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A MESSAGE FROM THE DIRECTOR OF DEVELOPMENT:

The Development Office staff is pleased to present the third annual edition of the Development Office News. It features such information as external funding opportunities available through grants, profiles of projects funded through grants which are the result of a great deal of time and effort on the part of Project Directors and many faculty and staff of St. Louis Community College in preparing "winning proposals," new campus scholarships established as well as information on the brand new Development Office web site.

Keep your eyes open for future Development Office publications like the annual listing of grant opportunities that will be published at the beginning of the spring semester. We also plan to conduct workshops on proposal development and grants management.

We hope this annual publication, our monthly Development Report and our new web site will keep the faculty and staff informed of development activities occurring in the district.
The Development Office welcomes any suggestions as to how to better serve the needs of faculty and staff. To do this, or to receive further information regarding items in this publication, please contact us at 539-5354. Hope you had a great summer!

**DEVELOPMENT OFFICE UNVEILS WEB SITE:**

The Development Office is proud to announce that its web site is now up and running. The web site is full of information on current externally funded programs at the College, programs with funds available to the College's faculty and staff members and policies for applying for and receiving external funds. Other information in the site includes:

- Services provided by the Development Office;
- Development Office publications;
- Government Links;
- College Policies;
- Highlights from the past year; and
- Profiles of Development Office staff members.

This web site is continually updated in an effort to provide the College's faculty and staff with current and accurate information. Be sure to regularly check the site to keep informed of upcoming funding opportunities and any other information that may be relevant to faculty and staff members that are currently involved with an externally funded program or thinking about applying for external funds. Go directly to the site at www.stlcc.cc.mo.us/odweb/odweb.asp or contact Castella Henderson, Director of Development, at castella@cbil.stlcc.cc.mo.us or Tim Braden, Scholarship Coordinator & Resource Development Specialist, at tbraden@cbil.stlcc.cc.mo.us for additional information.

**FACULTY AND STAFF KUDOS:**

A number of faculty and staff members were awarded grants and contracts during the course of the past academic year. The following is a profile of some of the awards that were received.

- **HENRY SHANNON - U.S. Department of Education.** Grant to St. Louis Community College for the Forest Park campus to participate in an Upward Bound program. The purpose of the Upward Bound program is to (1) identify qualified youth who are low-income and potential first generation college students and to generate the skills and motivation necessary for success in completing high school and enrolling into postsecondary education; (2) encourage youth in the program to remain and complete the secondary level of education; and (3) encourage youth to enroll in postsecondary institutions and graduate. The Forest Park Upward Bound program is designed to provide direct and effective types of services that will increase the educational skills and thus lead to decreasing the high number of students dropping out of targeted high schools in the north side of St. Louis City and increasing the low number of target high school graduates.
enrolling in postsecondary programs - especially students from low-income families.

- **NANCY ADAMS - AT&T Foundation.** Grant to St. Louis Community College to support a "Learning Network Program." A library of interactive multimedia instructional units entitled "AT&T English Language and Literature Archive for 21st Century Thinking" will be created. A total of 10 English instructors will be trained in the creation and use of multimedia language and literature lessons to engage their students' thinking more effectively.

- **KATHE DUNLOP – Pulitzer Foundation Grant.** Grant to St. Louis Community College to participate in a mentoring program by the St. Louis Post-Dispatch for journalism students on the Forest Park campus. These funds will provide a retired reporter (and Forest Park graduate) as a mentor in the newsroom/classroom; free newspapers and PostNet access for students; as well as about eight guest speakers from the St. Louis Post-Dispatch.

- **PAM MCINTYRE and CHRISTY JAEGGER – Productive Living Board Grant.** Grant to St. Louis Community College to continue a program which will provide campus based support services for individuals with developmental disabilities who desire to participate in appropriate continuing education classes.

- **MONICA HEBERT – Mental Retardation and Developmental Disability Resources (MR/DD) Grant.** Grant to St. Louis Community College to provide services to St. Louis City residents with developmental disabilities.

- **BILL MASON – Southeast Missouri State University Grant.** Grant to St. Louis Community College to develop and carry out promotion/recruiting activities for the Industrial Technology Program. This is a 2+2 baccalaureate degree completion program on the Florissant Valley campus in conjunction with Southeast Missouri State University and the University of Missouri - St. Louis.

- **ASHOK AGRAWAL – Middlesex County College.** Grant to St. Louis Community College to participate in an Advanced Technological Education Program grant received by Middlesex County College through the National Science Foundation. St. Louis Community College will conduct a national conference on "Strategies for Recruitment and Retention in Engineering Technologies."

- **KATHLEEN M. PETROFF – Missouri Community Service Commission.** Grant to St. Louis Community College to participate in the AmeriCorps Program. The St. Louis Community College AmeriCorps program will provide 20 part-time AmeriCorps members an opportunity to serve (200 youth participants, 14 municipalities, and 60 community residents) as mentors and trainers and assist in the development and implementation of community service projects.

