



## RESOURCES COUNCIL

Thursday, March 27, 2025

12:50pm-1:50pm

OC116 and Zoom

Meeting ID: 827 0937 8894

Pass Code: 059214

### MINUTES

Council Members: Michael Collins (Admin co-chair), Esmeralda Abejar, Travonne Bell, Karina Gigliotti, Azadeh Iglesias (CPRO co-chair), Dan Lambros, Virgil Lee (Faculty co-chair), Edwin Romero, Marianne Stefanous

Absent: Kimberly Bell, Sgt David Purser, Haroun Ahmad (ASNC Student Rep)

Guests: Lorena Rositas, Lisa Myers, Cheryl Cox, Cole Cunningham (ASNC Student Rep)

Subject to Brown Act: No

Quorum: 50% + 1

### 1. Call to Order: 12:51pm

#### 1.1 Public Comments

- None

### 2. Action Items

#### 2.1 Approval of Meeting Agenda

- M/S/C: Iglesias/Bell
- Abstentions: 0
- Amendments: 0

#### 2.2 Approval of Meeting Minutes: February 27, 2025

- M/S/C: Iglesias/Gigliotti
- Abstentions: 1
- Amendments: 0

### 3. Discussion Items

#### 3.1 College Reorganization Update – Michael Collins (Handout)

- The college is seeking to bring the organizational structure into greater alignment in support of the goals in equitable student achievement.
- Divisional Strategic Focus has been identified with the following:
  - Vice President, Academic Affairs
    - Academic Programming & Enrollment Management
  - Vice President, Planning & Development
    - Equity & Institutional Effectiveness
  - Vice President, Student Services
    - Scaling Comprehensive Student Support & Access
  - Vice President, Business Services
    - Physical & Fiscal Resources Management

- Department Shift:
  - Dean, Special Funded Programs from Student Services to Planning & Development Effective July 1.
  - Dean, Technology & Learning Resources from Academic Affairs to Student Services Effective January 1.
- Program Shift:
  - Athletics from Dean, Student Life to Dean of Instruction Effective January 2
  - MESA Program (Holding) Dean of Instruction to Dean, Equity & Institutional Effectiveness (EIE). Effective Date: TBD
  - TRIO (SSS) Program (Holding) Dean, Equity to Dean, Special Funded Programs Effective Date: TBD
  - TRIO (UB) Program (Holding) Dean, Enrollment to Dean, Special Funded Programs Effective Date: TBD
  - Disability Resource Center from Dean, Special Funded Programs to Dean, Student Services. Effective July 1
- New Programs:
  - College Corps will fall under Dean of Student Life. Effective January 2
  - Title V will fall under Dean of Student Services. Effective January 2
- Questions/Concerns/Comments:
  - Q: What is driving the timing on this right now? A: As we continue to “tune-up” the SPGM, it showed that we might better align with these changes and strengthen the standard of care and guided pathways continued implementation.

### **3.2 Survey of Effectiveness Review – Michael Collins (Handout)**

- The council had opportunity to review and discuss the survey results.
- The Survey of Effectiveness Report will now be compiled, using the results and comments/suggestions made at the meeting. The report will be reviewed by councilmembers at the April meeting, before being sent on to College Council per the timeline currently in place.
- Questions/Concerns/Comments:
  - A comment was made that it seems we spend more time on listening to reports, than making actual decisions.
  - Suggestion: Perhaps the survey should have an “unknown” option, so members are not “forced” to choose agree or disagree.
  - A comment was made about extending the timeframe for meetings, but it’s difficult to get student and faculty engagement outside the designated college hour. This topic was discussed by all governance councils prior to implementation of new scheduling of all college council meetings.
    - Is it possible to add additional meeting dates to council meetings? The recommendations we discuss will always be taken into consideration and used by College Council in future planning, etc.
    - Suggestion: Try virtual meetings on Fridays when Faculty and Students might be more available to attend.
    - Suggestion: There seems to be room to improve the clarity of the “charge” for the RC council. This may also be addressed in the Resources Council Charter update in May.
    - Suggestion: Perhaps find a way to highlight how this council recommendations and/or accomplishments have affected EMP Goals/KPI’s moving forward?

## 4. INFORMATIONAL ITEMS

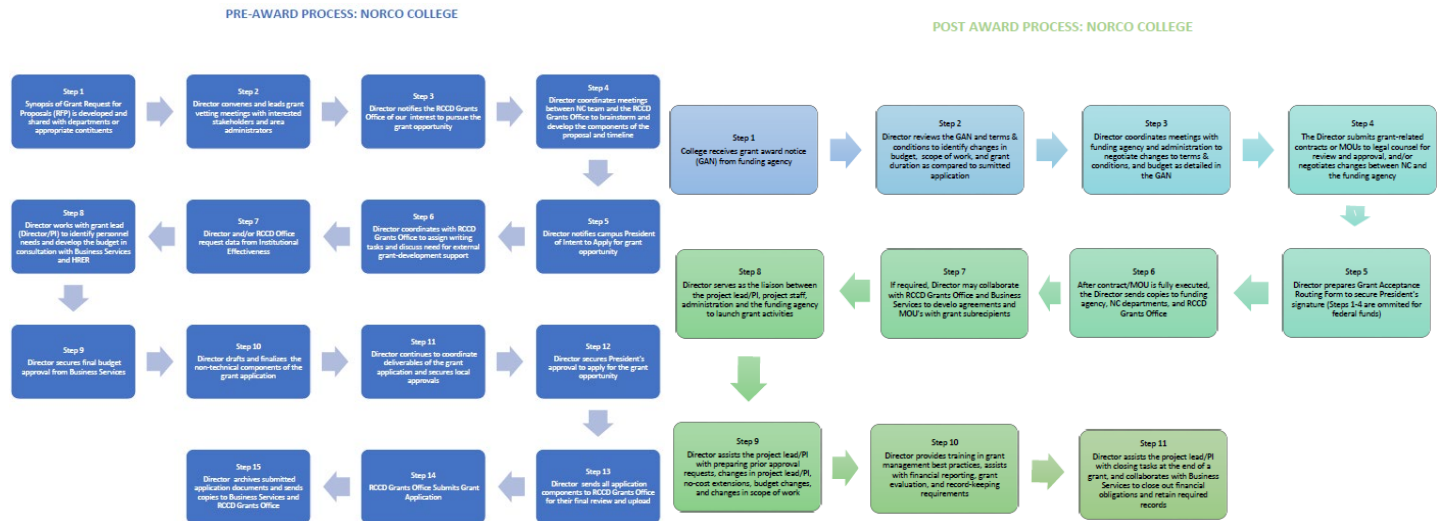
### 3.3 Food Services: Catering Procedures Update – Esmeralda Abejar (Handouts)

- A detailed presentation and handout outlining the college internal events and catering procedures was provided to the councilmembers for review.
- The presentation and document has also been provided to ASNC, all managers, and their assistants to ensure the process is followed moving forward.
- The councilmembers were provided a copy of a letter of rebuttal with questions and concerns about the current catering procedures was submitted by Dr. Romero the morning of the meeting from Cameron Young and Daniel Turrubiarres.
- Board policy 5700 section VII was reviewed and will be enforced. Limiting district liability was highlighted (Minimize food safety incidents, possible accidents, insurance verifications, etc.)
- Higher food prices and less student foot traffic from online vs on campus classes have impacted food services. The college must continue to “invest” in our food services to ensure we have that service available for our students in the future. Same theory could apply to the bookstore as well. Revenue goals are 60-70%, but we are currently hovering around 35% (Costs: employees/food/maintenance: 5% Custodial) The JFK students continue to utilize the Corral frequently.
- The event space rental process for both internal and external space usage through 25Live was reviewed (items, set up diagrams, IMC/AV, tables, chairs, etc.). It was noted how important it is to request this well in advance, especially if the event is large.
- Cultural events still need to go through Food Services for 1<sup>st</sup> right of refusal. This ensures that Food Services can match the needs of the program, if not, they will be approved to utilize the outside vendor.
- Snacks are also offered in wholesale pricing with a 10% processing fee, but the convenience of keeping the purchase on campus should be a benefit for the clubs and programs. Grant funded programs should be encouraged to utilize food services, but there is no current 1<sup>st</sup> right of refusal for “snacks” at this time.
- 30% charge is implemented if the event is cancelled within 48 hours of the date because the food will have already been purchased.
  - Questions/Comments/Suggestions:
    - The corral is a self-sufficient entity, they are not funded by the general fund... they use Food Services Fund 32. Note: The employees are funded by the general fund.
    - A comment was made how amazing the catered food is in food services, and pricing is mostly comparable.
    - Suggestion: Meet with Faculty Advisors on the food services procedures and benefits of utilizing our internal food services.
    - Suggestion: Possibly revisit this topic again in the Fall to see how we are doing with student traffic, enforcement of procedure, etc.
    - Suggestion: Present this topic at FLEX to get the word out. It was noted that we have already presented to Managers, Administrative Assistants, and the Resources Council.
    - Comment: CSU generated a memo sent to all areas, detailing the benefits and encouraging utilization of their food services, etc.

