**Grant Management Team**

**Duties and Responsibilities Document**

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**Casper College**

**Grant Management Team**

**Overview:**

The Grant Management Team is an ad hoc committee, with representation from Casper College and community business partners, developed to maximize the success, integrity, and credibility of the Simulation Lab Project funded by TAACCCT grant funds received from the Department of Labor.

**Membership**:

* Dean, School of Health Science – Dr. Tammy Frankland
* Dean, Continuing Education/Community Partnerships – Dr. Laura Driscoll
* Vice President for Academic Affairs – Dr. Tim Wright
* Grants Coordinator – Katie McMillan
* Associate Controller – Kathy Nottingham
* Director of Purchasing – Paul Christman
* Project Manager – Rachel Chadderdon
* Representative from Department of Workforce Services – Ken Johnson, Veterans Representative
* Representative from Wyoming Medical Center – Davina Drazick, Clinical Educator

 **Duties and Responsibilities:**

* **Planning**
	+ Review, analyze and interpret grant award agreement to ensure policies and procedures are in place to effectively manage the grant and all related requirements.
	+ Assist with plans and completion of lab modification.
	+ Assist with selection of third party evaluator.
* **Budget**
	+ Be familiar with federal funds, indirect costs and leveraged resources that are budgeted and needed to carry out the project
	+ Assist with budget modifications and budget control to guard against "overruns," and prevent "under-runs."
* **Implementation**
	+ Work with industry partners to review courses and credentialing.
	+ Discuss options of providing credit for participants’ work experience or other competencies.
	+ Assist with process for recruiting, assessing and placing participants.
	+ Continue to work on cooperation among colleges and facilitate new articulation agreements as appropriate.
* **Monitoring**
	+ Review quarterly progress of participant outcomes and program implementation to ensure continuous improvement and address any necessary adjustments
* **Evaluation**
	+ Review deliverables produced through the grant.
	+ Assess process for design improvement, delivery methods, program administrative structure, support, and other services.