I. Approval of January 17, 2017 Agenda
II. Approval of December 6, 2016 Minutes

III. Public Comment
IV. Announcements
V. DEEOAC Report

VI. CSCC Budget
   A. JobLinks Funding
   B. Leadership Retreat March 17 at CCC
   C. 4CS Membership

VII. DGC Agenda Review (Please review agenda)
   A. Review, corrections and approval of December 6, 2016 minutes.
   B. Chancellor’s Report
      • Review of January 25, 2017 Governing Board Agenda
   C. DGC agenda items as obtained from the DGC Chair
   D. Reports from Constituent group

VIII. Reps for Employee of the Year Award - Feb. 14, 9:00 am at District Office

IX. Compressed Calendar
   Linda

X. JobLinks Report
   Linda

XI. January 25, 2017 Governing Board Assignment – DO
   LMC: September, December, April
   DO: January, May
   DVC: October, February, June
   CCC: November, March, July

   Adjourn – Next Meeting is February 14, 2017
Classified Senate Coordinating Council
Meeting Minutes
1st Floor Conference Room
December 6, 2016

Attendance:  Greg Evilsizer, Linda Kohler, Maritza Guerrero, Jackie Lopez, Esther Pena
Absent:  Mike West, Marisa Greenberg, Rene Savage

I. Approval of December 6, 2016 Agenda – approved MSC (Evilsizer/Pena/All in favor)
II. Approval of October 4, 2016 Minutes – approved MSC (Lopez/Guerrero/All in favor)
III. Approval of Wed., November 2, 2016 Minutes – meeting cancelled

IV. Public Comment – No comment
V. Announcements – No announcements

VII. CSCC Budget– No action

A. DGC Agenda Review – Evilsizer explained to CSCC some background from the last DGC meeting in regards to the Smoking Policy. Huff and Montemayor-Lenz wanted DGC to pass the policy that day. They are rewriting the policy. At the November meeting CSCC should have asked for a sidebar to discuss and should have sided with faculty as a “no.” He is not sure it really matters as these will be rewritten. CSCC needs to make sure we follow protocol with a collective voice. If the voice needed to be changed, CSCC should have asked for a sidebar. CSCC needs to stand on a collective voice. In May CSCC approved support of a districtwide smoking ban.

B. Review, corrections and approval of November 2, 2016 minutes. CSCC approves.
C. Chancellor’s Report
   □ Review of December 14, 2016 Governing Board Agenda
D. Conflict of DGC Bylaws and AP 1900.03: Admin 1900.03 trumps the DGC Bylaws. The Bylaws allows for a 6 month period before making decision. Admin 1900.03 only allows 20 work days and then another 20 workdays as a second read. Unless DGC has a quorum of 3 out of the 4, no business can be done. The Bylaws need to be adjusted so that business can be conducted, especially during the summer. CSCC agreed if AP 1900.03 trumps the Bylaws, then the Bylaws need to be changed. CSCC couldn’t agree if this should wait until the normal review or proceed immediately.
E. DE Strategic Plan 2017-2022: CSCC agrees to move forward. Information Item. This should be taken back to Senates.
F. BP 5038 - Grants: CSCC will request this item be brought back for a second read.
G. Bus Pro 3.30 – Grants: CSCC will request this item be brought back for a second read.
H. 

VIII. JobLinks 2017: The committee has not met. CSCC discussed the possibility of CCC hosting and chairing the next JobLinks. It was also suggested that June 1st be approved for the date. This led into the discussion of holding an annual leadership retreat for Classified Leaders. CCC agreed to host. March 17 or 24 were possible dates. It was also discussed that maybe a rep from the Union do a presentation, a possible faculty member or even President Mehdizadeh.