### 3.4 Grants Report – Karina Gigliotti (Handout)

- The updated 2024-2025 Grants and External Resource Development Activity Report was reviewed by the council. Current grant requests were highlighted (Approved/declined/pending)
- The current “Pre” and “Post” Award Process was detailed and highlighted

- The current list of roles and responsibilities for both the Norco College Grants and District was detailed.
- An example of the form “Intent to Apply for a Grant Opportunity” was provided to review and use as needed.
- The Grants area has an updated webpage which lists all the federal agencies, etc. Everyone is encouraged to check it out!
  - Questions/Comments/Concerns: On all the federal funds we received, is there a possibility that funding may be pulled due to the current political climate? Dr. Gigliotti stated that there is no guarantees of anything at this time, but there is currently opportunities for private funding types that we are focusing on now.



#### 4. Good of the Order

- The NC fuel-cell is currently scheduled to be decommissioned on April 18, and will be removed from campus. (This was used to off-set electrical energy use with natural gas, but has since become outdated and inefficient).
- We are currently installing the solar array system, with an eta of completion due in Summer 2026.
- Lot E car charging EV stations will now be installing in Fall (August-September)
- Bond measure projects are currently being detailed and the 2025/26 state budget act will provide information on the status of our new Library Learning Center/Student Services Building.
- We are currently trying to identify office space for the 20 new faculty hires.

#### 5. Adjournment: 2:03pm

##### Fall 2024 and Spring 2025 Meeting Dates:

\*Sept 26   \*Oct 24   \*Nov 21 (Note: Moved up 1 week due to holiday)  
 \*Feb 27   \*Mar 27   \*Apr 24   \*May 22



# 2024 - 2025 Division Re-organization



Streamlining resources & enhancing  
collaboration to create a more  
cohesive learning environment.



# Aligning with Our Mission

Norco College continues to prioritize our goals in student access, student success, and student equity to inform and guide college strategic planning and resource allocation. In the last three years the college has undergone several structural and organizational changes to advance this work.

# The Why

The college seeks to bring the college organizational structure into greater alignment in support of our goals in equitable student achievement. Adoption of Strategic Enrollment Management (SEM) Plan brings operational alignment to our strategic goals emphasizing student support through their entire journey.



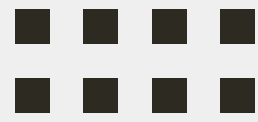
**Holistic Student Support**

**Academic Counseling & Career Development**

**Career Academic Pathways Schools**

**CAP Hour**

**Continued Equity Integration & Programming**



# Divisional Strategic Focus

**Vice President,  
Academic Affairs**

**Vice President,  
Planning &  
Development**

**Vice President,  
Student Services**

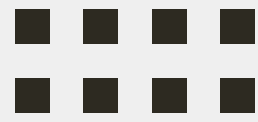
**Vice President,  
Business Services**

**Academic  
Programming &  
Enrollment  
Management**

**Equity &  
Institutional  
Effectiveness**

**Scaling  
Comprehensive  
Student Support &  
Access**

**Physical & Fiscal  
Resources  
Management**



# Department Shift

| DEPARTMENT                            | FROM             | TO                                        |
|---------------------------------------|------------------|-------------------------------------------|
| Dean, Special Funded Program          | Student Services | Planning & Development<br>Effective Jul 1 |
| Dean, Technology & Learning Resources | Academic Affairs | Student Services<br>Effective Jan 2       |



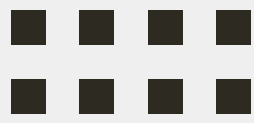
# Department Shift Rationale

## Library & Academic Support

- Standard of Care Model includes Counseling, Educational Advisors, and Tutors for student success.
- Enhanced collaboration enables strategic, integrated support services for all students.
- Librarians and Counseling join to support Career and Academic Pathways across divisions.
- Student Services leads scaling of the Standard of Care model.
- Writing and Reading Center stays under Dean of Instruction.

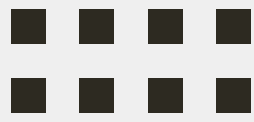
## Special Funded Programs

- Reorganization consolidates programs for disproportionately impacted students into one division for collaboration and capacity building.
- Planning and Development lead equity and institutional effectiveness efforts.
- Aligning equity affinity and special funded programs enhances collaboration, access, and resource efficiency.
- Equity affinity programs share many of the same students.
- Leverage capacity for personalized services to close success gaps.



# Program Shift

| PROGRAM                       |      | FROM                             | TO                                                  |
|-------------------------------|------|----------------------------------|-----------------------------------------------------|
| Athletics                     |      | Dean, Student Life               | Dean of Instruction <span>Effective Jan 2</span>    |
| MESA                          | Hold | Dean of Instruction              | Dean of Equity, Inclusion, & Engagement             |
| TRIO (SSS)                    | Hold | Dean, Equity                     | Dean, Special Funded Programs                       |
| TRIO (UB)                     | Hold | Dean, Enrollment                 | Dean, Special Funded Programs                       |
| Disability<br>Resource Center |      | Dean, Special<br>Funded Programs | Dean, Student Services <span>Effective Jul 1</span> |



# New Programs

**College Corps**

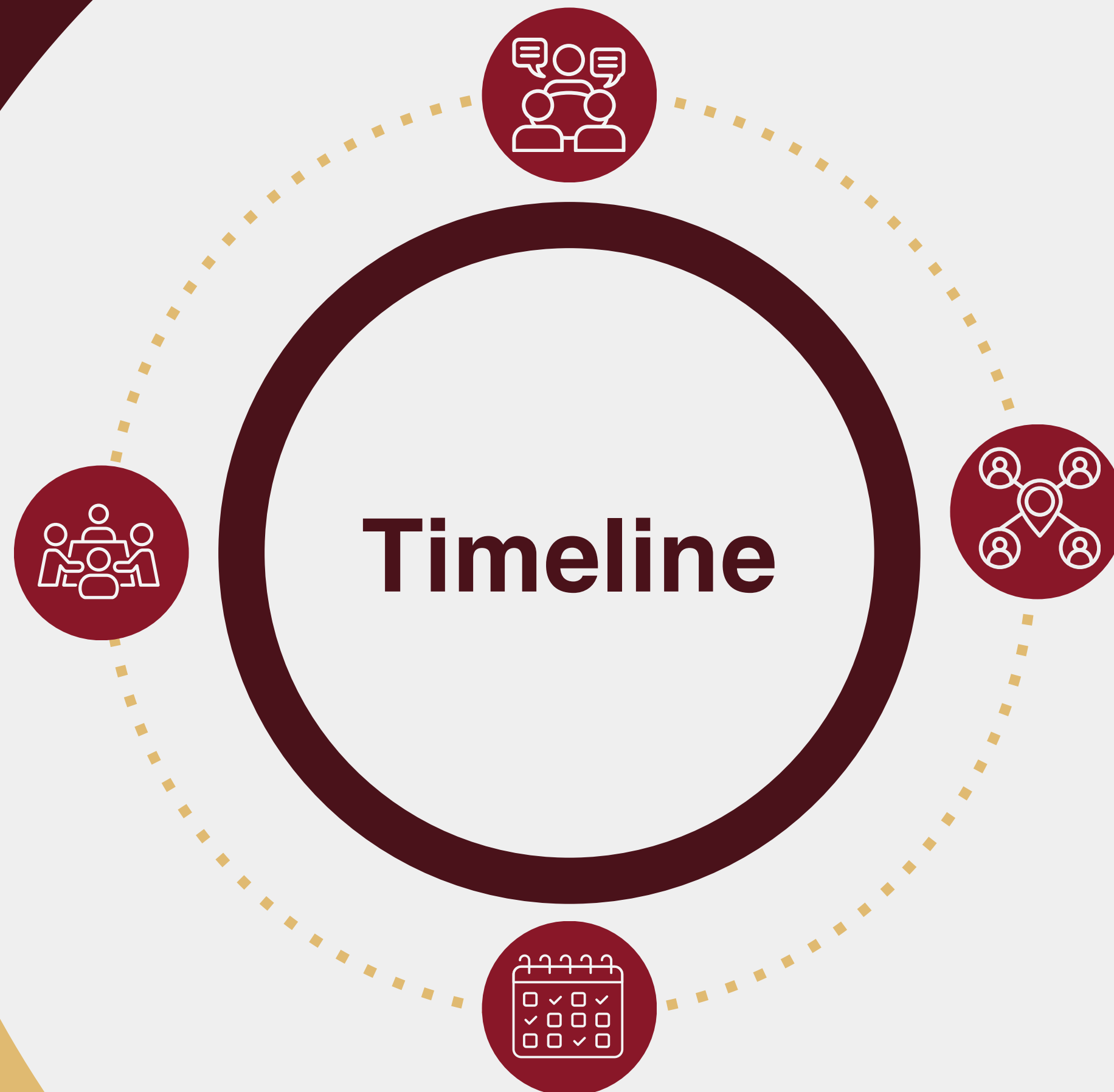
**Dean of Student Life**

Effective Jan 2

**Title V**

**Dean of Student Services**

Effective Jan 2



## October 2024

- Divisional Administrative Meetings (Completed)

