



**College Planning Council  
Agenda  
Wednesday, February 8, 2023  
Boardroom  
3:00 PM**

**Zoom:** <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnlJS1oySGNmSkZzT1N6UT09>  
by phone: 253-215-8782 meeting ID 994 4326 1352 passcode 720911

1. Approve minutes from the 01/25/23 meeting
2. Administrative Procedures – Second Reading / Approval  
02-2023-0001 Social Media Accounts
3. Administrative Procedures – First Read  
DM-02-2003-0001 Grant Development  
DM-01-2007-0006 Grant Management and Closeout
4. Guided Pathways – Velda and AnnMarie

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**College Planning Council  
Minutes  
01.25.23**

**Members Present:** Adam Sims, , John Fields, Joey GrosJacques, Kaley Cope, Pat Sisneros, Philip Schmitz, Sascha McKeon, Tammi Clark, Theresa Bosworth, Wade Muller, Velda Arnaud, and Shannon Franklin.

**Absent:** Mark Browning, Kennedy Vogl, Lexi Robertson, Roman Olivera, Tammy Krawczyk, Brad Holden, Celeste Tate

**Approve Minutes from the 01/11/23 CPC Meeting**

Kaley moved, seconded by Adam, to approve the 01/11/23 minutes. Motion passed with one abstention.

**Approve Administrative Procedures**

01-2012-0002 Integrated Pest Management Plan

03-2003-0001 Academic Calendar

07-2003-0021 Course Numbering – more discussion needed

05-2003-0022 Credits/Contact Hours – more discussion needed

05-2022-0001 Faculty Committee Assignments and Institutional Service – next time

Tammi C. moved, seconded by Adam, to approve the Integrated Pest Management Plan procedure as presented and the Academic Calendar procedure with minor edits. Motion passed by show of hands.

**Administrative Procedures for Revision**

02-2023-0001 Social Media Accounts

This is a new procedure for Social Media accounts associated with BMCC to ensure safety and accurate representation of the College. Any comments about the procedure should be sent to Kaley.

**Delay in opening Spring Schedule.**

The College will delay the opening of the schedule of classes from February 6 to February 15, as extra time is needed to review the schedule.

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**Procedure Title:** Social Media Accounts  
**Procedure Number:** 02-2023-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Director of Marketing & Communications  
**Position responsible for updating:** Director of Marketing & Communications  
**Original Date:** 01-23-2023  
**Date Approved by College Planning Council:**  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:**  
**Revised:** **Reviewed:**

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**Purpose/Principle/Definitions:**

All social media accounts that represent Blue Mountain Community College or clubs, departments, and programs affiliated with Blue Mountain Community College must have accurate login information shared with the IT Department and Marketing Department. Anytime a password is changed, that must be recorded with the IT and Marketing Departments immediately.

Subgroup accounts, such as clubs, departments, and programs cannot use the Blue Mountain Community College Logo as the accounts profile picture.

Any account that is affiliated with Blue Mountain Community College that is not active must be deleted. Active accounts are defined as monitored minimum once per month with public posts minimum once every three months.

New accounts that are an affiliate of Blue Mountain Community College must be approved by the Marketing and IT departments before publication.

**Guideline:**

Social media is an effective way to reach large audiences and groups of stakeholders for Blue Mountain Community College and is an official representation of the institution with the purpose of public information, promotions, recruitment, and announcements that do not exclude the general public.