IX. Adjourn to next meeting on January 17, 2017. MSC (All in favor)
I. Standing Items
   A. Call to Order
   B. Identification of speakers
   C. Adoption of Agenda
   D. Approval of Minutes (December 6th)
   E. Public Comment

(This time is reserved for members of the public to address the District Governance Council)

F. Reports from Constituency Groups (2 minutes each)

G. DGC Chair report
   1. Introduction of DGC members to Chancellor Dr. Fred Wood

H. Chancellor’s Report
   1. Review of January 25th, Governing Board Agenda

II. New Items
   A. Business Policy and Procedure
      Jonah Nicholas – 2nd Read

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BP 5038</td>
<td>Grants</td>
<td>New</td>
</tr>
<tr>
<td>Bus. 3.30</td>
<td>Grants Funded Projects</td>
<td>Revise</td>
</tr>
</tbody>
</table>

III. Adjournment

IV. Next Meeting (Tuesday February 14, 2017, 1:00 p.m.)
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
District Governance Council Minutes
Regular Meeting on December 6, 2016
1:00 p.m.
District Office, Board Room
Greg Evilsizer, Presiding

In Attendance
Classified: Greg Evilsizer (Chair), Maritza Guerrero, Jacqueline Lopez, Esther Pena, Linda Kohler (Speaker), Mike West
Faculty: Silvester Henderson (Speaker), Beth McBrien, Beth Goehring, Donna Wapner
Managers: Stephanie Alves, Russ Holt (Speaker), Eva Jennings, Herb Lester
Students: Edmond Pan Chan Lok

Guests
District Office: Helen Benjamin, Gene Huff, Sally Montemayor Lenz, Ray Pyle, Dio Shipp, Jonah Nicholas
Manager: Tammeil Gilkerson (CCC)

Absent
Classified: Marisa Greenberg, Renee Savage
Faculty: Glenn Appell
Managers: Bill Foster, Catherine Frost, David Wahl
Students: Israel Castro Cortez

Note Taker
Melody Phillips

DGC Minutes
Regular Meeting on Tuesday, December 6, 2016

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion and Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Standing Items</td>
<td></td>
</tr>
<tr>
<td>• Call to Order</td>
<td>Called to order at 1:04pm</td>
</tr>
<tr>
<td></td>
<td>Identification of speakers:</td>
</tr>
<tr>
<td></td>
<td>• Classified Speaker – Linda Kohler</td>
</tr>
<tr>
<td></td>
<td>• Faculty Speaker – Silvester Henderson</td>
</tr>
<tr>
<td></td>
<td>• Management Speaker – Russ Holt</td>
</tr>
<tr>
<td></td>
<td>• Student Speaker – Edmond Pan Chan Lok</td>
</tr>
<tr>
<td>• Adoption of the Agenda</td>
<td>Motion to approve agenda as written was passed unanimously:</td>
</tr>
<tr>
<td></td>
<td>• Classified Speaker – Linda Kohler</td>
</tr>
<tr>
<td></td>
<td>• Faculty Speaker – Silvester Henderson</td>
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<tr>
<td></td>
<td>• Management Speaker – Russ Holt</td>
</tr>
<tr>
<td></td>
<td>• Student Speaker – Edmond Pan Chan Lok</td>
</tr>
</tbody>
</table>
Approval of Minutes — October 4, 2016

- Motion to approve November 2, 2016, minutes was passed unanimously
  - Classified Speaker – Linda Kohler
  - Faculty Speaker – Silvester Henderson
  - Management Speaker – Russ Holt
  - Student Speaker – Edmond Pan Chan Lok

Public Comments

No public comments

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion and Outcome</th>
</tr>
</thead>
</table>
| Reports from Constituency Groups (2 minutes each) | Classified: Linda Kohler
  - None
- Faculty: Sylvester Henderson
  - A second district plenary is scheduled for April 10, 2017
- Managers: Russ Holt
  - Herb Lester will join DGC, replacing Eva Jennings
- Students: Edmond Pan Chan Lok
  - None

DGC Chair’s Report

- Introduction of new members
  - Herb Lester, District Office – Risk Manager
  - Melody Phillips – DGC Note Taker
- DGC Membership Roster for 2016 – 2017
  - Classified:
  - Faculty:
  - Managers:
  - Students:
- Working on DGC Bylaws to align with AP 1900.03