## November 2024

- Bargaining Units & Academic Senate Standing Meetings | Nov 7-12
- Management Meeting | Nov 13
- Academic Senate Meeting | Nov 18 (Information Item)
- Leadership Council Meetings | Nov 21 (Information Item)

## December 2024

- College Council | Dec 5 (Information Item)

## January 2025

- Partial Implementation | Jan 2
- Departmental Discussions | Jan 2025

## Spring 2025

- Leadership Council Discussion
- Full Implementation | Jul 2025

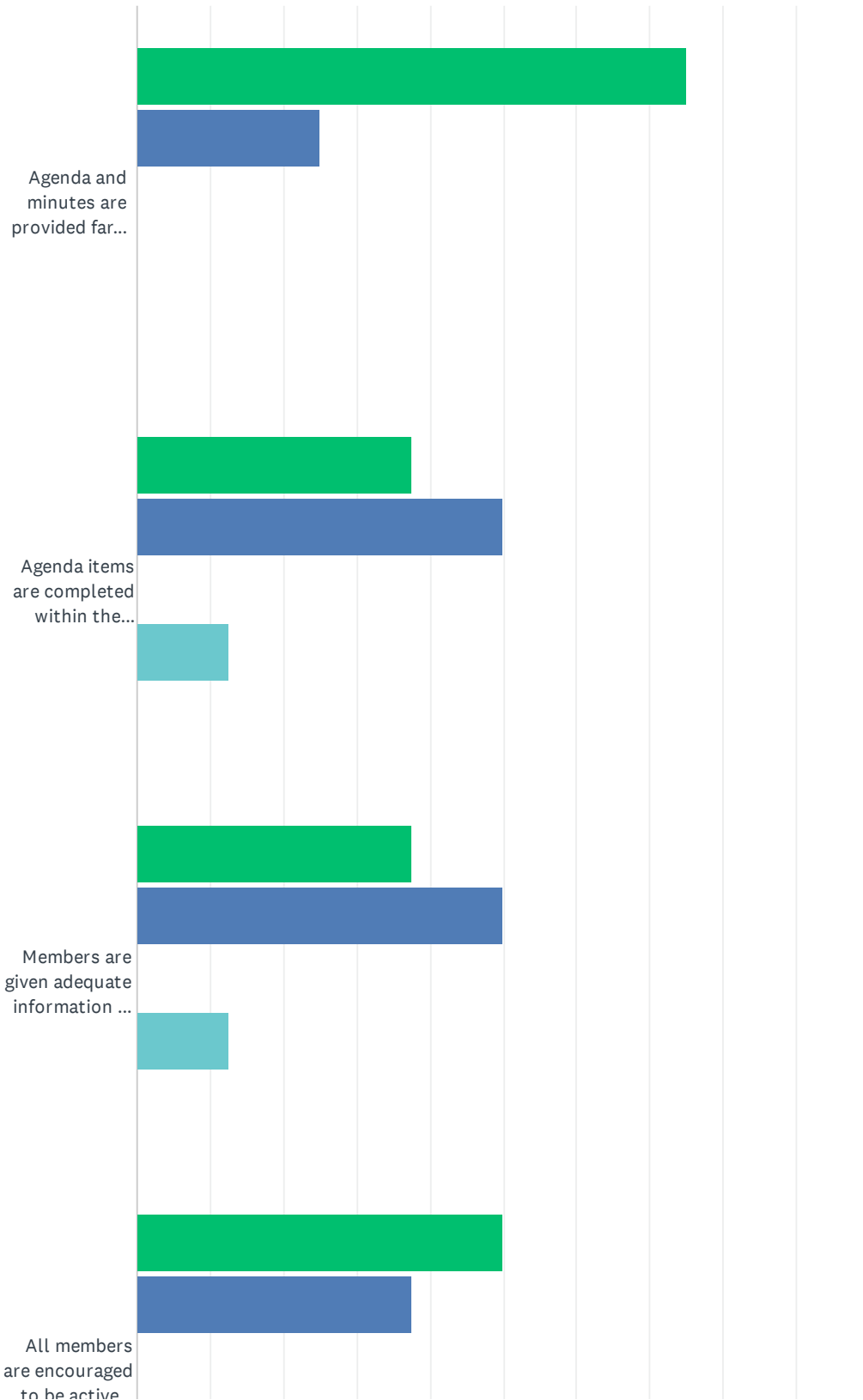
# *Questions?*



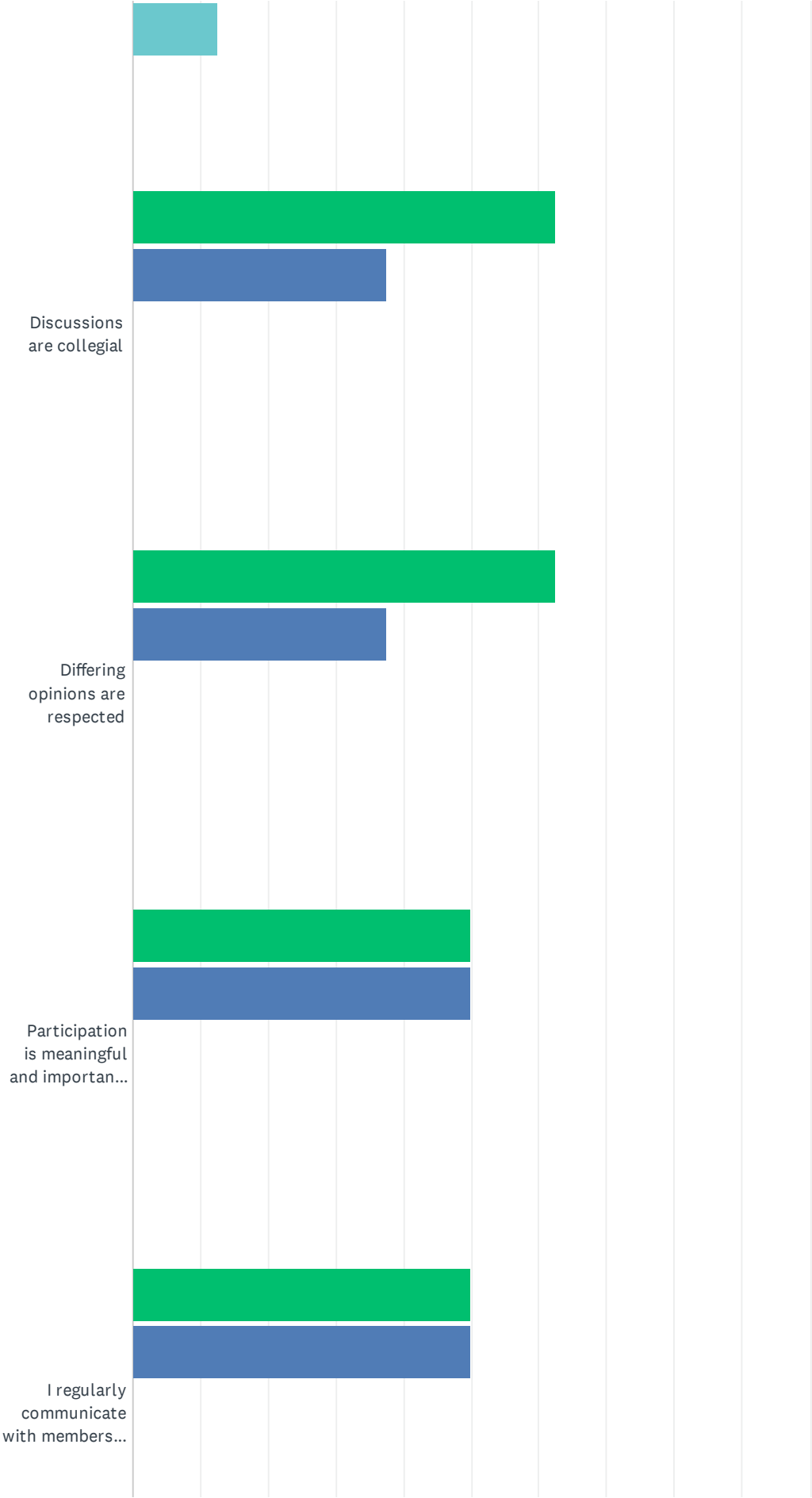
**NORCO**  
COLLEGE

## Q1 Please rate your level of agreement with the following statements for the governance entity selected above:

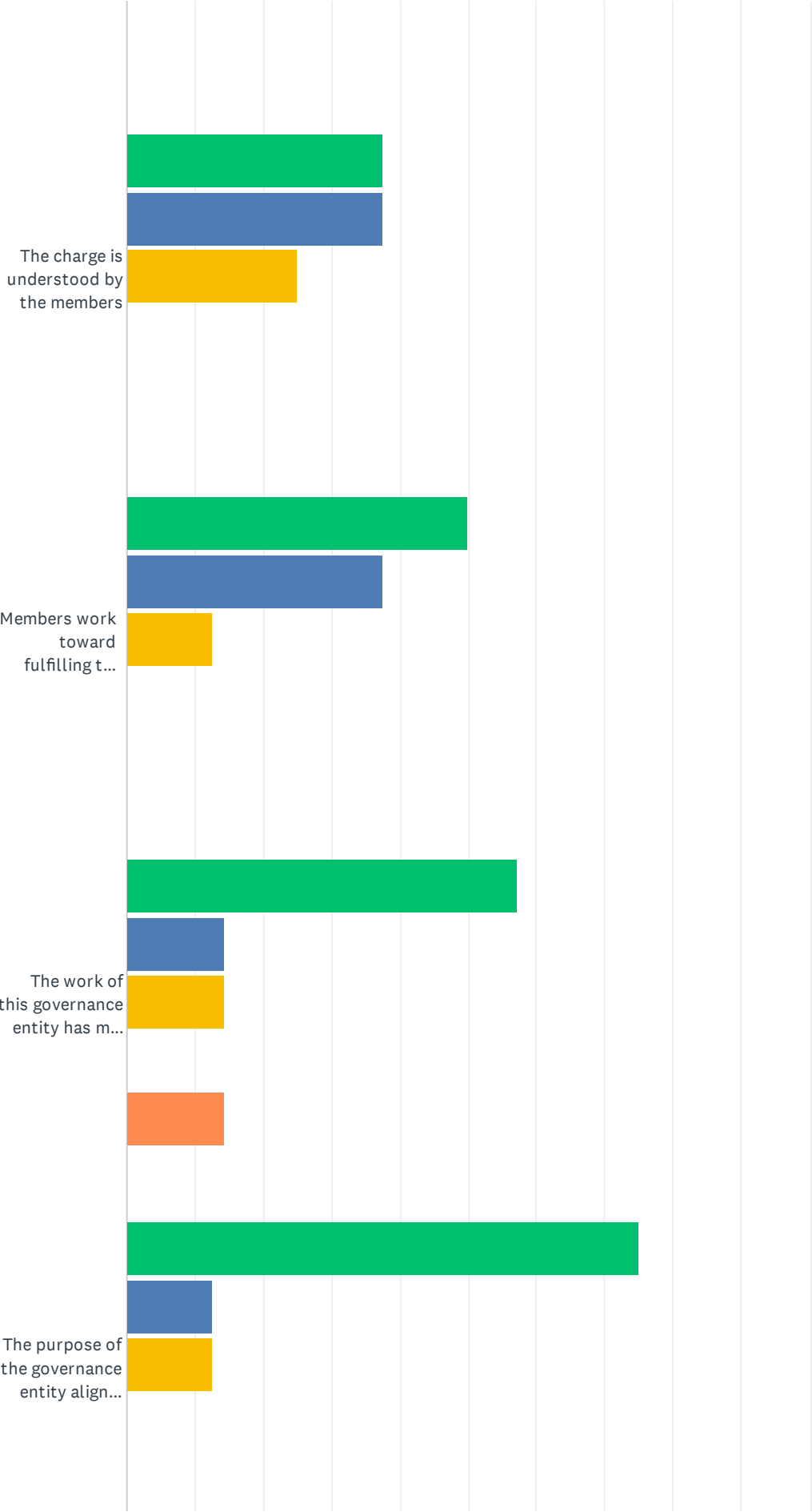
Answered: 8 Skipped: 0



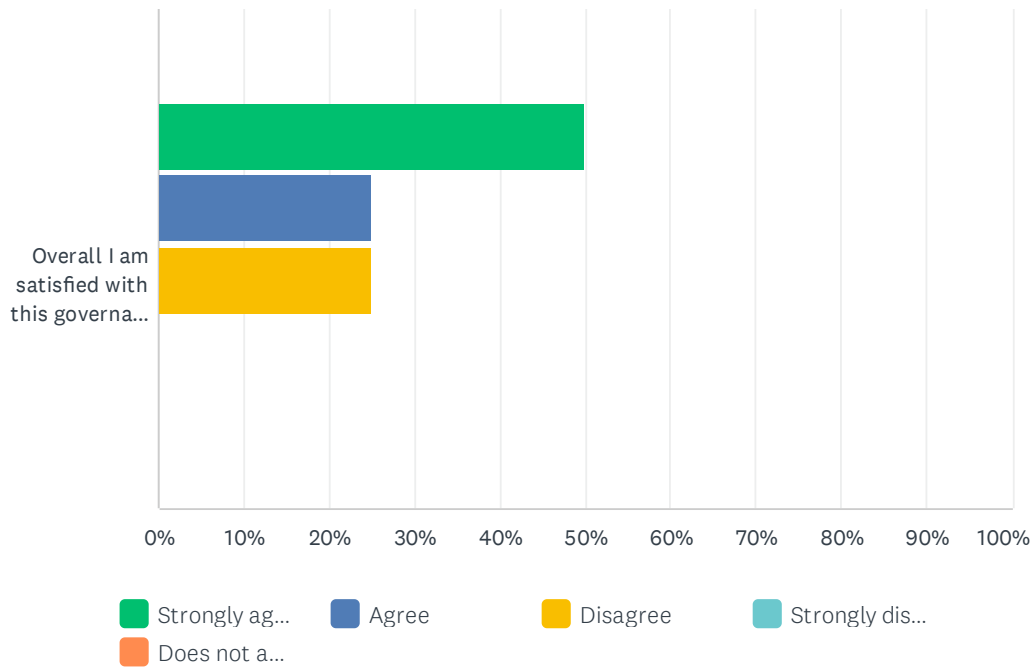
Resources Council Survey of Effectiveness



Resources Council Survey of Effectiveness



## Resources Council Survey of Effectiveness



|                                                                                                                                            | STRONGLY AGREE | AGREE       | DISAGREE    | STRONGLY DISAGREE | DOES NOT APPLY | TOTAL |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-------------|-------------------|----------------|-------|
| Agenda and minutes are provided far enough in advance of meetings                                                                          | 75.00%<br>6    | 25.00%<br>2 | 0.00%<br>0  | 0.00%<br>0        | 0.00%<br>0     | 8     |
| Agenda items are completed within the meeting time                                                                                         | 37.50%<br>3    | 50.00%<br>4 | 0.00%<br>0  | 12.50%<br>1       | 0.00%<br>0     | 8     |
| Members are given adequate information to make informed recommendations or decisions                                                       | 37.50%<br>3    | 50.00%<br>4 | 0.00%<br>0  | 12.50%<br>1       | 0.00%<br>0     | 8     |
| All members are encouraged to be actively involved                                                                                         | 50.00%<br>4    | 37.50%<br>3 | 0.00%<br>0  | 12.50%<br>1       | 0.00%<br>0     | 8     |
| Discussions are collegial                                                                                                                  | 62.50%<br>5    | 37.50%<br>3 | 0.00%<br>0  | 0.00%<br>0        | 0.00%<br>0     | 8     |
| Differing opinions are respected                                                                                                           | 62.50%<br>5    | 37.50%<br>3 | 0.00%<br>0  | 0.00%<br>0        | 0.00%<br>0     | 8     |
| Participation is meaningful and important to me                                                                                            | 50.00%<br>4    | 50.00%<br>4 | 0.00%<br>0  | 0.00%<br>0        | 0.00%<br>0     | 8     |
| I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings | 50.00%<br>4    | 50.00%<br>4 | 0.00%<br>0  | 0.00%<br>0        | 0.00%<br>0     | 8     |
| The charge is understood by the members                                                                                                    | 37.50%<br>3    | 37.50%<br>3 | 25.00%<br>2 | 0.00%<br>0        | 0.00%<br>0     | 8     |
| Members work toward fulfilling the charge                                                                                                  | 50.00%<br>4    | 37.50%<br>3 | 12.50%<br>1 | 0.00%<br>0        | 0.00%<br>0     | 8     |