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**Procedure Title:** Grant Development  
**Procedure Number:** 02-2003-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** [VP Public Relations Chief Operating Officer](#)  
**Position responsible for updating:** Grants [and Project Manager](#)  
**Original Date:** August 4, 2003  
**Date Approved by [Cabinet College Planning Council](#):** 07-02-19  
**Authorizing Signature:** *signed original on file*  
**Dated:** 07-02-19  
**Date Posted on Web:** 07-02-19  
**Revised:** 07-19  
**Reviewed:** 06-19

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**Contents:**

- Purpose/Principle/Definitions
- Responsibilities
- 1: Grant Proposal Packet and Intent to Submit a Grant Form
- 2: Grant Proposal Development
  - Indirect Cost Policy

**3: Proposal Submission**

**Purpose**

This document outlines the process by which grant proposals are approved and developed at BMCC, including the responsibilities of the Project Lead, Grants [and Projects](#) Manager, Grants & Operations Accountant, Executive Team and department seeking or receiving grant funds

**Principle**

BMCC will seek grant funding for programs, projects, and initiatives that advance the college's ability to fulfill its mission, vision, and strategic plan goals while aligning to its core themes, and to serve the diverse constituencies in its service area.

**Definitions**

Grant—an award of monies, real property, or in-kind services that support projects or programs for a public purpose, such as instructional and/or institutional programs.

Cooperative Agreement—this is another type of award mechanism that allows for substantial involvement in the performance of activities, either technical or managerial, by the funding organization. The responsibility for overall management of the cooperative agreement rests with the recipient of the award. Only authorized signatories may sign cooperative agreements on behalf of the college.

Proposal—a written document or completed application form requesting funding. Typically includes a narrative describing the applicant organization, need for the proposed project, proposed activity, key personnel, and anticipated outcomes, as well as a budget and budget narrative.

Letter of Intent—some funders require a letter of intent before formal proposal submission. The process for developing a letter of intent is the same as for full proposals.

Project Lead—the college staff or faculty person who has identified a project idea or need for their department. This person is the most familiar with the content of the proposed project. This person has primary responsibility for grant proposal development, and, if awarded, will be responsible for grant oversight as outlined in the college’s Grant Management and Closeout Procedure.

## Responsibilities

The **Project Lead** has primary responsibility for grant proposal content including narrative, data, budget, and supporting documents. The Project Lead also has responsibility to communicate with their Direct Supervisor about the project, budget and terms of the grant. A team can also be put together to take on grant narrative and research responsibilities in coordination with the Project Lead. **Faculty and staff members who join proposal development efforts** are responsible for writing sections as appropriate, providing requested materials, meeting internal deadlines, and otherwise contributing to the proposal development process in a supportive and timely manner.

The **Grants and Projects Manager** provides support as needed at all stages of grants development, including:

- Developing an idea and planning for grant readiness
- Identifying appropriate funding sources
- Creating a project grant strategy with multiple funding sources
- Interpretation of funder guidelines and requirements
- Narrative development, including budget preparation with consultation from the Grants and Operations Accountant
- Proposal submission

The Grants and Projects Manager also facilitates completion of Intent to Submit a Grant forms, submission of grant proposals and communication with funders.

The **Executive Team**, made up of the President, Executive Vice President, Chief Operating Officer, Chief Finance Officer, Chief Technology Officer, and Deans from each unit of BMCC, will review Intent to Submit a Grant Forms weekly during Executive Team meetings. The **Supervising Vice PresidentExecutive Team member** of the project’s department will sign off on the Intent to Submit a Grant Form at the Executive Team meeting and return it to the Project Lead directly or by way of the Grants and Projects Manager.

Before application submission, the **Grants & Operations Accountant** will review and advise on the proposed budget within an application to ensure compliance with institutional and funder guidelines.

## Steps to Grant Development at BMCC

1. Grant Proposal Packet and Intent to Submit a Grant Form
2. Grant Proposal Development
3. Proposal Submission

Allow at least 6 weeks before the grant due date to complete development of the proposal.

### 1. Grant Proposal Packet and Intent to Submit a Grant Form

To ensure project readiness and avoid scheduling conflicts with other projects, Project Leads must complete a Grant Proposal Packet and Intent to Submit a Grant form before they begin a grant application.

#### Grant Proposal Packet

This packet helps organize the project and checks for project readiness. It is recommended that Project



Leads schedule a meeting with the Grants [and Projects](#) Manager and their team to discuss and fill out this packet.

