



# Title V Cooperative Strategies Strengthens CHC and SBVC

*Published by Title V Cooperative Project Office Lead, Valley College*

## Title V Cooperative Project at Valley and Crafton Colleges Share First Year Successes

Volume 1, Issue 1  
Winter 2007

Campus presidents, staff and faculty from both Valley and Crafton colleges as well as district personnel met with External Evaluator Michael Gaudette from Lighthouse Consulting, Inc. on January 25 and 26.

Gaudette's two-day visit was an opportunity for both campuses to provide an overview of progress and achievements they have made during the first 16 months of the federally funded, five-year, \$3.5 million Title V cooperative project. Some project activities for the first year included:

- Grant training provided to Valley College faculty by consultant Garth Clayton;
- Foundation board development workshops attended by both colleges' foundation board members;
- Purchase of the Student One Card system as a component of Blackboard;
- Purchase of tools such as Blackbaud software as a powerful resource shared by both campus foundations as well as training of teams at both campuses;

- Hiring of staff at both campuses to build the capacity of faculty for resource development through grants and alumni development at Valley, or foundation solicitation at Crafton;

- Teleconferencing equipment was purchased at both sites and put into operation for classes offered through distance education via Inter-Active Television at the Big Bear Site and Valley College. The goal is to improve student accessibility and increase enrollment for this outlying remote service area;

- More than 30 faculty at Valley College were trained and coached in the area of grant research, development and writing;

- Grant management, evaluation and fiscal review; and,

- Developing resources for grant writers.

The project targets Valley as an Hispanic Serving Institution, (HSI) and links Crafton College in cooperative projects for strengthening technology infrastructure and resource develop-

ment on both campuses and the San Bernardino Community College District.

Strategies for resource development differ slightly in their focus at each campus. Crafton is focusing on its foundation, gifts and planned giving; while Valley focuses on developing campus-wide capacity for grant development and management.

During his two-day visit, Gaudette reviewed project office records, files and procedures, met with District Business Office personnel, as well as staff and faculty at both colleges. Gaudette also met with Pattie Pate, Title V Project Director across both campuses. She also has the dual role of Director of Grant Development and Management at Valley College.

Gaudette held a culminating meeting for key participants during which he briefly presented initial findings. Gaudette is now preparing a written draft report which he will submit to the Title V Cooperative Office in approximately 30 days.

### **Purpose & Role of Title V Cooperative Activities**

- *Develop a community of successful faculty grant writers*
- *Increase number of grant submissions and foundation donations*
- *Design systems and processes and acquire resources to foster resource development*
- *Provide all students greater access to college credit coursework through technology strategies*
- *Encourage synergy among Title V Cooperative activities & lead staff at SBVC, CHC, the Mountain Campus and District.*
- *Strengthen colleges' technology to develop capacity and support educational offerings.*
- *Single Voice to communicate successes to U.S. Department of Education Title V Project Office.*
- *Evaluate the effectiveness of Title V Cooperative efforts & jointly make adjustments.*
- *Provide project compliance and leadership.*

## Consultant Supports SBVC Faculty Building Grant Skills

A core of 30 or more Valley College faculty members attended workshops focusing on building basic funder research and grant writing skills throughout the summer and fall of 2006.

In all 12 proposals were submitted to funders by faculty and

faculty teams are still working on a group of additional proposals. Faculty and staff provided very positive feedback on this training.

Capacity building topics in the area of grant writing were offered by Title V funded consultant Garth Clayton. These included:

grant research strategies, electronic grantsmanship, staffing and budgeting. In addition, two, half days of more intensive module training provided faculty with practical details of grant seeking and grant writing. Clayton continues in a "coaching" role.

Faculty teams are still working on additional proposals.

The consultant continued to provide one-on-one assistance and worked with writers critiquing proposals as an additional support feature their capacity building activities.

## Title V Cooperative Focuses on Capacity Building at Each Campus

In addition to providing ways for both colleges and the San Bernardino Community College District to improve technology infrastructure for both campuses, resource building capacity is also the focus of the five-year project. Title V funds strategic initiatives at Hispanic Serving Institutions (HSI) to improve services to all students, but especially to focus on broadening the college experience to address barriers to Hispanic students.

The use of federal funds provides "capacity building" in the area of board development, fundraising, faculty and staff development in grant writing and solicitation. However, actually writing a proposal is not an allowed use of federal funds. This means as the colleges' budgets incorporate the salary costs of Title V Coop-

erative Project staff, that they may be actively involved in these activities up to the point of the percentage of time funded by the college. The purpose of Title V funding is to really build the capacity of the campus community at large to participate in resource development so that the likelihood of being more successful is greatly enhanced. Projects like this involve aspects of both campuses and district.

