



## FIRST PERFORMANCE PROGRESS REPORT 2010

<p>1. Recipient Organization (<i>Name and complete address including zip code</i>)          Missouri Department of Higher Education          3515 Amazonas Dr.          Jefferson City, Missouri 65109</p>	<p>2. Award Identification Number          29-42-B10563</p>
<p>3. Performance Narrative (Q1)  <i>Please describe your project activities and progress for the first quarter of your award period. This should include a description of federal expenditures to date, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any delays or challenges. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i></p> <p>This first quarter has been focused on start-up activities for the grant. The Missouri Department of Higher Education (MDHE) has completed required registrations for federal financial and compliance reporting and held a meeting on October 13, 2010 with community college partners to outline the management plan, project expectations, marketing and outreach strategies, and reporting requirements. Community college partners continue to work on identifying project managers and instructors for developing the basic digital literacy courses, and hiring of project managers. Mineral Area College (MAC) hired a grant manager. Three Rivers Community College (TRCC) has held planning meetings with its technology department and developed plans for installation of PCCs on the campus, while Jefferson College (JC) has begun the work of installing PCC workstations, and preparing to let bids for furniture, computer, and classroom equipment vendors. The MDHE and partner institutions have been highlighted on a number of local, regional, state, and national outlets. The MDHE presented on the grant at the Missouri Broadband Summit on October 26-27, 2010. Ozarks Technical College (OTC) is collaborating with Laclede County Library, Missouri Career Center, and the Lebanon Career and Technical Center in public outreach efforts. Partner institutions are meeting regularly with marketing departments to develop plans for grand opening events.</p> <p>Federal funds have not been disbursed as of this quarterly reporting period.</p>	
<p>4. Performance Projections (Q2)  <i>Please describe your anticipated project activities and progress for the next quarter. This should include a description of federal expenditures, key milestones, the primary activities needed to accomplish those milestones, significant project accomplishments, and any potential delays or challenges you foresee. Please use the milestone categories provided in your baseline report (e.g., equipment purchases, outreach activities, training programs) to help structure your answer. (500 words or less)</i></p> <p>The MDHE will work with partner institutions to develop curriculum for the basic digital literacy courses. Course titles, descriptions, and instructor assignments will be finalized at JC, TRCC, and OTC. OTC reports it will begin to deliver basic digital literacy classes in the existing educational center. Instructors will be selected and computer lab positions will be advertised and hired. Computers, software, furniture, and other equipment will be ordered for PCCs and Metropolitan Community College (MCC) plans to secure the van and equipment for the mobile PCC. Direct mailings, grand openings, and outreach efforts such as visiting workforce development boards, small businesses, neighborhood associations, and faith-based organizations will continue at partner institutions. MCC plans to establish a PCC Advisory Council to oversee the activities of the grant.</p>	
<p><b>5. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.</b></p>	
<p>5a. Typed or Printed Name and Title of Authorized Certifying Official          Dr. Tim Gallimore, Assistant Commissioner for Academic Affairs, Missouri          Department of Higher Education</p>	<p>5c. Telephone (<i>area code, number and extension</i>)          573-751-1764</p> <p>5d. Email Address          Tim.gallimore@dhe.mo.gov</p>
<p>5b. Signature of Authorized Certifying Official</p>	<p>5e. Date Report Submitted (<i>Month, Day, Year</i>)  <b>October 30, 2010</b></p>

**OMB CONTROL NO. 0660-0035**

**EXPIRATION DATE: 11/30/2010**

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