#### Intent to Submit a Grant Form

This mandatory form gives institutional approval to seek grant funding. Complete, sign and submit it to the Grants [and Projects](#) Manager along with the Grant Proposal Packet. The Grants [and Projects](#) Manager will sign and pass it to the Executive Team for [Supervising VP](#) approval.

The [Supervising Vice President, in counsel with the Executive](#) Team, signs off on an Intent to Submit a Grant form based on these conditions:

- the match between project and funding source is appropriate
- the project falls within the scope of BMCC's core themes, mission, vision, accreditation, and strategic plan
- the proposal will not conflict with one or more of the following:
  - BMCC priorities or strategies for that particular funding source
  - Proposals already under development for submission to the same funding source
  - Proposals already pending at the same funding source
  - Restrictions imposed by the funding source

When these forms are completed, with the Intent to Submit a Grant signed by the department [Executive Team member Supervising VP](#), Project Leads can move forward with a grant proposal. A completed Intent to Submit a Grant form will be in effect for six months or until the next grant deadline.

## 2. Grant Proposal Development

#### Narrative

The Project Lead will write the grant proposal narrative and respond to specific application questions, requesting draft text and information from faculty and staff members as appropriate. The Grants [and Projects](#) Manager will support Project Leads as needed to develop narratives, including writing, reviewing, editing, and providing feedback, suggestions and tools.

#### Budget

The Project Lead will consult with the Grant & Operations Accountant for development of a budget, using the budget worksheet in the Grant Proposal Packet as a guideline. Project Leads may work with the Grant & Operations Accountant to consider escalating costs that can be built into the budget.

#### Indirect Cost Policy

BMCC grant budgets are expected to include a line for indirect costs. Contact the Business Office for the college's current federally negotiated indirect cost rate. All grant proposal budgets must use this rate or the maximum allowable rate specified in the grant guidelines, whichever is higher, unless the grant guidelines specifically restrict or prohibit the payment of indirect costs. Such indication must be published in grant guidelines or by written documentation provided via email or other electronic means received from the funding source.

When a granting agency caps the grant's indirect cost rate below BMCC's approved federal rate, the proposal budget may claim the difference between the requested amount and the approved rate as matching funds (BMCC's contribution).

Indirect Costs are real costs that are not easily charged to specific projects. When the college does not recover indirect costs from a grantor, it must cover those costs from other institutional funds. Examples of indirect costs include:

- Expenses incurred by the institution for joint or centralized activities such as building and equipment use, operation, and depreciation
- Operation and maintenance costs
- Central and departmental administrative costs, including monitoring and reporting of grant expenditures
- Sponsored-project administrative costs not directly charged to the grant
- Library expenses
- Student services and administration

### 3. Proposal Submission

Once they have finalized all aspects of the proposal, Project Leads will share it with the Grants [and Projects](#) Manager, the Grants and Operations Accountant, and affected Supervising VPs for a final review before submission. When an institutional match is required or if sustaining the program and/or associated positions is necessary, submission of the grant proposal to the Executive Team for approval is required.

When possible, the Grants [and Projects](#) Manager will submit the grant proposal online under a central BMCC account. This cuts down on the total amount of online accounts, improving grant tracking and funder relationships. If a Project Lead submits their own application, they are responsible for notifying the Grants [and Projects](#) Manager and sharing a copy of the final application.

If grant guidelines specify that a hard copy of a proposal be mailed in, take note of the extra time required for mailing.

Award notification can take anywhere from a few weeks to several months depending on the grantor. The Grants [and Projects](#) Manager will notify award recipients promptly upon notice.