Chancellor's Report

- Chancellor’s Report:
  - Melody Phillips was welcomed to the District. Melody will serve as the DGC note taker.
  - Sally Montemayor Lenz– International Education Program Dean, Steven Hales will be asking for volunteers to participate on the International Education Strategic Plan taskforce. Dean Hales will ask for representatives from each campus which will include faculty, managers, classified and students. Please forward the names to Dean Hales by Friday, January 20th. The time commitment will be once a month, beginning SP17.
  - Today is the Chancellor’s last DGC meeting. The Chancellor thanked everyone for their commitment to all the different committees they have supported.
  - The Chancellor requests DGC to keep up the good work, as this impacts accreditation.
- Review of Wednesday, December 14, 2016, Governing Board Agenda:
  - Gene Huff highlighted the following items: With the passing of Jack Carhart, Richard Livingston, former President of LMC will lead a special presentation honoring the former Chancellor; The swearing in of Gary Walker-Roberts on his
provisional appointment as Governing Board member for Ward IV will take place; An organizational meeting will be called in accordance with Education Code 72000(c)(2); An election of the President, Vice President and Secretary of the Governing Board will be held; The Board will review the code of ethics and communication protocols; The Sentinels of Freedom will give money to all three colleges to help complete the veteran’s centers; The Board will also hear the constituency reports.

- On the Non-Consent Agenda, Item A., 38-A under finance, has no report this month; Item B., 39-A ratification of the contract for Chancellor will be considered; 39-B approval of the tentative agreement with Local 1; 39-C will include a new job description for an Associate Dean of Nursing. LMC and CCC have had a hard time finding qualified applicants. In addition, a revised classification description for Payroll Services Supervisor has been completed, with modifications to the minimum qualifications. The hope is that the new job description should bring a quality pool of applicants forward. Item E., 42-A BP1024 Meeting of the Governing Board will have a second reading; 42-B BP5034 (new) Internal Audit Services (IAS) Charter will also have a second reading.

- On the General Agenda, Item A. Petition to Create a Sanctuary College District, which has been widely circulated. This is not an action item, this a discussion item only. The Board will discuss what informational items they would like the District staff and colleges to bring back for further discussion. The Board is considering a special meeting in January regarding the topic; Item B. Sally Montemayor Lenz mentioned the annual Educational Planning report will be covered; Item D. College and Career Access Pathways Partnership Agreements, Sally Montemayor Lenz mentioned a partnership with Pittsburg, similar to the one currently in place with Antioch is also under consideration; Item E. Annual Grants report; Item F. Successor Oversight Board member replacement nominee due to the passing of Board Member Nejedly.

### Additional Reports

#### II. Carried-Over and New Items

<table>
<thead>
<tr>
<th>Presenter</th>
<th>Agenda Item</th>
<th>Item</th>
<th>Topic</th>
<th>Discussion and Outcome</th>
</tr>
</thead>
</table>
| Gilkerson | DE Strategic Plan | DE Strateg Plan | District Distance Education Strategic Plan 2017-2022 | - The Districts goal is to strengthen DE.  
- This draft is the final plan and has been vetted through shared governance at all three colleges.  
- Page 24 reflects feedback of the plan.  
- 5 goals are being adopted, which are reflected on page 13 of the plan.  
- This is a five year plan.  
- Beth McBrien complimented the committee on all their hard work. |
| Nicholas | BP5038 | Grant | BP5038 is new and is a District led policy.  
BP5038 is a new Board Policy that will work hand in hand with Business Procedure 3.30 to manage the grant process.  
Many grants do not align with the priorities of the District and must be consistent with and |
support the strategic goals of the District and/or the college(s).
- Classified requested item return for a 2nd read.
- BP5038 will return for a 2nd read.

<table>
<thead>
<tr>
<th>Nicholas</th>
<th>Bus. 3.30</th>
<th>Grants</th>
</tr>
</thead>
</table>
|          |           | • Bus. 3.30, breaks down the process in four phases.  
|          |           | • Two exhibits are included - Exhibit A, Grant Application Review Form and Exhibit B, Grant Proposal Rating Sheet  
|          |           | • Classified requested item return for a 2nd read.  
|          |           | • BP5038 will return for a 2nd read. |

### III. Adjournment
Meeting adjourned at 1:47pm

### IV. Next Meeting
Tuesday, January 17, 2017
Business Policy and Procedure

Jonah Nicholas - 2nd Read

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The District is committed to providing financial resources to support District and college efforts that meet the mission of promoting and providing higher educational opportunities for all students. Seeking external sources of revenues in the form of grants in order to bridge financial gaps created by a variety of factors provides additional critical support. Grants should be pursued as one strategy of overall District and college financial planning.

Funding from external sources is vital for the establishment of new and innovative programs and services enriching the District and/or college(s). External funding enables experimentation with improvements in curriculum design, teaching strategies, methods of instructional delivery and the creative use of technology and related practices in administrative and student services projects, as well as skill development and workforce training relevant to contemporary needs in the absence of general fund monies to support such efforts.

