

**Grants Committee Meeting
July 16, 2013**

Members Present: Deborah diCesare, Raul Gonzalez, Ruby Christian-Bougham, Helen Shrager, Bobbi McDaniel, Raul Castillo, Alicen Vera, Sherri Rodriguez, Nona Matatova and Gary Huff

Members Absent: Marni Roosevelt and Eli Rabani

Meeting called to order at: 10:00 am

1. Minutes of previous meeting – approved June 2013 minutes
2. Introduced new member, Ruby Christian-Brougham to the committee.
3. Reports
 - a. Grants Update
 - i. The updated 2011-2012 and 2012-2013 Grants Submitted spreadsheets were distributed and reviewed. The Title V Collaborative (Foundation application) is the only pending grant. Spreadsheets will be submitted to EPC.
 - b. EPC Update
 - i. The EPC will continue to meet during the summer to focus on changes to the Educational Master Plan. Your participation is welcomed.
 - c. Title V Collaborative Update
 - i. Raul Castillo presented the final narrative update for the Title V Cooperative Grant which was originally submitted in March 2012. For the next round of funding, the USDE will continue to award funds based on top scoring submissions from 2012-2013. Notifications of newly funded projects are expected shortly.
 - ii. Updates included:
 1. Fundraising is not a requirement for this proposal
 2. Indirect costs are not allowed
 3. Personnel – the grant would fund 3 new positions
 4. Space
 - a. Existing space is available in the Speech Lab offices (year 1-3), may need IT setup
 - b. Move to new Foundation Office (after year 3)
 - c. Financial Aid Office (Scholarship Coordinator, full term of the grant)
 - iii. **Action Item:** Communicate with Dr. Carleo to ensure senior staff is aware of space accommodations previously agreed upon.
 - d. US DOL TAACCCT Update
 - i. This is a district-wide application with LA Trade Tech as the Lead Agency. LAVC has agreed to a minimal level of participation.
 - ii. Application has already been submitted. A Grant Tracking and Approval Form have been completed for information and notification purposes.
 - iii. No cost to LAVC
 - iv. **Action item:** Need to verify office space, work stations, etc.
 - e. TRiO/SSS Update (renewal)
 - i. All signatures and reviews needed for grant committee review have been obtained on the Grant Approval and Tracking Form.
 - ii. Will send out to committee for review and approval.

- iii. Fiscal review required and will be forwarded to the Vice President of Administrative Services.

4. Action Items

- a. Grants Committee Self-Evaluation Form
 - i. Reviewed and feedback was incorporated; ready to send to EPC.
- b. CDEC Review with Rubric
 - i. Four reviews were submitted electronically prior to the meeting
 - ii. A majority of committee (7) is needed for all grant reviews
 1. Additional committee members committed to review
 - iii. Internal GC process challenges
 1. Rubric more evolved than the concept form
 2. Complex process can deter possible applicants
 - iv. Still waiting for fiscal review
- c. Opening Day Presentation
 - i. "Show Me The Money"
 1. Nona, Ellie, Gary, Helen, Alicen and Deborah will present
 2. **Action Item:** GC Chair will send event invite and reminders to presenters for preparation and presentation times.
- d. Set Goals for 2013 -2014
 - i. Suggested to revisit our mission and purpose statements
 - ii. The committee suggested the following goals (will be reviewed and further discussed in the August meeting)
 1. Refine database
 2. Revise internal approval processes
 - a. Tiered levels
 - b. Handbook
 - c. Forms

5. Workgroup Updates:

- a. Post-Grant Award Resources
 - i. No update
 - ii. **Action Item:** Workgroup will meet to review and assess existing resources on the GC website
- b. Grants Handbook
 - i. Reviewed proposed tiered approval levels
 - ii. Committee will meet on July 30 to discuss further
 - iii. Ruby Christian-Brougham will join the workgroup for this topic
- c. Database
 - i. No update
- d. GC Process
 - i. No update

Next meeting:

- July 30 to review the tiered approval process 10 to 11 am
- August 20 full meeting (review mission, vision, and goals)