

Grants Committee Meeting Minutes December 11, 2019 12-1:30pm OC 102

Members Present: Claudia Garcia, Maureen Sinclair, Stan Tyler, Paul VanHulle, Caitlin Welch, Kevin Fleming

Members Absent: Charles Henkels, Max Montano, Tom Wagner, Ruth Jones-Santos, Desiree Wagner

Guests Present: Rebecca Crippin, Valorie Piper, Colleen Molko, Britnee Quintanar, Mark Hartley, Kaneesha Tarrant, Kaytlyn Blank (on phone)

1. Call to Order: 12:05pm
2. Approval of the 10/21/2019 meeting minutes: (P-VanHulle/M-Sinclair) – Approved
Corrections: None
1 Abstention
3. Approve agenda (All in favor once some changes were made)

Tri-Chair Report:

- None

Dean of Grant Development & Admin Report:

- District Grants Task Force Update
 - Potential district Auxiliary (separate legal entity from RCCD Foundation). Will have at will employees, no union representation, solely philanthropic for grants. All college processes will be honored. Funding & structure have not yet been solidified.

District Grants Office Report

- None

Action Items

- College Homeless and Housing Insecure Pilot Program
 - Received memo from CCCCO on December 4th. Letter of Intent due January 6, 2020. This is another example of why the process needs to be more timely & responsive. There will be no ISPC or grants committee during this time, so what should the process be?
 - With California housing prices so high students cannot afford housing and are couch surfing or sleeping in shelters or parks.
 - 15 schools will be chosen
 - \$500,000-\$700,000 per year for 3 years with the expectation that the schools will sustain after the 3 years, because funding ends.
 - Hotel vouchering is an option, but it just a temporary solution (Band-Aid)
 - Seed money will be used to increase financial aid access, resources & staffing
 - Caitlin- should focus on mental health issues also
 - Maureen- should have guidelines & qualifications for students
 - Dr. Green already approved for the college to move forward with this
- California Learning Lab- Professional Development Grant
 - Concept Proposal- Data Science for faculty (curriculum)
 - CTE Push- make students more competitive in big data labor market
 - \$200,000 award

- District Lead, 1 Norco Faculty & 3 RCC faculty
- No staffing involved
- Full proposal due February 2020

Information Items

- California Learning Lab- Seed Grant
 - UCR is the Lead
 - 1 Norco Faculty- James Hayes
 - 3 RCC Faculty
 - Cal Poly Pomona, UCR & RCCD collaboration/partnership to create Interdisciplinary pathway
 - Goal- Certificates & course in data science
 - Norco will get 2.3% (\$6,305) to pay faculty salary for project
 - Submitted Monday 12/19/2019

Discussion Items

- ISPC is part of the approval process for grant action items
- Strategic Development will stay on campus
- Patty Sanchez resigned due to her new role and shall no longer serve as a Grants Committee Tri-Chair
- Current district budget is \$240 million. The District Strategic Plan wants \$80million to come from grants annually
- District Strategic Plan Goal #5 Resource Generation and Allocation
 - Objective 5.4: Strategically develop external revenue sources to maximize the funding available to support student learning and success. (Target 30% of overall budget will be from external; revenue sources)
- Norco College Educational Master plan was approved by the board on 12/10/2019
- ISPC status report due April 1, 2020
 - ISPC provided a template
 - Write by February
 - Proof & finalize in March
- Grants need to align with goals and objective from the EMP
- Grants Committee aligns with EMP goal 12.4- Develop 30% of overall budget from non-general fund revenue sources.
- Norco is currently at 30.5% and 40% including categorical
- Grants Committee supports other goals, but main goal alignment is 12.4
- GC task force- what to fund must align with EMP goals
- District priority is to fast track approvals & use guiding documents to approve grants
- District wants Norco Grants Committee to move forward with a process & plan and then align with RCCD to facilitate
- GC proposal form needs to be reconfigured to align with EMP
- Indirect Reinvestment Procedure
 - Approved by ISPC in Fall 2018
 - Direct vs indirect costs (See Appendix A)
 - Pre-Established Indirect Rates
 - A number of indirect rates already exist throughout the district:
 - The Riverside Community College District Foundation has established a 5% administration fee on all private gifts. The only exception is when the funding agency has a written policy that they do not allow/fund in directs.
 - Riverside Community College District has negotiated with the Department of Health and Human Services to establish an approved indirect rate to support grants and contracts with the Federal Government. This rate is 37.5% for on-

campus programs and is 18% for off-campus programs (e.g. grants within the RCCD Office of Economic Development).

