

GRANTS COMMITTEE MEETING – 03/18/15

Members Present: Deborah diCesare, Helen Shrager, Raul Castillo, Alicen Vera, Ellie Rabani, Gary Huff, Sherri Rodriguez, Xiaoyang Liu-Behlendorf, Marni Roosevelt, Ruby Christian-Brougham and Nona Matatova.

Not Present: Raul Gonzalez

Guests: Mike Lee, Vice President of Administrative Services, and Hao Xie, Business Office

Minutes: Review and approval of February minutes

Reports:

EPC – Reviewed and discussed the Mission Statement alignment form.

IEC – Reviewed and discussed college Mission Statement alignment to the Educational Master Plan, Shared Governance Handbook development, and an intensified focus on Adult Ed through AB86.

Grant Updates:

US DOL Apprenticeship Grant (Goodwill Industries, lead) – Job Training Department and Manufacturing faculty were approached by Goodwill Industries to participate as partners in an upcoming grant for Manufacturing Technical Apprenticeship. (April 30 deadline, 5 year funding)

Action Items:

Presentation to Mike Lee, Vice President of Administrative Services, and Hao Xie, Business Office

- Overview of the grant process and the importance of having a signed Grant Approval Process form if signature request is made to Mr. Lee
- Discussed Fiscal Review Process completed by previous VP Administrative Services

GC Policy Statement – Suggested revision to add a qualifier to the 2nd statement. “Based on the GC proposal process in place, all grants will...” to address the neutral or positive impact challenge. Also, need to update this information in the Handbook.

GC Fiscal Review – Suggested addition of a description of the fiscal review process to the GC Policy Statement on webpage.

Podcasts – Work group held an initial planning meeting. Recommended to involve Media Arts students in the process.

Website –

- About Us Tab– Reflected on what message we want to send to website visitors. Add diagram of the grant proposal process.
- Grant Writing & Management Resources Tab – Suggested that resources pages are merged together and include grant writing and management resources. Include the following sub-headers: Helpful Resources, Rules and Regulations, Grant Writing Tips, Funders and Priorities (with active links to possible funders), etc. Another suggestion was made to include the sub-headers: Before Writing, While Writing, and After Writing.
- Active and Archived Grants Links – Suggested one link and add notation Completed or Ended similar to Pending for ease of updating.
- Grant Tracking Form Tab– replace with a general Forms Tab. (NOTE THIS MAY IMPACT LINKS IN HANDBOOK)

Workshop – “Show Me The Money”, April 23 @ 1pm in Student Service Center, room 245.

Next Meeting

- Scheduled for April 15 @ 11am in the Family Resource Center.