

Grants Committee Minutes – October 21, 2015

Members Present: Raul Castillo, Ruby Christian-Brougham, Ellie Rabani, Marni Rabani, Xiao Liu-Behlendorf, Nona Matatova, Alicen Vera, Helen Shrager, Howard Levine. **Guests:** Dan Watanabe, Adrian Castillo

Not Present: Deborah diCesare, Sherri Rodriguez, Raul Gonzalez

1. Approval of July and September minutes. **MSP** Helen/Ellie.
2. GAP Form: CAI/Pre-Apprenticeship Grant. **MSP** Helen/Nona.
3. IEC Report – Tabled
4. EPC Report – Tabled
5. Podcast Discussion
 - a. Raul provided a background on the Grants Committee's interest in doing a podcast. He informed Dan and his team that a seminar was conducted in April and videotaped. The video was given to Dan and his team for review. The consensus was that the video may not be the right approach to the podcast.
 - b. Adrian Castillo asked what the budget is and what do want to accomplished with the video and a podcast. The consensus among members of the grant committee is that we properly communicate the grant approval process at Valley College. This should not be confused with "how to write a grant."
 - c. Ellie wanted to convey that the grant approval process is not an intimidating process, but there are necessary steps to green-light a grant application.
 - d. Nona suggested that the video be very simplified and elementary in its steps. Ruby felt that that the video needs to be professional and not child-like in nature.
 - e. Dan offered \$3,000 from a grant to produce the video. He suggested the following.
 - i. A 30-second introduction video that can be emailed to the campus or posted on social media.
 - ii. A video on the grant approval process. This will be divided into segments. It will incorporate power point slides, actual forms, and interviews with notable players in the grant approval process (department chair, dean(s), Mike Lee (or Raul G), Michelle Fowles, Hahn Tran, Tom Lopez, area VP, Raul C (if Foundation related)).
 - iii. A script needs to be outline and written for each of the divided segments.
 - f. Next steps. Podcast sub-committee and Deborah meet with Dan and his team and provide a rough outline of the 30 second video and the main video.
6. Next meeting: November 18, 2015