

Grants Committee Meeting Minutes October 21, 2019 10-11am OC 116

Members Present: Max Montano, Kevin Fleming, Claudia Garcia, Patty Sanchez, Maureen Sinclair, Stan Tyler, Desiree Wagner, Caitlin Welch

Members Absent: Charles Henkels, Ruth Jones-Santos, Paul VanHulle

Guests Present: Rebecca Crippin, Valorie Piper, Colleen Molko, Mark Hartley

1. Call to Order: 10:04am
2. Approval of the 9/11/2019 meeting minutes: (C-Welch/M-Sinclair) – Approved
Corrections: None
1 Abstention
3. Approve agenda (M-Sinclair/P-Sanchez)
4. Moment of silence for Dr. Phu Tran
5. Mention of new members: Tri-Chair Kevin Fleming & Member Ruth Jones-Santos

Tri-Chair Report:

- Kevin Fleming: Mention of district strategic plan goal, with support from the chancellor, that 30% of each college's budget be supported by competitive grants (non-general fund). Norco College is currently at 30.5% of our annual budget sourced from competitive grants.

Awards:

A.) **Title V- approximately \$2.8 million**

- October 1, 2019 – September 30, 2024 (Can possible apply for more funding in Spring 2020)
- Supports Guided Pathways (PACES)
 - Professional Development
 - Student success & pathways strengthening & development

Information Items:

A.) CCCCCO Mental Health Services Grant (resubmitting for continued funds)

- Identify mental health issues with students
- Provide professional development funds for faculty & staff
- District-wide proposal
- Target FTE percentage allocation
- 23% of \$500,000 max
- \$115,000 possible for Norco College
- 18-month duration
- Fund ½ Mental Health Services Supervisor starting July 1, 2020 along with other funding sources to make full time
- Keep current program going which expires Dec 2020
- Kathleen Chow is the current interim Mental Health Services Supervisor
- In need of a professional expert contractor twice a week to supervise Loma Linda activities

- B.) State Homeland Security Program Grant (approved in 2018, but not received- applying again)
 - Purpose- Fund campus crisis preparation
 - County of Riverside applies for the grant & decides if they will collaborate with RCCD and give out any of the funding
 - District collaboration of Risk Management campus policy
 - Last year submission was for \$680,466 & RCCD was not awarded any funds

Discussion Items

- Rapid Resource Review Board (RRRB)
 - RRRB was put on ISPC agenda & then tabled by ISPC with no discussion. It was put on a future ISPC agenda for follow up, but the chairs asked to remove it so the grants committee could discuss further.
 - Questions discussed include: Who will be on the RRRB distribution? How many digital responses would be a quorum? Would grants committee still need to exist? How will the grant approval process work?
 - We do not want to have duplication of efforts with operational execution versus communication and strategic direction.
 - Need to get more faculty involved in the grants/RRRB process from all disciplines/Schools.
 - Need to get another manager involved in the committee
 - Possibly utilize e-votes with 2-3 day turn around to review proposals & not bypass committees
 - There is a need to address current process during intersessions (winter/summer) regarding the grants office, Dean of Grant Development & Administration, the grants committee (which doesn't meet during intersessions), & executive cabinet
 - Concerns that faculty & staff do not have time to study grants and trust that the Dean of Grant Development & Administration is assessing the needs & looking out for the best interest of the college
 - RRRB- 5 days to review concepts after recommendation to move forward from grants committee
 - Proposal info- broad/concept approvals ahead of time
- Committee Membership & Statement of purpose needs to be reassessed
 - There is a Board Policy regarding each college's grant vetting process. Its primary purpose is information distribution. Some members are spelled out (e.g. representatives from Facilities & development, Admin/finance, Institutional research, etc.)
 - Grant board policies are being re-written by Dr. Kim's team so it is currently a moving target. Dr. Kim is working to green light certain pre-approved priorities
 - RCCD is moving toward a University model for Pre & Post Award processing
 - Norco College Grants committee mission is misaligned. Goal is to make things correct including guiding principles and to make process more inclusive.
 - Effective committees should complement & support operational functions of the college (for example financial, grants, admissions & records) and not duplicate or hinder any employees discrete job description duties or functions. Therefore, the committee needs to reassess their charge and purpose.
 - ISPC charged Grants Committee to fix their process and then when it came back to ISPC it was rejected. There is a need for realignment

- Why does ISPC have to be included in the grant vetting process?
- One of the biggest issues with grant proposals entails staffing components as well as commitments for sustainability.
- There seems to be misaligned expectations from ISPC regarding grants committee's purview/scope. Need to request guidance & alignment from ISPC.
- Should the committee change our charge or should ISPC provide guidance for what the committee's charge should be?
- Discussion around asking ISPC to clarify the expectations/role of this committee versus the operational function and responsibility of the Dean of Grant Development & Administration (grants office).

Good of the order

NA

Suggestions

- A.) Add to next month's agenda- receive alignment/guidance from ISPC
- B.) Add to next month's agenda- discuss indirect reinvestment & sharing more open information to campus about positions, commitments, etc. Also discuss ISPC's policy to reinvest indirect funding. We need education/clarity around the institutionalization of a program function verses a specific position.
- C.) Add to next month's agenda- membership of RRRB (Include ISPC members?)
- D.) Add to next month's agenda- Process for communicating written information and commitments into grants (programs, staffing, institutionalization of staff)

Statement of Purpose

The purpose of the Grants Committee is to identify grant opportunities that align with the mission, strategic planning goals, and resource needs of Norco College. The committee also informs the college community about existing grants, serves as a liaison between the RCCD Grants Office and Norco College, and provides local support for grant efforts to college staff, faculty and administration.

Tri-Chairs

Dr. Stan Tyler- Associate Professor, Chemistry
 Patty Sanchez – Accounting Services Clerk
 Kevin Fleming – Interim Vice President, Strategic Development

Adjourned at: 11:15 am

Next Meeting: November 13, 2019

Minutes taken by: Valorie Piper