#### Forms

- Grant Proposal Packet
- Intent to Submit a Grant [form](#)

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**Procedure Title:** Grant Management and Closeout  
**Procedure Number:** 01-2007-0006  
**Board Policy Reference:** IV.A. [General Executive Direction](#)  
**NWCCU Standard:**

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**Accountable Administrator:** ~~VP Public Relations~~ [Chief Operating Officer](#)  
**Position responsible for updating:** Grants [and Projects](#) Manager  
**Original Date:** August 2007  
**Date Approved by** ~~Cabinet~~ [College Planning Council](#): 07-02-19  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 07-02-19  
**Date Posted on Web:** 07-02-19  
**Revised:** 07-19  
**Reviewed:** 06-19

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**Contents:**

- Purpose/Principle/Definitions
- Responsibilities
- Award Notification and Agreement
- Creating a Grant Account and Management Plan
- Grant Closeout
- Forms

**Purpose:** This document outlines the process by which awarded grants are managed during the award period and closed out when the award period is complete.

**Principle:** BMCC will manage grants with a goal to build and maintain positive relationships with grantors and foundations.

**Definitions:**

**Project Lead**—the college staff or faculty person who has identified a project idea or need for their department. This person had primary responsibility for grant application development and will be responsible for grant oversight once a grant is awarded.

**Responsibilities:**

The President, ~~Vice President of Administrative Services~~ [Chief Operating Officer](#), and the ~~AVP of~~ [Chief Finance Officer & Business Operations](#) are BMCC's Authorized Signatories and the only BMCC representatives authorized to enter the college into legally binding agreements, including grants and contracts. One of these three must sign off on all grant agreements.

The **Project Lead** has primary responsibility for grant oversight, including administration of grant activities, budget management, communication with department supervisors, assessment of project outcomes, fulfillment of all reporting requirements, and reporting back to funder as required.

For grants originating from federal sources, the Project Lead is also responsible for; providing all employees under the grant with copies of the BMCC policy statement on a drug-free workplace; in addition to oversight, collection and submission of all time and effort reporting to the Grants and Operations Accountant.

The **Grants [and Projects](#) Manager** provides support as needed at all stages of grants management and closeout, including:

- Project adherence to grant agreement
- Timeline and activities for project closeout
- Facilitating submission of reports as they become due
- Communicating with funders

The **BMCC Business Office** is responsible for fiscal oversight and fiscal administration of grants and contracts, working in cooperation with Project Leads and other college officers, faculty members, and staff members as appropriate. The BMCC Business Office maintains the institutional financial records of grant-related files.

The **BMCC Grant & Operations Accountant** tracks grant and contract expenditures and provides fiscal reports as required.

### **Award Notification and Agreement**

Project Leads must notify the Grants [and Projects](#) Manager if they receive notification from a funder about a grant application. Copies of all notifications, contracts/agreements, as well as rejections must be shared. The Grants [and Projects](#) Manager will forward grant agreements, applications, budgets, reporting forms and any other related materials to the Grants & Operations Accountant.

Most grants require a signed contract or agreement before funds are dispersed. Only Authorized Signatories can sign a grant contract, and it is the Project Lead's responsibility, with support from the Grants [and Projects](#) Manager, to get the contract signed and returned promptly.

### **Creating Grant Accounts and a Management Plan**

Within five working days after receipt of a grant agreement, the Project Lead must meet with the Grants & Operations Accountant to establish accounts for the funding.

The Project Lead will schedule a meeting with the Grants [and Projects](#) Manager to establish a management plan for their project, setting up a schedule for activities, reporting, and grant assessment according to the terms of the grant agreement.

## **Reporting and Assessment**

The majority of grants require regular and reflective reporting on progress, and the college requires that every grant project be assessed for outcomes and improvement. Working from the goals and intentions stated in the grant application, the Project Lead will assess and report according to the grant and college guidelines.

Reports will be submitted based on the requirements of the funder. The Grants Manager will facilitate submission of reports. When the Project Lead has a direct contact to the funder, they will be responsible for submitting reports themselves, and sharing the report with the Grants [and Projects](#) Manager.

