

**C2 “Kick Off” Management Team Meeting
Wednesday September 22, 2010, 10 am to 2:00 pm
NM EPSCoR State Office**

Attendees:

Bill Michener, NM EPSCoR Director
Mary Jo Daniel, NM EPSCoR Associate Director
Anna Morrato, NM EPSCoR Business Manager
Kirk Minnick, Program Evaluator
Kathy Isaacson, Program Evaluator & Strategic Planner for Tribal Colleges
Duane Elms, Director of IT, Western New Mexico University,
Jared Ribble, Navajo Technical College
Jason Arviso, Director Institutional Development, Navajo Technical College
Gina Tanner, Computing Application Center Gateway Coordinator
Andy Salazar, Northern New Mexico College
Jorge Lucero, Northern New Mexico College
Dina Chavez, note-taker

Bill Michener welcomed all attendees, reviewed the agenda and provided an overview of the C2 program components.

Representatives from Western NM University (WNMU), Navajo Tech (NT), and Northern NM College (NNMC) reviewed their proposed C2 activities with regard to equipment needs. There were some minor changes of equipment anticipated due to changes in campus resources in the time between proposal submission and the start of the award, but there should be no significant changes in scope of the activities. Anna noted that she would only have to submit changes to NSF for approval if there are significant changes.

Action:

- Each institution will send an updated list of equipment to be purchased to Anna Morrato as soon as possible.

Mary Jo reviewed the education outreach project activities that were added when the award amount increased. The major activities are to: 1) support the Super Computing Challenge to add 3 new schools, one in each community near the colleges involved in C2; provide a workshop for faculty on effective use of distance education; and 3) funding to support development of educational modules that use the Gateways. Mary Jo noted that the workshop concept has yet to be fully developed.

Actions:

- Mary Jo will contact each institution to solicit input on the distance education workshop—what would be useful and valued by faculty

Anna provided documentation to each institution that will be sent with the subawards and reviewed the reporting requirements. Since this ARRA funding, each subawardee will be required to report expenses quarterly; reporting will be managed by the UNM Contracts and Grant Accounting office (Keven Ferrell).

Each subawardee will provide information to the State Office for annual reporting to NSF—due June 1—and to the evaluator for required project evaluation. Each institution is encouraged to track collaborations, partnerships and opportunities to leverage resources related to C2 activities and to take photos of project activities that can be submitted to NSF and used in EPSCoR public information.

Actions:

- Anna will complete and send out subawards for signature as soon as possible.
- Jason Arviso will send Anna a link to the procurement codes applicable to Navajo Tech.
- Mary Jo will send to each subaward institution (by the end of October) guidance and a spreadsheet for data to be collected for the annual report to NSF.

Kirk Minnick reviewed the metrics and milestones that were in the proposal for tracking progress toward goals and previewed a possible on-line survey instrument. He will be visiting each campus in the next two months to conduct interviews to establish a baseline before any project activities begin.

Actions:

- Kirk will contact each institution to schedule site visits.
- Kirk will send attendees a copy of his presentation.
- Kirk will review the on-line survey further to determine its applicability and effectiveness for this project.

The timeline in the proposal was reviewed and representatives from each institution agreed that it was generally still applicable, assuming the subaward process was completed by November 1. NNMC requested their timeline be modified to add one month across the board.

Management Team meetings are to be held quarterly; the next one will be held virtually, using the Gateways, in December or January. A spring meeting will be held in Silver City and a summer meeting will also be held virtually.

After discussion, it was determined that the first External Advisory Board meeting should be scheduled to coincide with a spring Management Team meeting at WNMU in Silver City. It may be possible to link this to other relevant activities involving EAB members such as how to take advantage high performance computing.

Actions:

- Mary Jo will initiate a Doodle Scheduler poll to set a date for the next (virtual) Management Team meeting
- Mary Jo will draft and circulate a timeline of key milestones and activities for comment to be finalized during the next Management Team meeting.

Bill and Mary Jo reviewed other EPSCoR activities and initiatives and described plans for working with FastForward NM in providing workshops in Crownpoint, Silver City and Espanola that will help small businesses use computing resources for local economic development.

Actions:

- Natalie Willoughby, EPSCoR Public Information Rep, will send the C2 press release she created to each subaward institution.
- The EPSCoR office will post information and photos of C2 Management Team members on their website.
- Mary Jo will send each attendee the EPSCoR Infrastructure Seed Grant RFP.
- Mary Jo will send each attendee contact information for FastForward NM.