteran publications and websites including the following: Student Veterans Association national website, Military Friendly Schools, GI Jobs, and similar publications.

❖ *Fall 2015, to be completed by November 15, 2015*

3. The current peer mentoring program will be continued, pairing current military students with new students as Sponsors/Mentors from recruitment through the first semester.

❖ *Ongoing with Peer Mentor training in August 2015*

4. The MSCD will collaborate with Student Development staff to develop a veteran specific version of the existing credit-bearing Orientation Course. The course will be required of all student veterans during their first semester and will include Mountain Challenge, Maryville's outdoor education credit program.

❖ *Summer 2015 in time for fall semester. Course will be offered each semester*

5. The Student Veteran Association will plan and host a Military Student Welcome Dinner early each semester for new students and their families.

❖ *Each semester, to be completed in the fall by August 28, 2015 and in spring by February 10, 2016*

**Phase Two: COLLEGE SUCCESS—Supporting Veterans at MC**

• **Measurable Objectives and Metrics:**

**A. 75% or more of student veterans at MC will participate in MSC academic support programs, as shown by tutoring/workshop logs and veteran enrollment data.**

**B. Student satisfaction surveys of all veterans will indicate a 80% or higher satisfaction level with campus life and veteran student services at Maryville College.**

**C. Average GPAs of student veterans who participate in MSC academic support programs will surpass the institutional average, as shown by GPA calculations by the College Registrar.**

• **Activities and Timeline:**

1. The MSCD will promote and facilitate faculty and staff training each semester focusing on veteran engagement in the classroom and on campus. “Best practices” for veterans will be included as well as SVA led presentations on successful strategies for veterans. In addition, faculty and staff will be invited to attend MC’s second “Creating College Success” conference for area colleges and universities.

❖ *Each semester, to be completed in fall by September 15, 2015 and in spring by March 1, 2016.*

*Conference scheduled for April 9, 2016.*

2. Campus wide Military Student Services Advisory Council has been appointed and will be convened by the MSCD starting in August 2015 (see p. iii). Members will also assist with particular grant project components and will monitor all student veteran programs and activities.

❖ *Two meetings per semester by September 15 and November 1, 2015, and March 1 and April 15, 2016.*

3. The Academic Support Center (ASC) will oversee two student tutors assigned to the MSC for 20 hours of services per week including guided study and test preparation, technology workshops and assistance,

and private tutoring. In addition, the ASC's Disability Services will provide necessary accommodations to veterans such as testing and note taking assistance.

❖ *Ongoing, with services in place by September 8, 2015.*

4. The MSCD will be responsible for monitoring the MC Connect database as well as Three and Six Week Report data in order to track, identify, and advise student veterans who are experiencing academic difficulty.

❖ *Ongoing. Position will be in place by August 24, 2016.*

5. When needed, The MSCD will convene the "Veteran Intervention Team" to identify support strategies for individual student veterans who are experiencing particular academic or social difficulties. This multidisciplinary group will include Academic Support Center and Counseling staff as well as other service areas as needed.

❖ *Ongoing. Position will be in place by August 24, 2016.*

6. The MSCD will collaborate with the SVA and Campus Life Office to engage student veterans through campus social activities by posting a veteran specific event calendar. In addition, the SVA will host an event each semester such as a Veterans Day observance that raises awareness and celebrates our MC veterans.

❖ *Calendar to be completed in the fall by September 15, 2015, and in spring by February 1, 2016.*

❖ *Fall veteran event to be completed by November 11, 2015, and spring event by April 15, 2016.*

7. Academic achievement will be recognized each semester with a Graduation Honors Ceremony awarding veteran cords and MC challenge coins.

❖ *Each semester, to be completed in the fall by December 1, 2015, and in spring by May 4, 2016.*

**Phase Three: CAREER SUCCESS—Linking MC Veterans to Careers**

- **Measurable Objectives and Metrics**

**A. The Career Center will develop partnerships with two area employers that provide favorable internships and to MC student veterans. Evidence of internships and job interviews will verify achievement of this objective**

**B. 90% of student veterans at MC will participate each semester in Career Center programs related to MC Works, as shown by Career Center logs and enrollment data.**

**C. 70% of student veterans will develop a career plan that includes an internship or significant professional experience. Evidence will be career plan files in Career Center.**

- **Activities and Timeline**

1. THE MSCD and the Career Center Director will create a veteran specific career development program based on MC Works, our premier career program dedicated to the principle of “Bridging the Liberal Arts to Careers,” and utilizing career models such as Victory Media, Military Friendly, and GI Jobs. The MSCD, Career Center, and faculty advisors will promote and encourage veteran participation in this program.