| The work of this governance entity has made an impact on its assigned EMP Goals or KPIs                                                    | 57.14%<br>4    | 14.29%<br>1 | 14.29%<br>1 | 0.00%<br>0        | 14.29%<br>1    | 7     |
| The purpose of the governance entity aligns well with the college mission                                                                  | 75.00%<br>6    | 12.50%<br>1 | 12.50%<br>1 | 0.00%<br>0        | 0.00%<br>0     | 8     |
| Overall I am satisfied with this governance entity's performance                                                                           | 50.00%<br>4    | 25.00%<br>2 | 25.00%<br>2 | 0.00%<br>0        | 0.00%<br>0     | 8     |

## Q2 Is there something that you would recommend to help the committee function more effectively?

Answered: 5   Skipped: 3

| # | RESPONSES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DATE              |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1 | A lot of information is provided to this Council but very few recommendations for actual resource allocation is brought through this body. Many items are brought as information. Even the budget priorities document feels that it is a formality. Participation extremely important but the 1 hour once a month does not feel sufficient to the charge of the council.                                                                                                                                                                                                                                                                                                                                                                            | 3/12/2025 9:25 AM |
| 2 | I appreciate the way the committee functions effectively. Thank you for always honoring the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3/7/2025 8:57 AM  |
| 3 | No additional information to share at this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3/5/2025 12:35 PM |
| 4 | I often feel there's not enough time to adequately discuss the information that's presented in RC meetings, so I think longer meeting times would make this Leadership Council more effective. I also think this survey should have an "Unknown" response to the questions, so that members are not forced to agree or disagree with statements on which they may not have an opinion.                                                                                                                                                                                                                                                                                                                                                              | 3/5/2025 7:36 AM  |
| 5 | The committee is very well organized, materials are sent far in advance, the chair does a great job of keeping the group on task and progressing through the agenda, and the members are very engaged and ask great questions. One hour per semester is simply not enough time to have thoughtful discussion. Therefore, agenda items are rushed and many topics that should be discussed are not discussed. Furthermore, there is often confusion about what the purpose is of the Resource Council, as the majority of the meeting time is spent on reports and very few if any decisions are made by the group. I think the group needs to have a clearer sense of what decisions we are gathering to make, and we would benefit from more time. | 2/28/2025 6:16 AM |

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. Some droplets are at the top, some at the bottom, and some in the middle, creating a fresh and clean aesthetic.

