**8:00 AM • Thursday, September 17, 2020 • Zoom Meeting**

**Members:** Carley, Michael; Carranza, Araceli; Keele, Jeff; Michelle Miller-Galaz; Phinney, Sarah; Harmon, Arlitha

1. **Committee Charge Review & Update –** reviewed the committee charge and membership. The decision was made to continue to have the Grant Writer (external or District Office) in an advisory capacity. CESA and Academic Senate have referred all representatives on the committee. The Committee was shown how to access the SharePoint with that contains informational documents.
2. **KCCD Grants Administrative Procedure & Forms (AP 3A2E) –** reviewed the KCCD Grants Administrative Procedure, Grant Intent & Approval Forms, and requested submission timelines. The Committee discussed the reality that some grantor timelines are abbreviated and will not allow the college to meet the AP 3A2E submission dates.

The details of the Grant Intent & Approval Forms were reviewed. KCCD’s current indirect cost rate is 32% (of grant salaries and benefits). This rate is expiring and the new rate will be provided when the rate is finalized.

1. **Campus CCCCO and Other Grant Listing** – reviewed the current Categorical and Non Categorical grant awards. The grant listing will be updated this fall and note the competitive and non-competitive awards with a legend.
2. **Documenting PC’s Campus Grant Oversight Process** – the District grant procedures were discussed with regard to the campus grant routing process. It was suggested that the Strategic Planning Committee, with College Council feedback, should develop a (strategic focus) vision for the grant type and program initiatives the campus should pursue. The Committee discussed the previous approach to grant solicitations based on overall campus capacity. The previously developed internal campus grant information (addendum) form was reviewed based on the KCCD Administrative Procedure.

A preliminary campus routing process that included email review was discussed. The Vice President of Finance & Administration will forward Intent & Approval Forms to the Committee. This position signs all forms and is a member of the Grants and Budget committee. The process will continue to be discussed at the next meeting and formalized with the internal grant addendum form.

1. **Future Items**
   1. Meeting Schedule
   2. Grant Addendum Form
   3. Grant Review Rubric
2. **Next Meeting: October 1, 2020 at 8:00AM via Zoom**