Grant opportunities expand the limits of the financial constraints under which the District and/or college(s) may operate. Because of the limits placed on most awards, plans for sustaining funding after a grant terminates or ends should also be included in the planning phase where applicable. Ideally, grant funds should be sought from funders that share the District and college mission and strategic goals and that will work as partners with the District and/or through the duration of the grant. Capacity for the District and/or the college(s) to properly steward, implement, and report on the funds is vital in the planning of all grants.

Communication and coordination are essential between District and college personnel for the successful launch and sustainability of grant projects. No District employee shall begin the local grant application process nor present him/herself as representing the District in pursuit of external funding without prior discussion and approval of the chancellor and/or the college president. Grant submissions must be consistent with and support the mission and strategic goals of the District and/or college(s).

Business Procedure 3.30: Grant Funded Projects must be followed in pursuing grants on behalf of the District and/or college(s).
GRANTS FUNDED PROJECTS

Funding from external sources is vital for the establishment of many new and innovative programs and services enriching the District. Outside funding enables such entrepreneurial activities as experimentation with improvements in curriculum design, teaching strategies, methods of instructional delivery, and the creative use of technology in administrative and student services projects, not otherwise possible through general funds. Along with the preparation, acceptance and receipt of external funding come many responsibilities involving the application, management and administration of programmatic, financial and reporting aspects of the grant project. Communication and coordination are essential between District and college personnel for successful grant projects. Past performance is a consideration in evaluating the award of future grant funding.

The following procedure shall govern the preparation, submission implementation and management of all externally funded projects grants.

Grant Process

Submission of outside funding requests for special projects, activities, or equipment will be made through the Districtwide Grant Information System.

1. Pre-award or Development Phase

   a. A new grant proposal is developed within the Districtwide Grant Information System through the use of the “Intent to Submit Proposal” application. After the proposal has been submitted, it will be reviewed by the site grant office and either denied or forwarded on to the next approval level.

   b. After the grant proposal has been approved by the site grant office, it is forwarded to the college President for approval. The college President will verify that the grant proposal is consistent with the mission of the District and respective college and that adequate infrastructure is in place to carry out the goals of the grant. After the proposal has been approved by the college President, it is forwarded to the Chancellor for approval. Only after approval by the Chancellor, may the proposal be submitted to the grantor.

   a. Individuals or teams within the District and/or college may initiate development of a new grant or grant renewal with the approval of the supervising manager for the respective area.

   b. Once an idea is approved by the supervising manager, the applicant(s) complete(s) the Grant Application Review Form (Exhibit A), obtains the required signature of the supervising manager and submits the application to the office of the Chancellor (for District submissions) or the President (for college submissions) for review by the executive team of the location.

   c. The executive team, led by the Chancellor or college President, reviews the application and approves or denies the grant application request using the Grant Proposal Rating Sheet (Exhibit B).

   d. When a grant application is approved, the executive team of the location will sign the Grant Proposal Rating Sheet and notify the applicant(s) to begin the formal process of developing and submitting the grant. If the grant application is denied, the executive team of the location will notify the applicant(s) of the outcome. The President will provide copies of approved college
applications to the Chancellor and the District Chief Financial Officer.

e. When the timeline for a grant is short, the Grant Application Review Form must be completed with an indication, that an approval or denial, to pursue the grant application is needed within a prescribed deadline. Efforts to expedite the review process and the approval/denial decision at the District and/or college shall be made by all parties involved.

2. Award of Grant

a. Upon receiving notification by grantor of a successful proposal, the site grant office proposer shall send the accepted proposal submit the notice of award to the college President, or Chancellor for District proposers. The college President or Chancellor shall review the grantor proposal and accept or not accept the grantor proposal. If the college President accepts the grantor proposal, it is forwarded to the Chancellor for final acceptance.

b. After the college business office forwards documentation confirming the grant award, the District Accounting Department shall assign general ledger (GL) account codes and assist in setting up the initial budget in the system.

c. Copies of project addenda/amendments relating to changes in the project activities, budget, director or principal investigator, and funding period will be sent to the District Accounting Department. Each site is responsible for loading all grant documents into the Districtwide Grant Information System Library.

d. All projects funded by outside funding agencies will adhere to standard accounting practices, college and District fiscal and personnel procedures, and the requirements of the funding source (refer to Board Policy 5013 regarding the purchase of supplies and equipment). Any request for personnel to be hired under the grant must be submitted to District Human Resources and District Payroll with proper activity code and budget coding.