❖ *Fall 2015, to be completed by October 1, 2015.*

2. Each year, the Career Center will assist student veterans in developing their personal career plan portfolio which will include a professional résumé as well as an internship or meaningful professional experience.

❖ *Ongoing with services in place by October 1, 2015.*

3. The Career Center Director will develop partnerships with local business and industry to provide internships to veterans. In addition, veterans will be encouraged to participate in the annual Career Fair which presents over 60 post graduate opportunities.

❖ *Partnerships will be in place by July 2015, and the Career Fair will occur in February 2016.*

4. The MSCD will schedule two "How it Works" dinner discussions for MC alumni veterans to teach specific strategies for linking military and college experiences to a successful career.

❖ *Four events to be completed by October 1 and November 15, 2015, and March 1 and April 30, 2016.*

5. The MSCD will develop military contacts that provide student veterans with information about military re-entry as well as government service employment opportunities for veterans.

❖ *Ongoing, with resources in place by October 1, 2015.*

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### **Section 3: Budget Plan**

The business plan for this project is straightforward: The initial investment of the grant, when combined with the College's commitment of staff, time, and facilities in implementing the project, will transform Maryville College into a veteran friendly, model institution for military veterans and dependents. The budget proposal addresses the following six identified need areas: 1-staffing, 2- facilities, 3-recruiting and orientation, 4-academic assistance, 5-career development, and 6-staff/faculty training. The largest single budget item will (1) insure a new fulltime position, the Military Student Center Director; we believe this position to be essential to achieving all additional objectives. A veteran student worker will be hired to assist the Director. Requested funding will (2) equip the campus space already designated for veterans and will provide office supplies for the first year. Grant funds will be invested in (3) a veteran specific recruiting campaign and tools as well as materials for veteran new student orientation. (4) Two experienced tutors will be hired and trained to provide academic coaching to veterans. (5) Requested funding will enhance the MC Works program with veteran specific career materials as well as a seminar for veterans, faculty advisors, and staff on linking military experience to careers. Finally, the proposed budget will (6) support professional development, including a training-of-the-trainers (student

veterans and the MSCD), materials for faculty and staff training each semester, and a guest speaker for the Creating College Success conference in April, 2016. **Appendix A** includes a chart with line item costs as well as the completed budget template.

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#### **Section 4: Sustainability Plan**

Maryville College views the Tennessee Reconnect Grant opportunity as a start-up investment, providing seed money to implement our vision for veteran services at Maryville College. Before we became aware of this grant opportunity, we had come to realize that MC provides a unique combination of curriculum, academic and social support, and career preparation, ideally suited to military veterans and their particular needs. A fully sustainable program will result from this initial investment in resources for two reasons:

1—Many of the budget items are one-time expenses needed to establish infrastructure for the veteran program. For example, equipment and furnishings for the Military Student Center will be purchased and used for many years. The grant request for these one-time costs is \$11,330.

2—Continued growth in veteran enrollment will provide tuition revenue to offset annual expenses associated with veteran programs. Maryville College is a private, non-profit, non-proprietary institution, dependent on student tuition revenue. Consequently, we carefully calculate net revenue and costs for each of our enrolled students, including veterans. We participate in the Yellow Ribbon program as well as other VA educational benefit programs and expect to fully fund the ongoing costs of this project directly through the tuition revenue our growing student veteran enrollment will provide. The grant request for these ongoing costs is



## Appendix A- Budget, Part 2

**GRANT BUDGET LINE-ITEM DETAIL:**

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Speakers fee budget of "Creating College Success" conference at Maryville College on 4/9/16	400.00
Webinar fee for "The Resume Place" on building and writing an effective resume for military veterans	1425.00
Trainers fee for The Peak Instute's "Outclass the Competition: How to Articulate your Military Experience"	2,000.00
<b>TOTAL</b>	<b>3,825.00</b>

CAPITAL PURCHASE	AMOUNT
Conference Table and 6 chairs	800.00
17.2 cu.ft refrigerator	500.00
Blueray wi-fi player	165.00
Two 4-shelf bookcases	240.00
Two corkboards	100.00
Desktop computer/monior/keyboard	1,400.00
Printer/copier/fax/scan	700.00
<b>TOTAL</b>	<b>3,905.00</b>

## Appendix A- Budget, Part 3

### Budget Items by the Six Identified Need Areas (Including State Line-Item Reference Object Code)

#### Need 1. Staffing for Military Student Center

MSCD salary and benefits	\$57,500	(1-2)
Work study office assistant	\$4,000	(1)
NAVPA membership	\$275	(12)