# **NORCO COLLEGE INTERNAL EVENTS AND CATERING PROCEDURES**



## Why Now?

- BOARD POLICY HAS NOT BEEN FOLLOWED BY SOME DEPARTMENTS
  - LOW FACE TO FACE ENROLLMENT TRANSLATES TO DECREASE REVENUE
  - PROVIDE STUDENT EMPLOYMENT
  - HIGH FOOD PRICES/PRICES CALCULATION
  - LIMIT DISTRICT LIABILITY
  - NC INTERNAL EVENTS AND CATERING PROCEDURES
- 

## **BP 5700 section VII**

VII. FOOD SERVICE The service or sale of food or refreshment will not normally be permitted on District property except in the food service area. Any exception must be pre-approved by the College Food Services Department, or designee. Kitchen facilities may not be used by anyone other than the District staff.

Groups wishing to use College Food Services for catering an event may do so. Information on how to arrange catering will be provided at the time of booking. ***Use of outside caterers is prohibited unless specifically approved by the College Food Services***

- **LOW FACE TO FACE CLASSES TRANSLATE TO REDUCED REVENUE**

- FACE TO FACE CLASSES DOWN FROM LAST SPRING

## INSTRUCTIONAL METHOD

**25SPR ENROLLMENTS: 59.7% ONLINE, 30.7% FACE-TO-FACE, 9.6% HYBRID**

| Instr Methd  | 14SPR         | 15SPR         | 16SPR         | 17SPR         | 18SPR         | 19SPR         | 20SPR         | 21SPR         | 22SPR         | 23SPR         | 24SPR         | 25SPR         |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| F2F          | 84.7%         | 84.2%         | 84.4%         | 84.2%         | 82.3%         | 79.4%         | 69.8%         | 4.4%          | 31.5%         | 38.3%         | 38.4%         | 30.7%         |
| HYB          | 6.6%          | 6.3%          | 5.5%          | 5.1%          | 5.5%          | 6.8%          | 13.9%         | 2.7%          | 8.2%          | 9.7%          | 9.8%          | 9.6%          |
| OL           | 8.7%          | 9.5%          | 10.1%         | 10.7%         | 12.3%         | 13.8%         | 16.3%         | 92.9%         | 60.3%         | 52.1%         | 51.8%         | 59.7%         |
| <b>Total</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> | <b>100.0%</b> |

Data Source: RCCD Power BI/District Dashboards

\*Value includes total FTES generated by schedule: noncredit FTES AND resident & nonresident credit FTES

\*\*Target is total credit FTES (res & non-res) only; so final values will be adjusted accordingly

\*\*\*Unduplicated headcount is enrollment at census for previous terms and student enrollment count for current term

- **STUDENT EMPLOYMENT**

Student salary cost:

FY 2023/24 \$74,660.00

FY 2022/23 \$67,328.52

**NORCO**  
COLLEGE

## Students

- 19 “Full Time” Students
- 7,338 Hours worked in service of the community



# HIGH FOOD PRICES/PRICE CALCULATION

COST OF GOOD SOLD- THE DIRECT COST OF PRODUCING THE GOODS SOLD BY A COMPANY

- COST OF MATERIALS (FOOD COST), COST OF LABOR AND MANUFACTURING OVERHEAD.

|                                                                                                                                                                                                                                                         |                                                                                                                                                                                     |                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 2 - Menu Category, POS #, Price</b><br><br>Menu Item Category:* <input type="text" value="Lunch"/><br><br>POS Number: <input type="text"/><br><br>Menu Price \$:* <input type="text" value="17.50"/><br><br><a href="#">Learn More &gt;&gt;</a> | <b>Step 4 - Menu Item Instructions</b><br><br>Hide Steps in the Ingredient list <input type="checkbox"/><br><br><a href="#">Add Step</a><br><br><a href="#">Learn More &gt;&gt;</a> | <b>Calculated Values</b><br><br>Food Cost: <b>6.68</b><br>Food Cost %: <input type="text" value="38.17"/><br>Gross Profit: <b>10.82</b><br><br>Menu Item ID: 2449976<br><br><a href="#">Learn More &gt;&gt;</a> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Current Ingredients/Recipes

|              |                                             |                                         |                                            |                             |                                 |
|--------------|---------------------------------------------|-----------------------------------------|--------------------------------------------|-----------------------------|---------------------------------|
| Add To List: | <input type="text" value="Product Number"/> | <input type="text" value="Ref Number"/> | <input type="text" value="Description.."/> | Qty: * <input type="text"/> | --select-- <input type="text"/> |
|--------------|---------------------------------------------|-----------------------------------------|--------------------------------------------|-----------------------------|---------------------------------|

| Sel                      | Seq ▲                          | Replace | Product | SC | Ingredient Name                          | Type     | Ingredient Instruction | QTY                             | UOM         | Ingredient Cost |   |
|--------------------------|--------------------------------|---------|---------|----|------------------------------------------|----------|------------------------|---------------------------------|-------------|-----------------|---|
| <input type="checkbox"/> | <input type="text" value="1"/> | R       | 9114059 |    | DOUGH, PIZA CRUST 16" SHEETED (9114059)  | US Foods |                        | <input type="text" value="1"/>  | EA/Portio ▼ | \$2.39          | X |
| <input type="checkbox"/> | <input type="text" value="2"/> | R       | 2382414 |    | CHEESE, MOZZ PROV 5 BLND PIZZA (2382414) | US Foods |                        | <input type="text" value="16"/> | Ounce ▼     | \$2.84          | X |
| <input type="checkbox"/> | <input type="text" value="3"/> | R       | 2042463 |    | SAUCE, PIZA TMTO CAN SHLF (2042463)      | US Foods |                        | <input type="text" value="4"/>  | Ounce ▼     | \$0.24          | X |
| <input type="checkbox"/> | <input type="text" value="4"/> | R       | 8020802 |    | PEPPERONI, PORK BF SLCD 16 CT (8020802)  | US Foods |                        | <input type="text" value="3"/>  | Ounce ▼     | \$0.75          | X |
| <input type="checkbox"/> | <input type="text" value="5"/> | R       | 1609860 |    | BOX, PIZA 16" BFLT K/K SLCSART (1609860) | US Foods |                        | <input type="text" value="1"/>  | EA/Portio ▼ | \$0.46          | X |

- **LIMIT DISTRICT LIABILITY**

- SERVICES SHOULD NOT BE RENDERED WITHOUT A PURCHASE ORDER
  - INCREASES DISTRICT LIABILITY
  - MINIMIZE FOOD SAFETY INCIDENTS
  - MINIMIZE ON CAMPUS POSSIBLE ACCIDENTS
- ENSURE COI IS ON FILE BEFORE EVENTS TAKE PLACE

# Norco College Internal Events and Catering Procedures

## SECTION 1:

### **ROOM/SPACE RESERVATION**

- 1. BEFORE YOU START PLANNING YOUR EVENT, CHECK THE NORCO EVENTS CALENDAR TO MAKE SURE YOUR EVENT DOES NOT CONFLICT WITH A CURRENTLY SCHEDULED EVENT.*
- 2. SUBMIT A ROOM/SPACE RESERVATION THROUGH 25 LIVE, MAKE SURE YOU ADD YOUR REQUEST FOR EQUIPMENT (RESOURCES) NEEDS AT THE SAME TIME FOR MEDIA EQUIPMENT, TABLES, CHAIRS, TRASH CANS, CANOPIES, ETC, AND PLEASE INCLUDE YOUR LAYOUT IN THE REQUEST. ***PLEASE WAIT FOR FACILITIES APPROVAL BEFORE YOU CONTINUE WITH YOUR PLANNING.****
- 3. ONCE APPROVED BY DIRECTOR OF FACILITIES & VP OF BUSINESS SERVICES, EVENT WILL BE APPROVED IN 25LIVE*

## SECTION 1 CONT.

- **INTERIOR (INSIDE EVENTS)**

- NOTICE: 1-2 WEEKS FOR LARGER EVENTS, AND +2 DAYS FOR SMALLER EVENTS. (\*EXCLUDES LARGE EVENTS LIKE NOMU, COMMENCEMENT, ETC.)
- WE WILL NEED A DIAGRAM/SKETCH OF THE SPACE, NOTING THE DESIRED LAYOUT OF ITEMS SUPPLIED BY FACILITIES.
- PROVIDE A LIST OF THE ITEMS AND QUANTITIES NEEDED.
- IF THERE IS FOOD INVOLVED WITH THE EVENT, ADDITIONAL TRASHCANS WILL BE REQUIRED.
- PROVIDE THE SET-UP AND BREAKDOWN TIMES ALONG WITH THE TIME FRAME FOR THE EVENT.
- ANY SPECIAL NEEDS.