3. Grant Administration

The manager assigned to authorize expenditures is accountable for achievement of grant objectives and expenditure of grant funds consistent with the approved project budget. Accountability includes not expending funds beyond grant funding and to assure that all expenditures are permitted by terms of the grant. At a minimum, the assigned manager shall perform quarterly reviews of actual expenditures against the budget to achieve these objectives.

a. Allowable versus Unallowable Costs

Each awarding agency has the right to establish its own terms and conditions for its awards. In the absence of specific award terms and conditions, CCCCD follows federal guidelines published in OMB Circulars as outlined below.
A Cost is allowable when it is:

- Permissible according to the organizations policies as well as the terms and conditions of the grant agreement.
- Reasonable; a prudent person would purchase the item at the price
- Allocable; the cost benefits the grant project
- Given consistent treatment throughout the District

The following are examples of common unallowable costs: Entertainment, alcoholic beverages, goods and services for personal use, fines and penalties, certain travel expenses such as air travel costs in excess of economy class, etc.

When identified, unallowable costs will be charged to the respective site and an expense transfer will be done into another appropriate fund.

b. There may be specific rules applicable to the disposal, transfer and/or sale of grant funded equipment. To ensure compliance with such requirements, the college business office shall work with the District Office Accounting Department to determine the proper disposition method.

c. Documentation confirming grant extensions (if applicable) shall be submitted to the District Office Accounting Department prior to the grant’s original ending date by the college business office.

4. Project Closeout

a. The District Accounting Department and the college business offices will maintain complete records of all projects and activities that receive external funding. The District Accounting Department will maintain complete revenue, expenditure, and other financial records for each project. Copies of all midterm progress and final reports must be sent to the District Accounting Department. Each site is responsible for loading its documents into the Districtwide Grant Management System.

b. After project close out, unexpended grant funds are to be returned to the outside agency pursuant to terms of the grant or outside-funded project unless an extension on the project is approved by the funding agency.

c. Over expenditure of grant funds will be charged to the respective site and may require expense transfers into another, appropriate fund.

d. Federal and state regulations require the maintenance and availability of project records for three (3) years, commencing on the date of the submission of the final or annual expenditure report or close of the fiscal year covered by the plan (including any amended ending dates). Grant accounting records should include (1) a copy of the grant agreement/contract, terms and conditions; (2) detailed accounting records, including all appropriate supporting documentation for changes and amendments to the grant; (3) payroll records (supported by individual time and effort documentation, if required); (4) budgets; (5) grant payments; (6) refunds; (7) program income (if applicable); (8) financial, programmatic, and project evaluation reports; and (9) procurement records, as well as any other documentation required by the funding agency.
GRANT APPLICATION REVIEW FORM

Complete and submit sections I through VI to the office of the Chancellor or college President after obtaining approval of the supervising manager.

I. Proposal Information

<table>
<thead>
<tr>
<th>Grant Writer/Developer</th>
<th>Grant/Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Project Title:</td>
</tr>
<tr>
<td>Email:</td>
<td>Proposal Deadline:</td>
</tr>
<tr>
<td></td>
<td>☐ Expedite Review</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fund Type (check all that apply):</td>
</tr>
<tr>
<td></td>
<td>☐ Public Grant</td>
</tr>
<tr>
<td></td>
<td>☐ Private Grant</td>
</tr>
<tr>
<td></td>
<td>☐ Renewal Grant</td>
</tr>
<tr>
<td>Department/Division:</td>
<td>Funding Agency:</td>
</tr>
<tr>
<td></td>
<td>If federal, what potential audit exposure exists?</td>
</tr>
</tbody>
</table>

II. Budget Information

<table>
<thead>
<tr>
<th>Funding</th>
<th>Matching Funds or Cost Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Requested:</td>
<td>Amount:</td>
</tr>
<tr>
<td>Anticipated Grant Start Date for:</td>
<td>Cost Account Number:</td>
</tr>
<tr>
<td>☐ New Grant</td>
<td>Date:</td>
</tr>
<tr>
<td>☐ Renewal Grant</td>
<td>Date:</td>
</tr>
<tr>
<td>Indirect Costs:</td>
<td>Indirect Cost Rate %:</td>
</tr>
</tbody>
</table>

