



U.S. Department of Education- Hispanic-Serving Institutions (HSI) Programs

FY 2017 New Project Directors' Conference

November 2nd -3rd, 2017

U.S. Department of Education
400 Maryland Ave. S.W. Washington, DC
Lyndon B. Johnson Auditorium

AGENDA

Promoting Grant Success!

Meeting Objectives:

- **Evaluation:** To promote continuous improvement;
- **Networking:** To promote information sharing amongst funded projects that will help inform and promote sustainability of working practices; and
- **Technical Assistance:** To provide information that will assist grantees to implement and administer their funded projects and be in compliance.

Day One: November 2, 2017

12:00 p.m. – 1:00 p.m.

Registration

1:00 p.m. -1:20 p.m.

Welcome and Opening Remarks

Beatriz Ceja, Director

HSI Division

U.S. Department of Education

Adam Kissel

Deputy Assistant Secretary

Higher Education Programs

Office of Post-secondary Education

U.S. Department of Education

1:20 p.m. -1:35 p.m.

Meeting Overview

Njeri Clark, Developing HSI Program Lead

1:35 p.m. – 2:45 p.m.	Understanding Roles and Responsibilities of Grant Project Key Personnel
	A facilitated discussion with the HSI team.
	Discussion Facilitator: Beatriz Ceja
2:45 p.m. – 3:00 p.m.	Break
3:00 p.m. – 3:45 p.m.	Managing your grant under the Uniform Guidance (2 CFR Part 200)
	Kathy Killian of the Department of Education’s Risk Management Service (RMS) group will provide an overview of:
	<ul style="list-style-type: none"> • The hierarchy of authorities for managing a grant, • What information is included in the Uniform Guidance and how it is organized, • Key concepts and requirements grantees should be familiar with, and • Resources available to grantees.
3:45 p.m. – 4:30 p.m.	Facilitated Panel Discussion: <i>Overcoming Barriers and Navigating Bureaucracy for Grant Success</i>
	Amanda Quintero from CSU, Channel Islands and Patricia Medina of San Antonio College will provide strategies on how to overcome common barriers faced at institutions in order to successfully complete grant projects.
	Facilitator: Njeri Clark
4:30 -4:45 p.m.	Student Experience
	Jonathan Smart of CSU, Dominguez Hills, will share his story of how he benefited from the Title V project.
4:45 p.m. - 5:00 p.m.	Day One Closing Remarks

Day Two: November 3, 2017

8:30 a.m. – 9:00 a.m.	Registration
9:00 a.m. – 9:15 a.m.	Welcome Back: Day’s Outlook Beatriz Ceja HSI Director U.S. Department of Education
9:15 a.m. – 10:00 a.m.	Internal Controls and Financial Management Grantee Presentation: Floralba Arbelo of Albizu University will share her perspective on best practices for maintaining internal controls and sound financial practices when managing a grant.
10:00 a.m. - 10:45 a. m.	Integrated Logic Models Catherine Cooper of the UC, Santa Cruz will provide the audience with an opportunity to learn about Integrated Logic Models and how to use them to help monitor project progress and evaluation.
10:45 a.m. - 12:00 p.m.	Grant Project Showcase Enjoy refreshments, network, and visit exhibits of DHSI, HSI STEM, and PPOHA projects. ◆ Nora Garza of Laredo Community College; ◆ Carmen Hernandez Ortiz of Universidad Central de Bayamon ◆ Katherine Powers of CSU, Fullerton; ◆ Barbara Knotts and Yvonne Campbell of San Antonio College; ◆ Emma Dommenech Flores of University of Puerto Rico; and ◆ Jose Donate Lopez of Inter American Univ. of Puerto Rico ◆ S.K. Ramesh and S. Jimmy Gandhi of California State University, Northridge ◆ Jonas Reitz & Charlotte Edwards of New York City College of Technology, CUNY ◆ Kamal Hamden and Noemi Rodriguez of CSU, Dominguez Hills ◆ Zulma Quiones, Inter American University of Puerto Rico-San Germán
12:00 p.m. – 12:15 p.m.	Break

12:15 a.m. - 1:00 p.m.	<p>Facilitated Panel Discussion: <i>Evaluating your grant project</i></p> <p>Moises Almendariz of Hartnell College and S.K. Ramesh of California State University, Northridge will share their experience as a project director and techniques for evaluating your grant project.</p> <p>Facilitator: Beatriz Ceja</p>
1:00 p.m. - 2:15 p.m.	Lunch On Your Own
2:15 p.m. - 4:00 p.m.	<p>Facilitated Panel Discussion</p> <p>Examine various aspects of grants management from a panel of veteran Project Directors:</p> <ul style="list-style-type: none"> • Cindy Shue • Benham Behr • Rhonda Gonzales • Dan Brown • Christos Valiotis • Diva Ward • Zilma Santiago • Josefina Hernandez <p>Panelists will share their experience as project directors, lessons learned and challenges.</p> <p>Facilitator: Njeri Clark</p>
4:00 p.m. - 4:15 p.m.	Break
4:15 p.m. -5:00 p.m.	<p>Performance Reporting</p> <p>Jason Cottrell of the Office of Post-secondary Education’s Institutional Service group will discuss Interim and Annual Performance Reports, due dates, Title V eligibility and more.</p>
5:00 p.m. - 5:10 p.m.	<p>Closing Remarks Beatriz Ceja</p>