## **Grant Closeout**

Grant closeout activities generally should begin nine months before the end of the grant. Reference the form Grant Closeout Schedule & Activities for a timeline and points to consider. This is a tool to help Project Leads keep grant spending and project completion on track. It serves as a general guide for the timing of specific activities, but each grant will have its own requirements and other circumstances that may dictate a different closeout schedule or activities.

Throughout the closeout process, the Project Lead is responsible for ensuring that all activities are completed in a timely manner.

The Grants [and Projects](#) Manager maintains the institutional records file(s) for each grant, including original proposal and reports. The Project Lead is responsible for sending copies of correspondence and other records to the Grants [and Projects](#) Manager. At the end of a grant, the Project Lead clears his or her files of ephemera and delivers the files to the Grants [and Projects](#) Manager to be integrated into institutional records.

## **Forms**

- Award Recipient Checklist
- Grant Closeout Schedule and Activities

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## February 8, 2023 CPC Meeting

Purpose: Return of our academic communities and guided pathways

### Previous work

This goes back to fall of 2017 as we worked towards being ready for Guided Pathways.

#### Fall 2017 – Spring 2018 Guided Pathways Leadership Team

- Completed Scale of Adoption Self-Assessment

#### 2017 – 2018 Work on Degree Guides

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. AAOT – Anthropology BA       | 12. AAOT – History              |
| 2. AAOT – Anthropology BS       | 13. AAOT – Math Emphasis        |
| 3. AAOT – Biology Pre-Prof Med  | 14. AAOT – Political Science BA |
| 4. AAOT – Communication         | 15. AAOT – Political Science BS |
| 5. AAOT – Economics             | 16. AAOT – Pre-Engineering      |
| 6. AAOT – Engineering Emphasis  | 17. AAOT – Psychology BA        |
| 7. AAOT – English               | 18. AAOT – Psychology BS        |
| 8. AAOT – Environmental Science | 19. AAOT – Sociology            |
| 9. AAOT – Geography BA          | 20. AAOT – Spanish BA           |
| 10. AAOT – Geography BS         | 21. AAOT – Theatre              |
| 11. AAOT – Geology              | 22. AAOT – Undecided            |

CTE programs already had their two-year program guides.

#### Fall 2019 – Spring 2020 Meta-Majors Work

- Agriculture and Diesel
- Arts and Humanities
- Business and Hospitality
- Health Services
- Industry, Manufacturing, and Trades
- Math and Computer Science
- Public Service
- Science and Engineering
- Social Science

#### Fall 2020 Guided Pathways Work within Meta-Majors

Each meta major team was given a template to develop:

- Pathway description
- Common first-term courses
- Potential focus areas

## Spring 2020 – Winter 2021 Project Renaissance Work

- Two separate cohorts
- Teams had goals
- Finished with recommendations

## Spring 2021 End of Faculty's Guided Pathways Work

- Mock-up of Guided Pathways web pages:

### Blue Mountain Community College Guided Pathways

**High School Connection**

Unsure of what you want to do for a living or what degree or certificate to pursue at Blue Mountain?

**MY NEXT MOVE**  
Provided by the US Department of Labor

Talk to an advisor or success coach here at BMCC!




<http://cs.bluecc.edu/GPMockup/>

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<http://cs.bluecc.edu/GPMockup/p2.html>

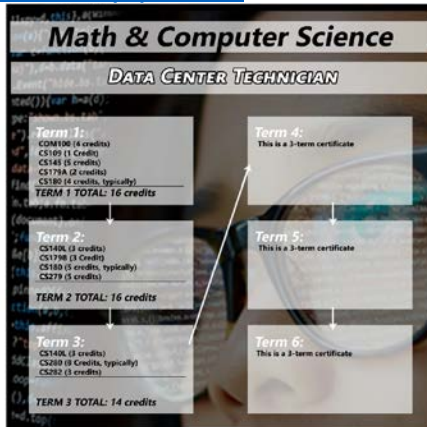
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Provided by the US Department of Labor

Talk to an advisor or success coach here at BMCC!

<http://cs.bluecc.edu/GPMockup/p3.html>