III. Proposal Summary
IV. Provide answers to the questions below.

| A. In what specific ways does the proposal support the district and/or college mission and strategic goals? |
| B. Which performance indicators would the project impact? |
| C. What are the community needs indicated in the strategic plan met by this grant? |
| D. Will programs and services funded by the proposed grant be institutionalized when the grant ends? If so, explain how and any future obligations the college/district may have. If not, explain the need for the grant. |
| E. What percentage of the grant is directed toward administrative costs as opposed to being spent directly on achieving the grant outcomes? |
| F. List any current or new positions to be funded through the proposed grant. |
| G. What will be the likely project impact on facilities, technology and other resources? |
| H. Does this project duplicate or connect to any programs or services currently offered by the college/district? If so, describe in detail. |
| I. How likely is funding through this grant opportunity? |
| J. Give the name and qualifications of the grant manager. |

V. First level of review required signature:

| Supervising Manager Signature | Date |

VI. Next Steps: For college proposals, please forward this form to the college President and the location Chief Business Officer for approval. If approved, forward a copy of the approved forms to the Chancellor and District Chief Financial Officer. For District proposals, please forward this form to the Chancellor and District Chief Financial officer for approval.
GRANT PROPOSAL RATING SHEET

This form is to be used by the college/District executive team in determining whether a grant application is approved or denied.

Project Title

A. In what specific ways does the proposal support the district and/or college mission and strategic goals?
   ☐ Helps fulfill district/college mission and goals.
   ☐ Marginally matches district/college and divisional mission and plans.
   ☐ Does not align with the district/college and divisional mission and plans.

B. Which performance indicators would the project impact?
   ☐ Student success - accessibility to all students.
   ☐ Faculty and staff success.
   ☐ Effective resources management and future preparedness.
   ☐ Effective support of faculty and staff.
   ☐ Effective preparation of students for life and the workplace.
   ☐ Meeting existing and emerging community needs.

C. What are the community needs indicated in the strategic plan met by this grant?
   ☐ Meets one of the primary goals for the college/district.
   ☐ Builds on an objective with a clear community need.
   ☐ Meets a direct objective for a specific program and aligns with strategic plan.
   ☐ Addresses a need, but is not within college/district goals.

D. Will programs and services funded by the proposed grant be institutionalized when the grant ends? If so, explain how and any future obligations the college/district may have. If not, explain the need for the grant.
   ☐ Intend to continue through new funder(s).
   ☐ Other considerations may be made for future sustainability of project
   ☐ District or college will take the lead in sustaining the project.
   ☐ Short-term project not intended for future funding and no intention to institutionalize.

E. What percentage of the grant goes into administrative overhead as opposed to being spent directly on achieving the grant outcomes?
   ☐ Low percentage of administrative overhead, typically less than 10%.
   ☐ Moderate percentage of administrative overhead, typically 10-20%.
   ☐ High percentage of administrative overhead, more than 20%.
F. List any current or new positions to be funded through the proposed grant.

☐ Current staff, with no new hires.
☐ Current staff, with new hires or current pool.
☐ Unidentified new hires.

G. What will be the likely project impact on facilities, technology and other resources?

☐ Clear identification and consideration of impact.
☐ Minimal identification and consideration of impact.
☐ No identification and consideration of impact.

H. Does this project duplicate or connect to any programs or services currently offered by the college/district? If so, describe in detail.

☐ High level of connectivity and/or low duplication unless augmenting other funding.
☐ Moderate level of connectivity and/or moderate duplication unless augmenting other funding.
☐ Low level of connectivity and/or significant duplication unless augmenting other funding.

I. How likely is funding through this proposal?

☐ High – Open Agreement.
☐ Medium – Competitive.
☐ Low - Highly Competitive.

J. Give the name and qualifications of the grant manager:

☐ Strong experience in this area.
☐ Average experience in this area.
☐ Area for professional development.

Required signatures for college submissions:

☐ APPROVED   ☐ DENIED

College President

College Chief Business Officer

Required signatures for District submissions:

☐ APPROVED   ☐ DENIED

Chancellor

District Chief Financial Officer

1 If approved, send signed copies to the Chancellor and District Chief Financial Officer