GRCC Strategic Leadership Team
Subcommittee to Fund SLT Action Projects
Meeting Notes, Wednesday, August 17, 2011

Present: Eric Mullen, Raul Alvarez, Vicki Janowiak, and Donna Kragt
Absent: Deb Nordman (provided feedback via email), Glenn Gelderloos, and Kathy Mullins

On Wednesday, August 17, 2011, the Subcommittee to Fund SLT Action Projects met to consider a funding proposal submitted by Cindy Martin to use $23,400.00 to fund the cost of trainers for the reading apprenticeship program (SLT Action Project 5.3.1). This funding request is attached below.

The committee found that the proposal met the following criteria to be approved:

1. The funding is requested to cover a specific, known expense directly related to the Action Project. (Do not request dollars to cover anticipated requests, however, cost estimates are acceptable for known activities.) - Yes
2. The funding is for one-time expenses only. (No re-occurring requests) - Yes
3. You have explored and exhausted all other avenues for funding including reallocation of current department budget dollars to address this College Action Project. Yes – with the exception that the committee felt the food and supply needs were not essential to the action project and could be funded, if necessary, through an alternate source (such as a department budget or through professional development funds)

The committee agreed by consensus to allocate $20,000.00 toward this request.
Strategic Planning Action Project Funding Request Form
Grand Rapids Community College

Complete this form if you are championing a College Action Project which will require additional monies to be implemented. Requests for additional monies should meet the following criteria:

1) The funding is requested to cover a specific, known expense directly related to the Action Project. (Do not request dollars to cover anticipated requests, however, cost estimates are acceptable for known activities.)
2) The funding is for one-time expenses only. (No re-occurring requests)
3) You have explored and exhausted all other avenues for funding including reallocation of current department budget dollars to address this College Action Project.

Completed forms should be sent electronically to Eric Mullen (emullen@grcc.edu) by the 15th of each month for consideration prior to month end. Approved budget dollars will be transferred into the Action Project Champion’s department account as a one-time only allocation.

A. College Action Project Name/Number: Reading Apprenticeship
   Champion Name: Linda Spoelman

B. Budget Information
   Department: Adult and Developmental Education
   Budget Control Officer: Cindy Martin
   Dollar amount of funding request: 23,400.00
   Account Number of funding request: 235911030344000

C. Describe the circumstances resulting in the need to request additional funding for this College Action Project.

   We have only one person on campus trained in Reading Apprenticeship. That person cannot alone train all the people in developmental math, English, and the gateway content area courses who will be using Reading Apprenticeship. To efficiently and effectively train a large number of people, we have planned a three-day training by Reading Apprenticeship professionals for 40 GRCC faculty and staff. Once we have had an initial training, GRCC staff can follow up and monitor the use of strategies in the 2011-2012 year. The budget breakdown is as follows:
   Cost of trainers including hotel and transportation: 20,000
   Food: 2,973 (estimate)
   Supplies: 300 (estimate)

D. If this funding request is denied and you would need to fund the College Action Project using existing department dollars, what would the impact be on the department’s ability to provide learning and services to students, staff and/or the community? In other words, if no dollars were allocated and you had to shift dollars from within your own budget, what would you not be able to do or have to stop doing?

   With the 10% budget cuts, all funds in the Adult and Developmental Education budget have been committed for 2011-2012. There are no services we would be able to cut. Instead, we would have to scale back the project to the reading department alone. We would not be able to train...
anyone but reading faculty in depth, and we would be able to give only cursory training to a small segment of developmental faculty and staff across the disciplines. Scaling up would not be possible.

E. If not funded, what would be the impact on the implementation of the College Action Project? This initiative would become an English Department project for the reading classes rather than a College Action Project.

F. Please attach any additional information that supports your request.

BCO Signature: [Signature] 8/9/11
EBCO Signature: [Signature] 8/9/11