Zhaabwii Learning Center: The Zhaabwii Learning center was a Department of Education Grant that ran over the course of five years, awarded on July 11, 2011 for a total amount of $1,495,222. The center employed a Director, English Instructor, Data Coordinator and various tutors. The project's mission and goals were to provide English Language remediation and academic support to entering and readmitted TMCC students as well as high need high school graduates that make TMCC their college of choice.

Goals included:

1. To increase student proficiency in English language
2. To promote postsecondary retention and completion

As the former Academic Dean shared at the special board meeting held on June 29, 2016, the Zhaabwii Learning Center's support services will be handled through the Student Academic Success Program, part of the Title III plan submitted for the 2015-16, which will run through the seven-year cycle for Title III. Brenda Slater serves as the Academic Success Director/Coordinator. She will provide oversight to four learning assistants who will work within the English, Math, and Science classrooms to assist students, as well as be available in the Student Union and Math Lab at scheduled times to provide one to one assistance for students struggling in all areas of academic and technical education. The Academic Success Director/Coordinator will oversee and instruct the First Year Experience courses in cooperation with the Learning Assistants. While the Zhaabwii Program was designed to assist in English Language Acquisition and serve students need this assistance, the Academic Success Program focuses on serving all students of the TMCC.

Internal Administrative Procedures and Controls for the Submittal of all Grant Proposals/Applications

Steps to follow:

1. Grant/Project Director or Proposer will meet with the TMCC Development Committee (DC)
   a. DC and President provides approval to move forward with the grant application.
   b. Grant must address the mission and needs of the college
   c. Grant must meet/address the goals and objectives for a renewal grant
   d. Determine if it generates FTEs or is supportive of other initiatives such as recruitment, retention, and/or graduation of students
   e. Outline how it benefits TMCC if it doesn't generate FTEs or other initiatives.
2. Determine who is the lead grant writer and what are his/her expectations/requirements in writing this grant application.
   a. Decide who will assist in writing the proposal and provide/gather information/data
   b. Examine/Read the RFP by the lead grant writer and other pertinent individual(s); ie., Project Director or Department Administrator
   c. Requirements --Formatting restrictions, number of pages, etc.
   d. Submission deadlines
   e. Submission methods-- Electronic or hard copy submission
3. In-kind or cash matching requirement
   a. Identify cash matching requirement source
   b. Identify the in-kind match
4. Enroll in and/or attend any webinars and T.A. sessions that will assist in strengthen the proposal and guarantees proper and timely submittal
5. Who is the "submitter" of this grant, and who is the "alternate submitter"
   a. Confirm that the "submitter" and the "alternate submitter" are active and have all appropriate permissions at least two weeks prior to deadline submission date
   b. Identify who converts to the submitting format
6. Proposal written and approved. The entire grant proposal is reviewed and approved at least 30 hours prior to the submission deadline. Responsibility lies with the Vice President or his/her designee.
7. Submit proposal at least 24 hours prior to the submission deadline. Responsibility lies with the "submitter" or the "alternate submitter", and confirmed by the Vice President or his/her designee.
8. Obtain confirmation that the proposal has been accepted and receipt is received/acknowledged. If cannot confirm the application has been received, follow up with appropriate individuals from the receiving entity and correct the submittal as necessary.

Note: See internal check-off sheet that reflects these internal controls

Check off Sheet

Under the

"Internal Administrative Procedures and Controls for the Submittal of All Grant Proposals/Applications"

1. Proposer of grant application: _____

2. Date submitted to Development Committee (DC): _____

3. Date approved/disapproved by DC & President: _____

4. Reason(s) for approval or disapproval; goals; reflective of TMCC Mission:
    _____
    _____

5. Lead grant writer: _____

6. Individuals who will assist in gathering date/information for this grant application:
    _____
    _____

7. Date grant application is due for submittal: _____

8. Date/Time grant application is to be completed (30 hrs. before deadline): _____

9. Date/Time (24 hrs. before deadline) grant application was submitted: _____

10. Date/Time grant application was received: _____

11. Submittal method:
    a. Paper _____
    b. Electronic _____
    c: Other _____

12. Matching: _____ In-kind _____ Money/Cash _____ Amount

13. Submitter of grant application: _____

14. Alternate submitter of grant application: _____

Special notations: Ie., Grant to be submitted to?
_____
_____

Turtle Mountain Community College

Turtle Mountain Community College Café
Profit and Loss
July 1, 2015 to June 30, 2016

Revenue

Revenue from Sales		123,416.56
From TMCC		40,000.00
Total Revenue		163,416.56

Expenses		
Salaries/wages	41,177.89	
Fringe	14,597.76	
Total Personnel costs		55,775.65
Food/vending		98,595.87
Other		5,185.49
Cash over/short		(1,765.83)
Total expenses		157,791.18
Revenue over expenses		5,625.38