## SECTION 1 CONT.

### EXTERIOR (OUTSIDE EVENTS)

- NOTICE: 1-2 WEEKS FOR LARGER EVENTS WITH **5-10 CANOPIES**, AND +2 DAYS FOR SMALLER EVENTS WITH **1-4 CANOPIES**. (\*EXCLUDES LARGE EVENTS LIKE NOMU, COMMENCEMENT, ETC.)
- WE WILL NEED A DIAGRAM ON THE CAMPUS MAP OR AREA SKETCH NOTING THE DESIRED LAYOUT OF ITEMS SUPPLIED BY FACILITIES.
- PROVIDE A LIST OF THE ITEMS AND QUANTITIES NEEDED.
- IF THERE IS FOOD INVOLVED WITH THE EVENT, ADDITIONAL TRASHCANS WILL BE REQUIRED.
- PROVIDE THE SET-UP AND BREAKDOWN TIMES ALONG WITH THE TIME FRAME FOR THE EVENT.
- ANY SPECIAL NEEDS.

## SECTION 2 CONT.

### **EVENT AND CATERING PROCEDURES**

- ALL FOOD REQUESTS UTILIZING COLLEGE FUNDS (FUND 11, 12, ASNC) MUST FOLLOW THE EVENT & CATERING PROCEDURES.
- THE CORRAL HAS FIRST RIGHT OF REFUSAL FOR ALL POTENTIAL CATERING ORDERS FOR ALL NORCO COLLEGE APPROVED EVENTS.
- THE CORRAL NEEDS TO BE USED IF FOOD IS GOING TO BE SERVED TO INDIVIDUALS. § REFER TO BP 5700 SECTION VII.
- IF THE CORRAL CAN'T MEET THE GROUP EXPECTATIONS, FOOD SERVICES WILL NOTIFY REQUESTOR IN WRITING AND IN A TIMELY MANNER THAT THE REQUESTOR IS APPROVED TO UTILIZE AN OUTSIDE VENDOR.
- IF REQUEST IS CANCELLED LESS THAN 48 HOURS PRIOR TO THE EVENT, A 30% CHARGE OF TOTAL CATERING CONTRACT WILL BE CHARGED TO THE REQUESTOR.
  - A) IF APPROVED TO UTILIZE AN OUTSIDE VENDOR **OR**
  - B) NOTIFY REQUESTOR THAT FOOD SERVICES HAS THE ABILITY TO PROVIDE THE FOOD FOR SPECIAL CULTURAL EVENT.

## SECTION 2 CONT.

### **FOR ANY SPECIAL CULTURAL EVENTS FOOD REQUEST WHERE THE REQUESTOR WANTS TO USE AN OUTSIDE VENDOR:**

- REQUEST NEEDS TO BE MADE IN WRITING TO FOOD SERVICES AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.
- REQUESTOR MUST PROVIDE AN ITEMIZED LIST (MENU ITEMS, QUANTITY, PRICES, AND ESSENTIAL SUPPLIES/UTENSILS).
- FOOD SERVICES WILL REVIEW PRICE AND ABILITY TO PRODUCE AND NOTIFY REQUESTOR *WITHIN 3-5 BUSINESS DAYS*.
  - A) IF APPROVED TO UTILIZE AN OUTSIDE VENDOR **OR**
  - B) NOTIFY REQUESTOR THAT FOOD SERVICES HAS THE ABILITY TO PROVIDE THE FOOD FOR SPECIAL CULTURAL EVENT.

## SECTION 2 CONT.

### **THE CORRAL WILL PROVIDE FOOD AT YOUR EVENT:**

1. PLEASE COMPLETE SECTION 1 TO CONFIRM AVAILABILITY OF THE ROOM/SPACE WHERE YOUR EVENT IS TAKING PLACE.
2. REQUESTOR TO USE THE CATERING REQUEST EXCEL SPREADSHEET TO PRODUCE A CATERING QUOTE FOR THE DESIRED MENU ITEMS AND SUBMIT TO [FOODSERVICES@NORCOCOLLEGE.EDU](mailto:FOODSERVICES@NORCOCOLLEGE.EDU). THE FORM IS LOCATED IN THE [NC FOOD SERVICES CATERING WEBSITE](#) (**CATERING REQUEST FORM HAS A DROP-DOWN MENU AND IT IS LINKED TO THE CORRAL CATERING MENU**).
3. UPON REVIEW OF YOUR ORDER, FOOD SERVICES WILL CONFIRM THAT YOUR ORDER WILL BE FULFILLED BY PROVIDING YOU WITH AN “E NUMBER”.
4. PLEASE NOTE: YOUR ORDER MUST BE RECEIVED 72 HOURS IN ADVANCE TO ALLOW FOR FOOD PREPARATION.
5. REQUESTOR WILL SUBMIT AN INTERNAL REQUISITION IN GALAXY AFTER VERIFYING BUDGET AVAILABILITY. (**UPLOAD CORRAL QUOTE WITH E#**).
6. REQUESTOR WILL PROVIDE REQUISITION NUMBER TO FOOD SERVICES TO ENSURE PAYMENT.

## SECTION 2 CONT

### **OUTSIDE VENDOR WILL DELIVER FOOD TO NORCO COLLEGE, UPON PREVIOUS APPROVAL FROM FOOD SERVICES:**

- PLEASE COMPLETE SECTION 1 TO CONFIRM AVAILABILITY OF THE ROOM/SPACE WHERE YOUR EVENT IS TAKING PLACE.
- WORK WITH PURCHASING TO MAKE SURE THE VENDOR [IS APPROVED BY THE DISTRICT AND ALL](#) NEEDED DOCUMENTATION IS ON FILE.
- ENTER A REQUISITION TO PAY THE OUTSIDE VENDOR FOR THE CATERING SERVICES PROVIDED. (**UPLOAD VENDOR QUOTE AND APPROVAL FROM FOOD SERVICES**).
- IN THIS CASE, VENDOR IS DELIVERING FOOD AND EVENT ATTENDEES WILL SERVE THEMSELVES I.E (BOX LUNCHES, SALADS, ETC.) PLEASE NOTE: FOR LIABILITY PURPOSES, ALL VENDORS PROVIDING SERVICES TO THE COLLEGE NEED TO HAVE A CERTIFICATE OF INSURANCE ON FILE.
- SUBMIT SIGNED INVOICE TO [ACCOUNTSPAYABLE@RCCD.EDU](mailto:ACCOUNTSPAYABLE@RCCD.EDU) VIA ADOBE SIGN, INCLUDE THE PO NUMBER.

## SECTION 2 CONT.

### **FOOD TRUCKS /FOOD VENDORS ON CAMPUS WILL PROVIDE FOOD AT YOUR EVENT UPON PREVIOUS APPROVAL FROM FOOD SERVICES:**

- PLEASE COMPLETE SECTION 1 TO CONFIRM AVAILABILITY OF THE ROOM/SPACE WHERE YOUR EVENT IS TAKING PLACE.
- WORK WITH PURCHASING TO MAKE SURE THE VENDOR IS APPROVED BY THE DISTRICT AND ALL NEEDED DOCUMENTATION IS ON FILE.
- REQUEST THE FOLLOWING DOCUMENTS FROM FOOD VENDOR AND SUBMIT TO FOOD SERVICES DEPARTMENT:
  - FOOD HANDLER CERTIFICATES-**REQUIRED.**
  - GENERAL LIABILITY, WORKER'S COMP AND AUTOMOBILE INSURANCE- **REQUIRED.**
  - IN SOME INSTANCES, VENDOR WILL SUBMIT A QUOTE WITH TERMS AND CONDITIONS, IF THIS IS THE CASE, **FOLLOW THE A/C TRANSMITTAL PROCESS ASAP** TO GET THE CONTRACT SIGNED BEFORE THE EVENT TAKES PLACE.
- PROCEED WITH ENTERING A REQUISITION IN GALAXY TO PAY THE FOOD TRUCK VENDOR. (**UPLOAD VENDOR QUOTE AND APPROVAL FROM BUSINESS SERVICES**)
- SUBMIT SIGNED INVOICE TO [ACCOUNTSPAYABLE@RCCD.EDU](mailto:ACCOUNTSPAYABLE@RCCD.EDU) VIA ADOBE SIGN, INCLUDE THE PO NUMBER.

