

Grants Committee Minutes
May 21, 2013

Members Present: Deborah diCesare, Alicen Vera (for Ellie Rabani), Marni Roosevelt, Bobbi McDaniel, Raul Gonzalez, Helen Shrager, Nona Matatova and Gary Huff

Members Absent: Sherri Rodriguez and Raul Castillo

Guests: Marie Dahan, Cherine Trombley, Georgianna Sampler, Dora Esten and Rudy Besikof

Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved April 2013 minutes
2. Reports - Deborah

Grants Updates

- IDEAs grant was submitted \$200,000 1 yr. with potential renewal
- Will ask TRIO to come back in the fall, since they will be using a consultant, which will need fiscal and EPC review
- U.S. DOL round 3 RFA to be announced
- Grant training district canceled, but was only for people writing the DOL grant
- Title V Cooperative - Raul clarifications from John Rude, ELAC, grant writer
 1. Indirect Costs are not permitted in any Title V projects.
 2. Project Management is neither an Academic Affairs nor Student Service project; it's up to campus to decide.
 3. New Narrative probably will not be required by the Department of Education
 - a. **EPC**
 - i. Review EMP goals – Members can provide feedback by email or attend EPC meeting directly

3. Action Items

A Grant Proposal Concept Form was distributed and presented by CDEC Committee members Khaled Hussain, Cherine Trombley, Georgianna Sampler, Dora Esten. The Grant Proposal is to apply for Title V grant application for \$3.25 million dollars over five years. There is no formal grant solicitation yet available; projected date late Fall 2013 with submission in March 2014.

Concept: Improve online learning and integrate technology into the classroom, would offer tutoring services online, enhance library resources online (Quality Matters Increase) address lower rates of success for online students. Library needs more resources, no new books since 2009, grant give us more access to library databases and e-books, online tutorials for online and traditional students

Grant Writer: CDEC is already speaking with Ramona Munsel to be the grant writer. Costs for services are reported as 6% annually if funded. Committee asked for clarification if 6% or 7%. Committee members expressed concern how College can assume this cost considering budget deficit. This will require fiscal review.

Committee raised questions:

Administrative & Operational Questions: Indirect cost eligibility, supplanting rather than supplementing, institutionalization, clarification of maintenance and subscription renewals of online database with wording within Title 5 (is it an allowable expense). Code of Federal Domestic Assistance (CFDA) was distributed to point out indirect costs references under 34 CFR 76.563. Raul Gonzalez will research further.

Concept Questions: unclear as to the notable differences for this grant compared to previous Title V. Will grant create any Massive Online Open Courses (MOOCs)? Need to clarify training and support; does it include FTEF. Personnel cannot name a grant director without following district and contract process. Recommended all CDEC committee members appear on the form.

Action Items for CDEC - Update Grant Proposal Concept form detailing:

1. Describe each component and how it will be institutionalized
2. What is the cost for the college
3. Clarify ROI and costs to college post grant

Once revised form is received, reviewed and processed through the Grants Committee, a fiscal review will be required and then shared with EPC for further review.

a. Workshops Review

Date	Title	Presenters	Attendees	Feedback
#1 3/19/13	Show Me the Money	G. Huff, N. Matatova, E. Rabani, A. Vera Intro by D. diCesare	6	No formal evaluation survey; however, received positive feedback from attendees
#2	Find Your Funding	Raul Castillo Intro by D. diCesare	16	12 surveys completed; all ratings positive in the Strongly agree and agree category

Action Item: Request Raul Castillo to provide information and link for mini-grant process.

b. Workgroups Created

- Post Grant Award Resources – Bobbi, Deborah, Nona, Alicen, and Gary – No Report
- Modifying Handbook and Grant Tracking Forms – Deborah and Gary

Distributed **Grant Proposal Steps** and **Grant Review Rubric**.

Feedback for Proposal Steps: Split this into 2 processes (GC and external). Need for additional checks and balances in the process. Every detail of tracking forms needs to be followed exactly.

Feedback for Grant Review Rubric reviewed rephrase sustainability (is this a required component of the grant) Criteria that triggers grants moving from Tier 1 to Tier 2. Preliminarily approved using tiers. Goals to create criteria for each of the tiers.

- Foundation Grants Resources – Raul C. – No Report
- Grants Database – Raul C., Deborah and Gary – No Report

4. Adjourned at 11:05 AM
5. Next meeting, June 18, 10:00a-11:00a (President's Conference Room)