- BP/AP 3280 (Section 1.7) requires a minimum 10% indirect rate to be charged to grants unless alternatively prescribed by the funding agency to be lower (e.g. CA grants at 4%) or larger (e.g. NSF grants at 37.5%).
 - District Split: Currently, our district office keeps 17% of all in directs received from state and federal grants (not private donations or appropriations) to support human resources, payroll, purchasing, IT and other district services. The balance (83%) remains with Norco College.
- Norco College Indirect Rates
 - In compliance with BP/AP 3280 (grants) and BP/AP 3820 (gifts), and as an administrative fee to help cover already subsidized costs and our real expenses associated with executing/implementing project work plans, Norco College establishes a minimum 10% indirect rate on all grants, non-scholarship private gifts directed to a programmatic fund, and appropriations. This 10% indirect may only be applied on gifts through the RCCD Foundation when provided in the initial gift agreement, donor specifications, or approved work plan proposal. Exceptions to applying an indirect rate or administrative fee include:
 - Some private foundations do not permit/fund indirect costs. To increase the College's ability to secure gifts/grants from private sources, Strategic Development may waive applying an indirect rate, or may reduce the percentage, on a case-by-case basis (regardless if the RCCD Foundation receives a 5% administrative fee).
 - If alternatively prescribed by the funding agency to apply a lower or higher indirect rate.
 - The RCCD Foundation manages accounting functions on nearly all philanthropic money received from private sources. As our district's 501c3 entity, they receive, hold, invest, and manage money from private sources in scholarship, unrestricted, and programmatic accounts. Gifts given to the Foundation shall not incur any additional fee/rate, however grants may. For example: Norco College shall not add any additional indirect on scholarship gifts or scholarship endowments on top of the RCCD Foundation's 5% administration fee, however an additional 5% indirect is appropriate in addition to RCCD Foundation's 5% fee on grants requiring substantial coordination of Norco College employees such as a James Irvine Foundation grant.
 - Grants/gifts given to the college not received through the RCCD Foundation shall not incur an indirect from the Foundation and in those instances (e.g. state appropriations) Norco College may charge up to a 10% indirect.
 - Allocations from the state that are not coordinated or supported via Strategic Development (e.g. our annual CalWorks allocation) shall not have an indirect rate. All such funds go directly to the unit to support program logistics and expenditures.
 - Norco College may elect to waive our indirect fee after discussion with the affected unit, Strategic development, and our Executive Cabinet (e.g. Veterans Resource Center appropriation)
 - College Allocation
 - From either a) the remaining 83% of in directs that we may internally allocate after the district split from state and federal grants, b) the entire

indirect amount received from legislative appropriations, or c) the entire indirect amount received from private/foundation gifts above the RCCD Foundation's administrative fee, Norco College shall reinvest 50% of in directs back into raising additional funds via the Strategic Development unit to increase our college-wide capacity for external revenue generation. The Executive Cabinet, through our participatory governance process, as appropriate, will allocate the other 50% to college-wide needs/priorities as permissible and outlined above. Thus, the total indirect split for state and federal grant revenue would be 17% District, 41.5% College, and 41.5% Strategic Development, and the total indirect split for all other revenue would be 50% College, and 50% Strategic Development.

- The college shall avoid accounting for, or spending, in directs that may need to be returned to the funding agency or may never be realized due to the unspent grant funds by the sponsoring department. Therefore, the process for allocating Norco College's shared indirect will be as follows: At such time the Norco College Business Services Office receives the college's portion of indirect, only then shall the share due Strategic Development and the share due to the college's holding account be transferred into the budget account established for those specific purposes, but not before.
- Indirect Expenditures & Personnel
 - Norco College's current program review, resource allocation, and participatory governance processes are designed for general fund expenditures. Historically, all categorical and/or one-time funded positions and expenditures are executed expeditiously requiring only Executive Cabinet approval. To facilitate ongoing and robust fundraising efforts in support of college programs and initiatives, Strategic Development will raise money in big spurts and this will require personnel decision-making that does not fit into our general-funded allocation processes. Thus, personnel decisions utilizing categorical or indirect revenue may be executed swiftly in accordance with this procedure, with Executive Cabinet approval. Transitioning Strategic Development personnel onto the general fund in the future shall occur through the college's program review and resource allocation process.
 - The college does not chase indirect funds. Quite the contrary, grants that serve students are prioritized. For example, multiple employees labored over a successful \$2.7M Title V grant awarded in 2019 to support Guided Pathways which included ZERO (\$0) indirect to the college
 - Indirect funding is paid in the rears and ONLY when grant money is spent
 - The portion of indirect that goes to Strategic Development is used to get more grants & resource allocation
 - The portion of indirect that goes to Business Services goes to the general fund to pay for things like roofs, utilities, roads, campus maintenance etc.

Good of the order

- None

Add to Future Agendas

- Approve new committee members- Vote for new Tri-Chair
- Revisit formal GC Membership
- ISPC Report

Appendix A

- College Indirect Reinvestment Policy

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
Kevin Fleming – Interim Vice President, Strategic Development
Vacant- Vote for new Tri-Chair in February 2020

Adjourned at: 1:28pm

Next Meeting: February 12, 2020

Minutes taken by: Valorie Piper