

**GREAT BASIN COLLEGE  
TAACCCT GRANT COMMITTEE, ROUND 4  
MEETING MINUTES**

April 29, 2015  
1:30 p.m. – HTC 137

**CHAIR:** S. Riley

**CALL TO ORDER:** The meeting was called to order by S. Riley at 1:33 p.m.

**PRESENT:** S. Riley  
D. Byers  
A. Donnelly  
H. Johnston  
S. Sutherland  
J. Park  
T. Crum  
T. Potter  
S. Rust (IAV from Winnemucca)  
J. Bailey

**APPROVAL OF MINUTES:** No previous minutes.

**INTRODUCTIONS**

Members of the committee introduced themselves.

**GRANT OVERVIEW AND COMPONENTS**

- A. Consortium Flow of information S. Riley gave an overview of the grant components and explained how purchasing approval is obtained and why it takes a while for approval.
- B. Reporting to DOL – Quarterly and Annually S. Riley explained that WNC is the lead on Round 4 of this TAACCCT Grant. They are reporting quarterly and annually. She asked that we prepare monthly reports and these can be combined for the quarterly report. The second quarterly report is due May 15.
- C. Round 3 DOL Monitoring Visit August 31-September 4 S. Riley explained that Round 3 is running simultaneous with Round 4. An evaluator from DOL will be in Elko from August 31 through September 3 and will be looking at Round 3 primarily. However, since they will be here, they may want to review information available for Round 4.

**DATA TRACKING AND DOCUMENTATION**

- A. Third-Party Evaluator One big component of the grant is to work with a 3<sup>rd</sup> party evaluator which has been chosen by WNC. This may require additional reporting and student outreach, so it will be important to coordinate to minimize survey fatigue for students.
- B. Database Part of the consortium agreement is to utilize a dedicated database to track all participant data.

- C. Consent Forms, Supplemental Data, Copies of Certifications A major component of data to be collected is wage data. Forms are available on the shared drive. J.Park asked if this would apply to the VA too. S. Riley was not sure and she would find out at the regional meeting in May.
- D. Leveraged Resources, Employer and Workforce Development Partnerships Any donations from 3rd parties must be documented also. Nursing will obtain a letter from HGH for donated bed and other donations along with value.
- E. Records Retention Records must be kept for 3 years after grant has been closed. This could stretch to 15 years, if any area of the grant is not closed after the expiration of the grant!

### **PURCHASING AND BUDGET CONSIDERATIONS**

- A. Accrual Accounting Items received are accrued. D. Byers will indicate on the budget spreadsheet when items are received to help with controller office notification and payment.
- B. Cost Analysis/Comparison S. Riley advised that it is important to be cost-effective and make sure orders are being placed for the most appropriately priced item. She suggested that documentation of cost comparison be kept or an explanation of proprietary items.
- C. Extra Steps of Approval/Justification S. Riley advised that it may be a little faster to purchase some items through the grant as WNC can grant approval in some cases alleviating the need to have those costs approved by the DOL which can cause a delay.
- D. Allowed/Disallowed Costs Despite being part of an approved budget, purchases must be scrutinized to ensure they are allowable per DOL standards so that they are not disallowed at a later time, resulting in payback by the college.

### **PROGRAMMATIC UPDATE**

- A. Nursing/ CNA A. Donnelly reported that there will be several CNA classes held in the next few months and data will be obtain from those students for Round 4 reporting. Applications have been received for the nursing program and information will be requested from those applicants to determine if they are veterans (documented by a copy of the DD214, #4 or #2). If so, those applicants will receive an extra point. Veteran status will also be requested from students enrolling in the CNA classes. Nursing labs in Winnemucca and Pahrump are being equipped and general supplies will be ordered soon. She is also looking at budget modifications in order to move money for the IAV needs for the Elko classroom. J. Park asked if her department offered Phlebotomy classes. A Donnelly indicated that she did not have the faculty, but would look into a part-time instructor or a partnering option.
- B. Veteran's Resource Center J. Park indicated that he has been concentrating on the Elko location and then will turn his focus on Pahrump and then Winnemucca. Logistics are difficult since the Elko location is administered through Salt Lake City, Pahrump through Las Vegas, and Winnemucca through Reno. In order to give veterans the best service possible, he is finding it difficult to make sure the Elko location is open at all times for questions and service while he is traveling. He asked if there was money

available for a part-time assistant. He was advised there was no extra funds, but other grants might be an option for financial help. He and J. Bailey will look at other options. J. Bailey also indicated that she had been advised that we should not purchase the Cognito software as other members were not going to be using the software. J. Park reviewed the different components of the software and explained how it would meet our rural needs. He suggested that we may want to purchase the software anyway, even if others are not using it. He is currently working with the company to obtain as many components as possible for the \$19,500 budgeted.

**FISCAL/GRANT UPDATE**

Tami Potter and Jeannie Bailey attended a conference regarding monitoring visit and fiscal management of the TAACCCT grant. Some updates to our current tracking procedures will be forthcoming.

**NEXT MEETING DATE** S. Riley suggested that this committee meet every other month. D. Byers will send a Doodle to schedule the next meeting in June.

**ADJOURNMENT:** The meeting was adjourned at 3:50 p.m.