## Q&A

### 1. WHAT ARE SOME ACCEPTABLE CONDITION FOR APPROVAL OF OUTSIDE FOOD VENDORS.

- THE CORRAL HAS FIRST RIGHT OF REFUSAL FOR ALL POTENTIAL CATERING ORDERS FOR ALL NORCO COLLEGE APPROVED EVENTS.

### FOR ANY SPECIAL CULTURAL EVENTS FOOD REQUEST WHERE THE REQUESTOR WANTS TO USE AN OUTSIDE VENDOR:

- REQUEST NEEDS TO BE MADE IN WRITING TO FOOD SERVICES AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT.
- REQUESTOR MUST PROVIDE AN ITEMIZED LIST (MENU ITEMS, QUANTITY, PRICES, AND ESSENTIAL SUPPLIES/UTENSILS).
- FOOD SERVICES WILL REVIEW PRICE AND ABILITY TO PRODUCE AND NOTIFY REQUESTOR *WITHIN 3-5 BUSINESS DAYS.*
  - A) IF APPROVED TO UTILIZE AN OUTSIDE VENDOR **OR**
  - B) NOTIFY REQUESTOR THAT FOOD SERVICES HAS THE ABILITY TO PROVIDE THE FOOD FOR SPECIAL CULTURAL EVENT.

## 2. SNACK MENU CORRAL

- WE WORKED WITH STUDENTS THIS WINTER TO SET UP A SNACK LIST FOR EASY ORDERING OF ALL YOUR FAVORITE SNACKS FOR YOUR DEPARTMENT.
- ANY ORDERS WILL BE DELIVERED TO YOUR LOCATION UPON ARRIVAL BY OUR STUDENT TEAM.
- PLEASE KNOW THESE ARE RAW COSTS SO THE 10% PROCESSING FEE WILL BE ADDED TO YOUR INVOICE TOTAL.
- WE ARE OFFERING WHOLESALE PRICING SO THEY ARE LIKELY LOWER THAN RETAIL.
- **BUY FROM THE CORRAL, SAVE MONEY AND TIME, REDUCE DISTRICT LIABILITY AND SUPPORT STUDENTS.**

### 3. CASH ADVANCEMENTS

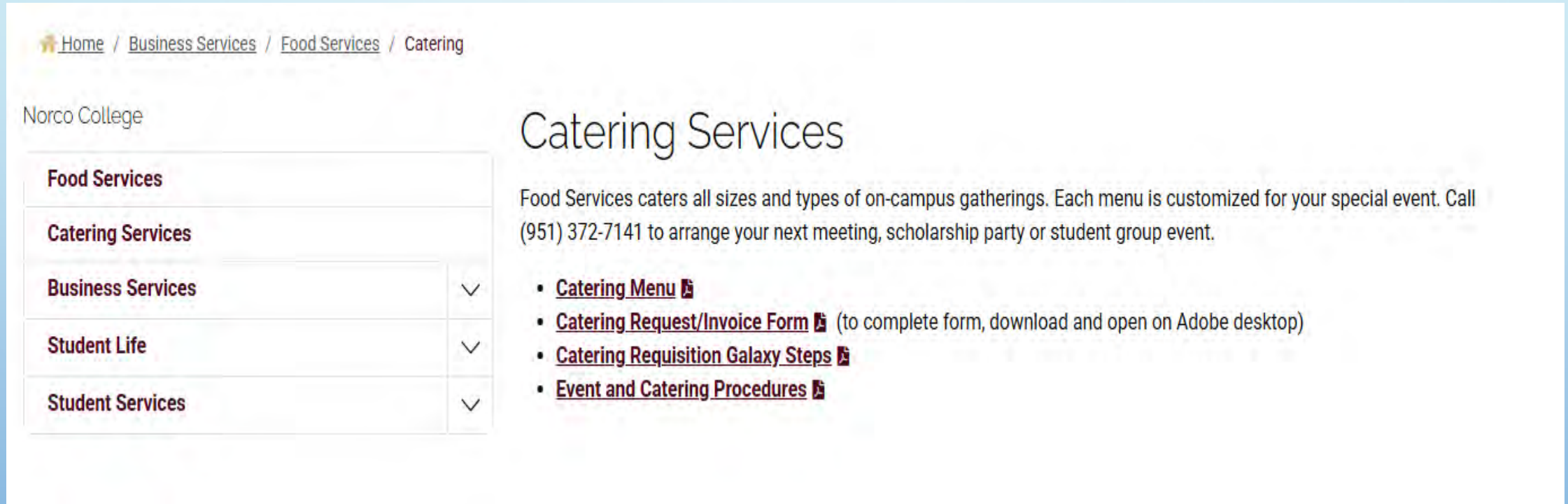
- NOT ALLOWED FOR TRAVEL.
  - ALL TRAVEL RELATED EXPENSES SHOULD BE INCLUDED IN A CONCUR TRAVEL REQUEST.
  - LOCAL TRAVEL, IF IT HAS EXPENSES, IT NEEDS A TRAVEL REQUEST.
  - TRAVEL REQUEST IS NOT NEEDED FOR ZERO COST TRAVEL. (REQUIRED FORMS ARE STILL NEEDED)
- FOR EVENTS, MULTIPLE CASH ADVANCES ARE ALLOWED, BUT NOT TO THE SAME INDIVIDUAL.
  - RECEIPTS NEED TO BE SUBMITTED IN A TIMELY MANNER.

## 4. REIMBURSEMENTS

- LIMIT TO \$200.00 FOR EMERGENCIES OR MISCELLANEOUS SUPPLIES.
- PRE-APPROVAL FROM AREA VP IS REQUIRED.
- EXPENSES INCURRED WITHOUT A PO, INCREASE DISTRICT LIABILITY AND AUDIT FINDINGS.
- DELAYED REIMBURSEMENT TIME.

## 5. WHERE ARE THE EVENT PROCEDURES AND ORDER FORM LOCATED?

### [FOOD SERVICES – CATERING SERVICES LINK](#)



Home / Business Services / Food Services / Catering

Norco College

### Catering Services

Food Services caters all sizes and types of on-campus gatherings. Each menu is customized for your special event. Call (951) 372-7141 to arrange your next meeting, scholarship party or student group event.

- [Catering Menu](#)
- [Catering Request/Invoice Form](#) (to complete form, download and open on Adobe desktop)
- [Catering Requisition Galaxy Steps](#)
- [Event and Catering Procedures](#)

# ASNC FINANCE FORM

## 2024-2025 Finance-Form

Mar 4, 2025

Hello Everyone! This is the Google Form for those seeking reimbursements, cash advances, purchase orders, or transfers from ASNC. Please contact the VP of Finance, Haroun Ahmad, at [muhammad.ahmad@norcocollege.edu](mailto:muhammad.ahmad@norcocollege.edu) if you need further assistance in completing your requisition.

Start now

- 
- FOR QUESTIONS ABOUT ROOM/SPACE RESERVATIONS PLEASE CONTACT: SHERI COLOGGI, FACILITIES ADMINISTRATIVE & UTILIZATION SPECIALIST AT 951-372-7089 OR VIA EMAIL AT [SHERI.COLOGGI@NORCOCOLLEGE.EDU](mailto:SHERI.COLOGGI@NORCOCOLLEGE.EDU)
  - FOR QUESTIONS ABOUT CATERING EVENTS PLEASE CONTACT: ANTONIO MUNIZ, ASSISTANT FOOD SERVICES MANAGER AT 951-372-7141 OR VIA EMAIL AT [ANTONIO.MUNIZ@NORCOCOLLEGE.EDU](mailto:ANTONIO.MUNIZ@NORCOCOLLEGE.EDU)

# Norco College Internal Events and Catering Procedures

## Section 1:

### ROOM/SPACE RESERVATION

1. Before you start planning your event, check the Norco Events Calendar to make sure your event does not conflict with a currently scheduled event.
2. Submit a room/space reservation through 25 Live, make sure you add your request for equipment (Resources) needs at the same time for media equipment, tables, chairs, trash cans, canopies, etc, AND please include your layout in the request. **Please wait for Facilities approval before you continue with your planning.**
3. Once approved by Director of Facilities & VP of Business Services, event will be approved in 25Live.

### Interior (Inside Events)

- a. Notice: 1-2 weeks for larger events, and +2 days for smaller events. (\*Excludes large events like NOMU, Commencement, etc.)
- b. We will need a diagram/sketch of the space, noting the desired layout of items supplied by Facilities.
- c. Provide a list of the items and quantities needed.
- d. If there is food involved with the event, additional trashcans will be required.
- e. Provide the set-up and breakdown times along with the time frame for the event.
- f. Any special needs.

### Exterior (Outside Events)

- a. Notice: 1-2 weeks for larger events with **5-10 canopies**, and +2 days for smaller events with **1-4 canopies**. (\*Excludes large events like NOMU, Commencement, etc.)
- b. We will need a diagram on the campus map or area sketch noting the desired layout of items supplied by Facilities.
- c. Provide a list of the items and quantities needed.
- d. If there is food involved with the event, additional trashcans will be required.
- e. Provide the set-up and breakdown times along with the time frame for the event.
- f. Any special needs.