### Title V Cooperative Staff at Valley College:

Pattie Pate, Title V Cooperative Project Director and Director of Grant Development and Management (50% Project Director) and (50% Grant Management and Evaluation) at both campuses **909 384-8989**  
Girija Raghavan, Title V Cooperative Accountant **909 384-8590**; Open position, Research Assistant; Open position, Secretary II

### Title V Staff Crafton Hills College

Cheryl Bardowell, Resource Development Specialist; Britnee Quintanar, Research Assistant; Betty Jo Wood, Secretary III **909 389-3245**

### Partial listing of campus leaders include:

Valley College President Denise Whittacker-Crafton President Gloria Harrison  
Dr. Troy Sheffield, Dean Research Planning and Development Valley  
Dr. James Smith, Director of Research Valley; Gary Kelly, Dean of Institutional Advancement & Executive Dir. Of SBVC Foundation; Dr. Glen Kuck, District Director of Technology; Ron Gerhard, District Business Manager; Helena Johnson, Director of Weekend College; Greg Hrdlicka, Valley Network Specialist; Ericka Paddock, CHC Director of Student Life; Donna Farracone, CHC; Nicki Cayanan, Valley Director Student Life/Student Government; Sarah Glasgow, Valley Student Activity/Campus Center Specialist; faculty and community members.

## UPDATE: Tools Increase Capacity through Technology Infrastructure at Campuses

### Teleconferencing Delivers Courses to Big Bear Center

Spring semester 2007 saw the first broadcast of Inter-Active Television (ITV) delivered courses from Valley College to Big Bear High School where college students attend Valley classes from a remote location. Todd Heible, Valley College faculty, delivered geography lectures to students in the program that Helena Johnson coordinates at the mountain site. One of the major objectives of the Title V Cooperative project is to increase the number of courses offered and to bolster enrollment of mountain residents.

### Blackbaud's Raisers Edge Gives Both Foundations Sharper Tools

User teams from both Crafton and San Bernardino Valley College foundations have been attending design sessions led by software experts from Blackbaud since early fall 2006. The powerful data management software program will be shared by both colleges, while their information will remain separate and securely held on the single server purchased. The software will allow both foundations to streamline their data management, import a database of nearly 30,000 names and populate data fields with current information. Crafton's emphasis is on planned giving and donor cultivation. San Bernardino Valley College will focus on alumni development. Since members

of both foundations participated in the design, the database allows each college to expand its use of the Blackbaud software. Expected roll-out of all features to be used by the colleges' staff members will be in the spring of 2007.

### Student One Card System

Students at both Crafton and San Bernardino Valley colleges will eventually be issued Student One Cards, a system purchased by the Title V Cooperative fund. The student identification system will introduce some new efficiencies at the bookstore, library and other campus locations once fully operational.

## First Series of Brown Bag Sessions for Faculty and Staff Grant Writers Set

The first of a series of 90 minute-long brown bag topics on grant development will begin in March at Valley College. Each session will cover a focused topic of grant writing or grant development for nearly an hour, then for the remaining 30 minutes, attendees will discuss projects on which they are working.

To make these Brown Bag sessions more meaningful for everyone, please email your draft or your idea for funding prior to the session to [ppate@sbccd.cc.ca.us](mailto:ppate@sbccd.cc.ca.us)

If attendees email their information in advance, customized research will be done to support those projects and encourage focused discussion during the Brown Bag session. If you would just like to discuss your idea in

advance or if you require assistance in focusing or just how to begin or organize grant components, please call Pattie Pate, at 909-384-8989. Call one week prior to reserve.

Faculty from either Valley College or Crafton Hills college may attend the session, but please call to reserve a spot. There is room for 12 at each session. Brown Bag sessions will be held at Valley Campus Center, second floor, Room 208.

As with all discussions, each session will be dynamic and new information may be introduced at each meeting depending upon the attendees' needs. To respect the class schedules of faculty, two sessions, on the same topic will be offered as follows:

### "From Concept to Full Proposal":

12:15 to 1:30 p.m. Tuesday, March 13, 2007  
12:15 to 1:30 p.m. Wednesday March 14, 2007; The next Brown Bag topic will cover:

**"Developing a Budget from a Staffing Plan":** 12:15 to 1:30 p.m. Thursday, April 19 and 12:15 to 1:30 p.m. Friday, April 20, 2007.

In addition to grant topics, a resource library is being developed to include: The Chronicle of Philanthropy for corporate and foundation giving; a CD on developing records to sustain a federal audit; Federal Grants Management Handbook and more. All are available for use at the Title V Cooperative Project Office. More resources, including successful proposals will become part of the grantsmanship library.