**PUBLICATIONS PROFILE:**

The Development Office currently houses a library of publications that profile funding opportunities from federal, state, local, corporate and foundation sources. The College is also a member of the Metropolitan Association for Philanthropy (M.A.P.) which also offers a vast library of information on potential funding sources. Some of the sources offered in the Development Office include:
**PROPOSAL PREPARATION VIDEO**

The Development Office has prepared a 12-minute video that explains the finer points of the proposal preparation process. This video, featuring the Director of Development and a number of College faculty and staff members, is available by contacting the Development Office.

**GUIDE TO FEDERAL FUNDING FOR EDUCATION**

The 1999 Edition of *The Guide to Federal Funding for Education* is available for review in the Development Office. This publication provides detailed descriptions of nearly 500 federal programs that offer financial and related assistance to state and local educational agencies, post-secondary institutions, job training organizations, and other public and private organizations.

**SCHOLARSHIP OPPORTUNITIES BROCHURE**

The second edition of the *Office of Development's Scholarship Opportunities* brochure will be available this fall. This brochure lists scholarships that have been established through institutional funds as well as through private contributions. Contact the Development Office or the campus Financial Aid Offices for a copy of this brochure.

**PROGRAM UPDATES:**

A number of programs are currently accepting grant applications. Contact the Development Office for more information.

- **FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION - COMPREHENSIVE PROGRAM (ED)** - This program focuses on improving the quality of United States post-secondary education. It supports innovative, reform projects that improve access and completion and which promise to be models for the solution of common problems in postsecondary education. The application process is in two stages, which begins with a five-page preliminary proposal. **The deadline for submitting preliminary proposals is October 22, 1999.**

- **BUSINESS AND INTERNATIONAL EDUCATION PROGRAM (ED)** - This program provides matching grants to colleges and universities to internationalize the business curriculum and to promote links between academic institutions and the American business community. There are two areas of focus in this program: educational and outreach. **The deadline for submitting applications is November 1, 1999.**

- **EISENHOWER PROFESSIONAL DEVELOPMENT PROGRAM (CBHE)** - This program funds high-quality, innovative professional development opportunities that are closely aligned with current state and national reform projects in mathematics and science education. The projects provide an opportunity for teachers to enhance their knowledge of the subject content as well
as to learn new approaches to curriculum, pedagogy and assessment. This can be accomplished through innovative pre-service and/or in-service training in the fields specified above within the teacher education program of a higher education institution. **The deadline for submitting proposals is November 19, 1999.**

- **AACC/MICROSOFT WORKING CONNECTIONS GRANT** - This program will develop community college education and training programs in information technology (IT) that respond to 21st century needs. These training programs may prepare students for a wide range of careers in a number of industries (e.g., information technology, telecommunications, publishing, manufacturing, health care, engineering, transportation, and financial services). The grant program must feature local business/industry partnerships, IT curriculum development, workforce development for disadvantaged populations, and faculty/staff development, and will provide a special focus on helping disadvantaged people prepare for IT jobs. Over a five-year period, Working Connections will award 28-month grants of $200,000-$300,000, plus software and technical assistance as requested, to 20-25 community colleges. **The deadline for submitting proposals is October 18, 1999.**

**SCHOLARSHIP PROFILE:**

The Office of Development assisted donors in establishing six new scholarships during the 1998-1999 academic year.

- **BOEING - MDTSC SCHOLARSHIP FUND** – This scholarship has been established on the Forest Park campus for full-time students enrolled in either the Information Systems: Computer Network Specialist Option of the AAS degree program or the Information Technology: Network Administration Certificate of Proficiency program in the Advanced Network Training Center. Recipients must have a minimum cumulative 2.0 GPA. The number and amount of awards will be made at the discretion of the Boeing - MDTSC Scholarship Fund Selection Committee. Awards may be used for tuition and fees, books or supplies.

- **DR. MARCIA A. DREWRY SCHOLARSHIP FUND** – This scholarship has been established on the Forest Park campus for full-time or part-time students with a minimum cumulative 2.0 GPA. All awards may be used for tuition and fees, books or supplies. The number and amount of awards will be made at the discretion of the Dr. Marcia A. Drewry Scholarship Fund Selection Committee.