#### Need 2. Completion of the Military Student Center

Conference Table and six chairs	\$800	(20)
Refrigerator	\$500	(20)
Blueray Wi-Fi player	\$165	(20)
Two four shelf Bookcases	\$240	(20)
Two corkboards	\$100	(20)
Computer/monitor/keyboard	\$1,400	(20)
Printer/copier/fax/scan	\$700	(20)
Office supplies and publications	\$540	(10)
Postage	\$150	(7)

#### Need 3. Recruiting Plan/Materials and Veteran Orientation

Print brochures	\$1,500	(10)
Advertising	\$2,500	(10)
Orientation class materials	\$300	(10)
Mountain Challenge veteran outdoor retreat	\$850	(12)
Opening Dinner each semester	\$700	(12)

#### Need 4. Academic Assistance for Veterans

Two academic coaches/tutors	\$6,500	(1)
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#### Need 5. Career Development Programs/Materials for Veterans

Federal Webinar for Resume Writing	\$1,425	(4)
Peak Institute Seminar for veterans, staff	\$2,000	(4)
Four "How It Works" mentoring dinners	\$700	(12)

#### Need 6. Professional Development for Faculty/Staff to Support Veterans

Faculty/Staff training materials	\$220	(10)
MC College Success Conference speaker	\$400	(4)
NAVPA Conference	\$1,900	(11-12)
National SVA Conference	\$1,430	(11-12)
Second Tennessee Veteran Education Academy	\$240	(11-12)

## **Appendix B**

### **CERTIFICATION DOCUMENTS FOR:**

- **Standardized system of tracking veterans**
- **Campus veteran success committee, the Military Student Services Advisory Council**
- **Grant funded salary**



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Registrar's Office

June 25, 2015

Re: Certification regarding standardized tracking of Veteran data at Maryville College

To Whom It May Concern:

As the Maryville College Registrar and VA School Certifying Official, I hereby certify that the following statements are true and correct. A standardized system of tracking Veterans and Veteran success data is currently in use at Maryville College utilizing three platforms:

- (1) **PowerCampus**, the student information system, collects data and generates reports on student Veterans related to enrollment, grade point average, and satisfactory academic progress toward graduation.
- (2) **MCCconnect**, a customized electronic software system used by faculty and staff advisors, tracks student information related to academic advising, internships, progress toward graduation, employment information, and career development goals.
- (3) **Three- and Six-Week Progress Reports** are generated each semester by faculty and processed by the Academic Support Center staff. Three-week reports are an "early alert" tool for all 100-level courses. Six-week reports are generated for all college courses. Data are shared with faculty advisors and Student Development staff, including the Student Intervention Team, to trigger appropriate intervention.

Feel free to contact this office if any additional information is needed.

Sincerely,

Kathi A. Wilson, Registrar  
& VA School Certifying Official

June 26, 2015

Re: Veteran Reconnect Grant  
"Campus Veteran Success Committee" Certification

After working with student veterans on an ad hoc basis for a number of years, Maryville College determined that we would like to have a more veteran friendly atmosphere. On April 30, 2015, the Cabinet approved The Maryville College Military Student Services Advisory Council to oversee and assess programs and services that promote the success of veterans and military dependents on our campus.

The Council is charged with collaborating on achieving the mission of the Military Student Center, representing campus constituencies relative to the military student experience, collecting and interpreting data regarding the military student experience, assessing aspects of the College's military student recruitment, retention, and student service programs, coordinating activities and events in support of military students, and preparing an annual report for the Cabinet and the President on the status of Maryville College military students and alumni.

The membership includes: the Volunteer Military Student Center (chair), VA Certifying Official, Admissions Counselor for veterans, Student Veterans Association representative, Director of the Maryville College Career Center, Academic Support Center Representative, Faculty Representative, Director of Alumni Affairs, Alumni Veteran Project Officer, and two ex-officio members, Vice President and Dean of Students, and Marketing /Communications Representative.

Should you need any additional information, please do not hesitate to contact me.

Sincerely,



William T. Bogart  
President



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Office of Student Development

June 29, 2015

TO WHOM IT MAY CONCERN:

Re: Certification of the intended use of grant funds requested to hire a new staff member

As the Vice President and Dean of Students, to whom the proposed Military Student Center Director will report, I certify the following statement to be true and correct:

- Tennessee Veteran Reconnect funds will not be commingled with payment for an existing Maryville College staff position or for existing staff member duties.
- These funds will be dedicated for the execution of new duties as outlined in the Job Description for this position, which is located in Appendix E to the grant proposal.

