

Rio Hondo College Title V Implementation Team (Success Programs Strand) Meeting Minutes

**Tuesday, April 8, 2014, Room LR 105
11:30-12:30 p.m.**

Present: *Barbara Salazar (chair), Hector Molina, Robert Graham, Sergio Guzman, Eva Menchaca, Jim Sass, Dianne Holcomb, Elizabeth Telles*

Absent: P.Marcell Gilmore, Michelle Bean, Maria Elena Martinez, Song Le Graham, Jim Chandler,

Call to Order: Barbara called the meeting to order at 11:35 a.m.. Minutes from the March 11, 2014 meeting were reviewed and approved.

AHSIE Conference: Barbara highlighted some information gathered from the 7th Annual AHSIE Conference held in March at the University of LaVerne in Pomona. She described there were a number of Title V grantees from two-year and four-year institutions as well as a few program officers that facilitated workshop sessions. In particular, Barbara indicated that the majority of two-year colleges and universities represented there have an “external evaluator” that assists in evaluating their program’s efforts. While we currently do not have one for our Title V grant, nor have it written in our original budget, our program officer assured us that we are not compelled to hire one, especially at this point in our current grant. However, Jim added that it may be looked on favorably to have one written into a future grant proposal. Some discussion ensued about the external evaluator’s role & responsibilities, salary, and relationship to the grant, program activities, and institution. Barbara shared that our program officer indicated that it would be best to ask for guidance/approval directly from him rather than from an external evaluator though.

“Developing Hispanic-Serving Institutions (HSI) Program Pre-Application” Webinar: Last Thursday, both Barbara and Maria participated in this informational webinar for potential Title V grant applicants. Barbara highlighted that the emphasis is for institutions to “think outside of the box” in proposing new and innovative activities that can also create substantial results and be sustainable. Barbara also indicated that she plans on applying to serve as a peer reviewer for grant proposals being submitted this year to gain rich insight as our institution begins plans to apply during the following year (2015). The Request For Application (R.F.A.) for 2014 Title V Grant Proposals was released on Monday. This should provide a helpful preview of the application process and general requirements.

New Title V Grant Application: Barbara recommended that in order to best prepare for a 2015 new grant proposal (we should likely expect the R.F.A. to be announced in early April 2015, the grant application to be due in early May, and subsequent notification to be received in late September). Before then though, there needs to be institutional dialogue about

proposed goals and activities as well as coordination efforts (which should also be aligned with SSI activities, including the Student Equity Plan, as well as the Basic Skills Initiative Annual Report probably). It was recommended that this group should lead that campus discussion and that the input be thorough on what resources will be needed to implement/support the activities (e.g., tutoring budget, UCI Summer Scholars Institute, etc.).

Current Year 4 Budget: Barbara informed that there are still funds available in this current year (Year 4) up until September 30, 2014 in the following categories and welcomed suggestions for allowable, allocable, and reasonable expenditures. She reminded that the items cannot be given directly to students though as they are intended to build the institution's capacity and as reasonably possible, the items should supplement (rather than supplant) the procurement of the institution's resources.

- **Instructional Supplies:** \$3,732.54
(e.g., reference books, manuals, etc.)
- **Other/Office Supplies:** \$299.39
- **Other Supplies: Software:** \$696.45
- **Consultant Services – Student Services Trainers:** \$450 (cannot be used for travel)
- **Consultant Services – Transfer Center Trainer:** \$450 (cannot be used for travel)

Meeting adjourned at 12:30 p.m.. Next meeting will be scheduled for Tuesday, May 13 at 11:30 a.m. in LR105.