

BERGEN COMMUNITY COLLEGE

**Assessment Report for (Department or Unit):
Office of Grants Administration**

**Unit Leader:
William J. Yakowicz, Director of Grants Administration**

Assessment Period: (2011-2012)

**Submitted by:
Marilyn MacDonall, Assistant Director of Grants Administration**

**1. Intended Outcome (Goal):
Grant Management of the College-wide Perkins Grant will improve.**

**2. General Education Requirement(s) to which the intended outcome relates:
Does not apply.**

**3. Section(s) of the Strategic Plan to which the intended outcomes relates:
5.1: Increase efficiency in our uses of fiscal resources, and implement expense control measures to ensure affordability for our students.**

**4. Means of assessment, sources of data, and desired result:
Reason to Assess: The May 19, 2011 Perkins Grant On-Site Monitoring Review yielded findings relative to the installation and utilization of approved instructional equipment.**

Explanation of Revamping: An action plan was created for FY2012 to expedite Board approvals and track the bidding/purchasing process more closely to ensure the purchase of approved instructional equipment is 100% in compliance with Perkins guidelines.

The Plan: To ensure Perkins funds are spent consistent with Section 1.5 *Budget Detail Forms and Eligible Expenditures* in the Perkins Guidelines; the plan effectively addresses all relevant processes (purchasing, tracking, monitoring, communications, collaboration, and process improvement) to ensure compliance.

Desired Result: To be 100% in compliance with the State Guidelines for the Perkins grant. This means all approved instructional equipment will be received, installed, and available for student use in FY2012.

**5. Summary of Results:
Improve Grant Management of Campus-Wide Perkins Grant: An excel spreadsheet was developed to track the progress made, not only on purchases of instructional equipment but also on every Perkins grant approved line item in the budget; thereby increasing efficiency in the use of Perkins grant fiscal resources. This tool serves to facilitate both the day-to-day operating requirements of the grant as well as monitoring and oversight compliance concerns.
State Monitoring Meeting: On March 6, 2011, a meeting took place in Trenton with Robyn Kay (Manager, Office of Career & Technical Education, NJDOE), Sharon Gregory**

(Education Program Development Specialist, NJDOE), Marilyn MacDonall, Assistant Director Grants Administration, BCC) and Marilyn Simpson, Manager of Grants & Projects, BCC) to monitor whether BCC was carrying out the corrective action plan developed in response to the findings of May 19, 2011. NJDOE was extremely pleased with BCC's implementation of the corrective action plan. In addition, the meeting created an opportunity for team building and enhanced communication among NJDOE Perkins staff and BCC Perkins staff.

Additional On-Site Monitoring Review: Because the 2011 Perkins Grant On-Site Monitoring Review yielded findings, BCC will automatically receive a 2012 Monitoring Review. While it is expected the review will take place in May 2012; as of this report, it has not been scheduled.

6. Recommendations for improvement:

The anticipated May 2012 NJDOE On-Site Monitoring Review was actually scheduled for and took place on Thursday, June 21, 2012. Marilyn Halkias (Monitoring Team Leader, NJDOE) and Sharon Gregory (Education Program Development Specialist, NJDOE) conducted the Review. Preliminary results are highly favorable with no concerns or findings expressed by the Monitors. We look forward to receipt of the formal notification about the results of the Monitoring visit which we understand will be forthcoming in the next 2 weeks.