

Grant Oversight Committee

Purpose:

The purpose of the grant oversight committee, a group under the budget subcommittee, is to identify the needs of the college and match those needs to available grants. In addition, the group will collaborate with the budget subcommittee to ensure that the college has the resources available that are necessary to manage grants in the event they are awarded. The subcommittee will scrutinize closely the feasibility of sustaining and/or institutionalizing grant activities.

The grant oversight committee is NOT responsible for the writing of grants, which largely occurs through those interested in pursuing one in a certain area. Rather, the group exists to advise applicants through the process and to provide recommendations to the budget subcommittee regarding potential grant applications.

Process:

The group will:

1. Maintain a list of prioritized needs of the college that might be served through seeking grants. This list can be created through brainstorming and the review of existing planning documents, including program reviews, the educational master plan and the college strategic plan, among others.
2. Search, to the extent possible, for available grant opportunities that might serve the identified college needs.
3. Oversee the grant application process, including a review of the research, evaluation, and long-term planning and budgetary implications of any potential grant application.
4. Forward grant applications to President's Cabinet for the next step in the approval process.
5. Review grant applications for college and district guidelines compliance.
6. Provide quarterly updates on current grants the college has to the budget subcommittee.

Membership: 2 from administration:

- 1 budget analyst (Lead)
- 1 administrator designated by the President
- 1 representative from institutional research office
- 2 faculty at large (chosen by academic senate president)
- 2 classified, appointed by CSEA

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