- **EMERGING SCHOLARS PROGRAM SCHOLARSHIP AWARDS FUND** – This scholarship has been established on the Florissant Valley campus for students that have met the criteria for becoming Emerging Scholars, which include having successfully completed two or more developmental courses in two or more of the following departments: Reading, English, or Mathematics; having completed all course work at St. Louis Community College at Florissant Valley; having completed 24 or more total credit hours of course work; having completed 12 or more credit hours of college-level transfer courses; and having maintained a 3.5 or better GPA. The amount of awards will be determined by the Emerging Scholars Coordinating Committee.
• OUTSTANDING BEHAVIORAL SCIENCE STUDENT AWARD – This scholarship has been established on the Meramec campus for Behavioral Science majors with a minimum cumulative 3.0 GPA in all college coursework completed and a minimum cumulative 3.5 GPA in Behavioral Science courses completed. Applicants must have also completed at least 45 semester hours at the Meramec campus, including at least 15 hours of Behavioral Science courses, by the end of the current Spring Semester. All applications for this scholarship must be supported by one letter of recommendation by a member of the Behavioral Science Department faculty. One $250 award will be given annually to a student selected by the Outstanding Behavioral Science Student Award Selection Committee.

• CAROLYN RYBICKI SCHOLARSHIP FUND - This scholarship has been established on the Florissant Valley campus for students that are majoring in Child Care with a minimum cumulative 3.0 GPA and have successfully completed three Child Care courses with a minimum grade of C in each course. Awards may be used for tuition and fees, books or supplies. The number and amount of awards will be made at the discretion of the Carolyn Rybicki Scholarship Fund Selection Committee.

• THE SCHOLARSHIP TO HONOR NOREEN KREBS - This scholarship has been established on the Meramec campus for students that are displaced homemakers or single parents that have financial need as determined by the Meramec Office of Financial Aid. The number and amount of awards will be made at the discretion of the Counselor for the New Perspectives Program. Awards may be used for tuition, supplies and/or other educational expenses.

GRANTS AND CONTRACTS:

The Office of Development provides districtwide leadership and support to faculty and staff in acquiring funding outside of the primary sources -- tuition, state appropriations and local property taxes. This additional funding allows the College to more fully achieve its mission and better serve our students. In FY1998-1999, the College received $22,153,522 in grants and contracts from the following sources:

- Academie de Lille, Institut de Formation en Soin Infirmiers
- Alliance for Employee Growth and Development, Inc.
- American Association of Community Colleges
- American College Health Association
- AT&T Foundation
- Canterbury Christ Church College
- CDS International, Inc.
- INTENSA, San Jose, Costa Rica
- Missouri Community Service Commission
- Missouri Coordinating Board for Higher Education
- Missouri Department of Elementary and Secondary Education
- Missouri Department of Health
- Missouri Division of Job Development and Training
A multitude of corporations supporting customized training programs

**CASH GIFTS AND DONATIONS:**

In addition to grants and contracts, the College also receives a large amount of restricted cash gifts and donations during the course of each fiscal year. During the period July 1, 1998, through June 30, 1999, a total of $56,330.56 in restricted cash donations were received by the College to support instruction, academic support, student services, institutional support, scholarships, loans and fellowships.

The largest single source of restricted cash donations came from foundations, which donated $30,968.18. In addition, restricted cash donations were also received from corporations, local agencies and organizations, and individuals for a combined total of $25,362.38.

**EQUIPMENT DONATIONS:**
St. Louis Community College receives a number of equipment donations each year to support instruction. Equipment donations received during 1998-99 included:

- A donation by Advanced Learning Technologies, Inc. of Caesy Software (short for Clinically Advanced Education System) to the Forest Park Dental Department.
- A donation by H.E.I. Inc. of a Medication Cart to the Forest Park Allied Health Department-Continuing Education to be used in the CMT Program.
- A donation by Hershey Chocolate of one Fisher ISO Temp Drying Oven and one Labline Vacuum-Oven to the Florissant Valley Chemistry Department.
- A donation by the Missouri Department of Public Safety, through their Community Oriented Policing (COPS) - Equipment Assistance Program, of two Model Smith & Wesson Police Mountain Bicycles and IBM Think Pad and Hewlett Packard Printer, to the Forest Park Police Department.
- A donation of a Macintosh Powerbook 520 Computer, Apple Stylewriter Color Printer and Software to be used on the Archaeological Dig in Syria led by Professor Michael Fuller on the Florissant Valley campus.
- A donation by Laerdal Medical Corporation of Hewlett Packard Code Master 100 Portable Defibrillator/Monitor and Battery Support System to the Forest Park Allied Health Continuing Education to be used in ACLS, EMT-1 and EMP-P courses throughout the district.

PROPOSAL DEVELOPMENT NOTES:

What is a proposal?

A proposal is a request for funding for a specific purpose from either private or governmental sources. It describes a need and proposes a program to fill that need.

Why do people write proposals?

- Acquire a grant
- Earn job security
- Want to do something different
- Solve a problem/make a difference
- Excitement

Why faculty/staff might be interested in writing a proposal.

- Seeking to try something new
- Opportunity to work on a project of their choice
- Opportunity to administer a project
- Need for computers or other equipment to use in their classroom or office
- Opportunity to travel to conference or convention
- Satisfaction of having a grant awarded
- Offers an opportunity for another outlet to help their students