Sincerely,



Vandy Kemp

Vice President and Dean of Students

<b>Required Competencies for Veterans</b>	<b>Student Learning Outcomes</b>	<b>Tasks</b>
<b>Self-Assessment and Awareness</b>	Students will demonstrate awareness of career opportunities based on self-assessment and reflection.	<ul style="list-style-type: none"> <li>○ Create a Career Development Plan (Workshop)</li> </ul>
<b>Technology and Digital Presence</b>	Students will demonstrate technical competence in establishing a digital presence.	<ul style="list-style-type: none"> <li>○ Complete "Online Networking for Veterans: Utilizing LinkedIn, Twitter, Military Friendly to establish connections" (Workshop)</li> </ul>
<b>Leadership Development</b>	Students will demonstrate leadership by pursuing opportunities that will enrich career preparation and understanding.	<ul style="list-style-type: none"> <li>○ Join a campus leadership organization (SGA, MC Democrats, College Republicans, etc)</li> </ul>
<b>Interpersonal Skills and Professionalism</b>	Students will develop interpersonal skills that lead to professional presentation.	<ul style="list-style-type: none"> <li>○ Complete "How to Articulate the Value your Military Experience" (Workshop)</li> </ul>
<b>Industry and Occupation</b>	Students will demonstrate the understanding of various industries, occupations and/or advance study in a field.	<ul style="list-style-type: none"> <li>○ Creating a "Target List" (Workshop)</li> <li>○ Attend "How it Works" MC Alumni Veterans dinner that links military college experience to career</li> </ul>
<b>Professional Materials</b>	Students will develop appropriate materials that reflect their professional goals, interests and competencies.	<ul style="list-style-type: none"> <li>○ Develop a resume using Career Center veterans-specific Resume Guide</li> </ul>
<b>Networking</b>	Students will demonstrate successful networking strategies and skills.	<ul style="list-style-type: none"> <li>○ Pursue one Informational Interview (MC Connect)</li> </ul>
<b>Interviewing</b>	Students will demonstrate effective communication skills that lead to successful interviewing.	<ul style="list-style-type: none"> <li>○ Military Mock Interviews (Professional Event)</li> </ul>

## Appendix D

### **DRAFT Maryville College Job Description**

**Job Title:** Director of Military Student Center and Veteran Services (full time, 12 month)

**Department:** Student Development

**Reports To:** Vice President and Dean of Students

**Job Code:** E-2

**Prepared Date:** June 20, 2015

**Summary:** Provide leadership for programs and services that support the educational experience of military students, including both veterans and their dependents.

**Essential Duties and Responsibilities:** include the following

1. Mentor and support military veterans and dependents.
2. Assist Admissions with recruitment of military students.
3. Track and monitor student veteran achievement data, in collaboration with the Registrar.
4. Convene the multidisciplinary Veteran Intervention Team in collaboration with faculty, counseling services, Academic Support Services, and other campus program areas as needed.
5. Coordinate orientation program and teach ORN 120 for new student veterans.
6. Chair the Military Student Services Advisory Committee.
7. Coordinate educational workshops for faculty and staff which will support military student success.
8. Provide liaison with McGhee Tysons Air National Guard Based for on base educational programs.
9. Collaborate with similar positions at other Tennessee colleges and universities.
10. Advise the Student Veterans Association chapter.
11. Manage the Military Student Center facility, and maintain daily office hours there.
12. Serve as a consultant on military affairs to the Cabinet, faculty, staff and student groups.
13. Perform other duties as assigned by the Vice President and Dean of Students.
14. Work well with others.

**Supervisory Responsibilities:**

Supervise work study students assigned to the Military Student Center

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Active military career experience as well as a Master's degree in a relevant subject area.

## **Appendix E**

**Letter of Commitment from employer Partner, Clayton Homes, Inc.**



Clayton Homes  
5000 Clayton Road  
Maryville, TN 37804

June 16, 2015

Tennessee Veteran Reconnect Program  
Attention: Scott Sloan  
Tennessee Higher Education Commission  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243-0830

Dear Mr. Sloan:

We would like to support Maryville College Veterans Affairs initiative as the partnering employer for the Tennessee Veteran Reconnect Program. Clayton is dedicated to hiring interns from Maryville College in areas of Computer Science, Engineering, Digital Marketing, Retail, Sales and Account Services. We commit to providing internship opportunities that will maximize the success of student veterans.

Sincerely,

A handwritten signature in black ink that reads "Jessica L. Teske".

Jessica Teske  
Corporate Talent Acquisition Manager