## Section 2:

### EVENT AND CATERING PROCEDURES

- All Food Requests utilizing College funds (fund 11, 12, ASNC) must follow the Event & Catering Procedures.
- The Corral has first right of refusal for all potential catering orders for ALL Norco College approved events.
- The Corral needs to be used if food is going to be served to individuals. ♣ Refer to BP 5700 section VII.
- If the corral can't meet the group expectations, Food Services will notify requestor in writing and in a timely manner that the requestor is approved to utilize an outside vendor.
- If request is cancelled less than 48 hours prior to the event, a 30% charge of total catering contract will be charged to the requestor.
- **For any special cultural events food request where the requestor wants to use an outside vendor:**
  - Request needs to be made in writing to food services at least 10 business days prior to the event.
  - Requestor must provide an itemized list (menu items, quantity, prices, and essential supplies/utensils).
  - Food Services will review price and ability to produce and notify requestor *within 3-5 business days*.
    - a) If approved to utilize an outside vendor **or**
    - b) Notify requestor that Food Services has the ability to provide the food for special cultural event.

The Corral will provide food at your event:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
2. Requestor to use the catering request excel spreadsheet to produce a catering quote for the desired menu items and submit to [FoodServices@norcocollege.edu](mailto:FoodServices@norcocollege.edu). The form is located in the [NC Food Services Catering website](#) (catering request form has a drop-down menu and it is linked to the Corral Catering Menu).
3. Upon review of your order, food services will confirm that your order will be fulfilled by providing you with an "E Number".
4. Please note: your order must be received 72 hours in advance to allow for food preparation.
5. Requestor will submit an internal requisition in Galaxy after verifying budget availability. **(Upload Corral quote with E#).**
6. Requestor will provide requisition number to Food Services to ensure payment.

Outside vendor will deliver food to Norco College, upon previous approval from Food Services:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
2. Work with Purchasing to make sure the vendor is approved by the District and all needed documentation is on file.
3. Enter a requisition to pay the outside vendor for the catering services provided. **(Upload vendor quote and approval from food services).**
4. In this case, vendor is delivering food and event attendees will serve themselves i.e (box lunches, salads, etc.) Please note: **For liability purposes, all vendors providing services to the college need to have a Certificate of Insurance on file.**
5. Submit signed invoice to [Accountspayable@rccd.edu](mailto:Accountspayable@rccd.edu) via adobe sign, include the PO number.

Food Trucks /Food Vendors on Campus will provide food at your event upon previous approval from Food Services:

1. Please complete section 1 to confirm availability of the room/space where your event is taking place.
2. Work with Purchasing to make sure the vendor is approved by the District and all needed documentation is on file.
3. Request the following documents from food vendor and submit to Food Services department:
  - a. Food handler Certificates-**Required.**
  - b. General Liability, Worker's Comp and Automobile insurance- **Required.**
  - c. In some instances, vendor will submit a quote with terms and conditions, if this is the case, **follow the A/C transmittal process ASAP** to get the contract signed before the event takes place.
4. Proceed with entering a requisition in Galaxy to pay the food truck vendor. **(Upload vendor quote and approval from business services)**
5. Submit signed invoice to [Accountspayable@rccd.edu](mailto:Accountspayable@rccd.edu) via adobe sign, include the PO number.

For questions about room/space reservations please contact: Sheri Cologgi, Facilities Administrative & Utilization Specialist at 951-372-7089 or via email at [sheri.cologgi@norcocollege.edu](mailto:sheri.cologgi@norcocollege.edu)

For questions about catering events please contact: Antonio Muniz, Assistant Food Services Manager at 951-372-7141 or via email at [antonio.muniz@norcocollege.edu](mailto:antonio.muniz@norcocollege.edu)

The recent event and catering procedures update do not align with the values and commitments espoused at Norco College. While I differ on what I consider to be an interpretation of the board policy associated with the mandate in right of refusal for the catering services, most of my concerns are rooted in costs, culture, and student activity in relation to Section 2.

The concerns I have are:

- Events organized by student clubs will only seek snack-related food due to cost (as club funds cannot sustain long-term usage of food services for catering events).
  - Food-insecure students who may be reliant upon club activities for supplemental meals may no longer be able to.
- Student activity may be pushed from on-campus to more off-campus events.
- Students will be asked to trade the cultural enrichment of food for what food services can comparably provide.
- Students may not be provided with the same standard of expectation they would have for off-campus cultural foods.
  - There will be a reduction in multicultural experiences and events on campus and/or the ability to attract students into participation will be reduced.
- ASNC may need to deny more student events as the cost of covering catering through the corral will drain their funds quicker.
- In keeping section 2's requirements in seeking outside catering, it will drive away future catered events due to the additional steps placed on the requestor.
- The overreach in using the funds from the associated student body to support and sustain food services—effectively removing the independence and will of the student body.

Due to these concerns, the questions I have are:

- Is this specific policy being implemented district-wide or is it college-specific?
  - RCC does not currently have this policy and ASRCC has confirmed they can bring in outside catering if their business insurance, food handler's card, and more are provided in advance.
- Which board policy specifically states the usage of funds from ASNC must follow the procedures outlined in this document?
  - BP 3400 states under section D, Use of District/College Facilities/Posting and Distribution of Literature, "Each College will follow Board Policies and Administrative Procedures 3550 Speech: Time, Place and Manner, for information on posting and distribution of literature and 5700 Use of Facilities **for information on the issue of permitting chartered organizations to use**

**District/College facilities for meetings**". This does not include, nor reference, BP 5700, subsection VII, for the usage of food services for catering events, just for usage of college facilities for meetings.

- BP 5700, Section VII, states "Groups wishing to use College Food Services for catering an event may do so. Information on how to arrange catering will be provided at the time of booking. Use of outside caterers is prohibited unless specifically approved by the College Food Services".
  - In other locations of this BP (notably, the "Priority Use of District Facilities), it distinguishes a separation between student clubs, organizations, and "other groups and associations". Are student clubs, programs, and the associated student body being grouped into the same category as outside non-profits, organizations, and otherwise? Why would student clubs and organizations for Section VII be included under the word "Groups" with this distinction made?
  - Groups wishing to use college food services infers there is an option available to event organizers. If students do not wish to use college food services and seek outside catering for various reasons, but are being denied, then this monopolizes control over student government because the choices are to be required and use the corral or have no food at the event (affecting not just the event organizers, but students who rely on these events).
- Use of the District's facilities and grounds will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities" of the District in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside." (Education Code Section 82537(a))
  - Would the engaging in "supervised recreational activities" not include the consumption of food under the supervision of a student club advisor or program coordinator?
- For dishes that are cultural in origin, if the corral identifies an ability to provide a comparison dish lacking the exact ingredients used in the dish to reflect the culture, or in the process in creating such a dish, what is the recourse?
  - Is it the position that "close enough" is "good enough"?

I am hoping for a compromise that can resolve some of the concerns provided here. I am asking that ASNC be removed from the catering procedures mandate to provide the furthest accessibility and support from the student body toward their own student population using

their own student funding. I am proposing that, as a compromise, events funded by ASNC follow the model at RCC in which food handler's information, health information, and business insurance be provided by outside caterers to be approved to protect the college and the students who partake.

Signed,

Cameron Young

Daniel Turrubiarres

**2024-2025 GRANTS AND EXTERNAL RESOURCE DEVELOPMENT ACTIVITY REPORT**  
**September 30 - 2024**

**NEW AWARDS**

| <b>Funding Opportunity</b>                     | <b>Date Awarded</b> | <b>Total</b> | <b>Director, Manager or Principal Investigator</b> | <b>Title</b>                                               | <b>Project Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Start/End Dates</b>  |
|------------------------------------------------|---------------------|--------------|----------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| NASA Community College Aerospace Scholars-NASA | 10/30/2023          | \$25,000     | Jessiah Ruiz                                       | NASA                                                       | The NASA MUREP grant is driving this program and provides the funding to the University of California, San Diego (UCSD) and Norco College would be a suawardee. UCSD Disseminates this funding to the community colleges with an initial seed money of \$25,000 to our campus for the first year and an additional \$12,500 each additional year afterward. Our campus would be the 10th Communiyt college to collaborate with UCSD. Students who successfully advance from Mission 1 and Mission 2 with successful scores progress to Mission 3-the on-campus competition. For Mission 3 event, we will need 40 students; NASA will send five scientists and engineers to oversee and judge a four or 5-day competition on our campus.                                                                                                                                                 | Spring 2024-Spring 2025 |
| Finish Line Scholars 2024-2025                 | 10/19/2023          | \$150,000    | Dr. Maria Gonzalez<br>Dr. Kaneesha Tarrant         | Finish Line Scholars 2024-2025                             | The Finish Line Scholars supports scholarships and emergency financial aid. The scholarships are intended to help students go all-in to reach the finish line of their educational goal. Our grant request aligns with the college's 2022-2025 Student Equity Plan; our commitment is to dismantle institutional barriers and close equity gaps primarily for historically minoritized student populations. We plan to serve 160 students with an award amount ranging from \$300-\$1,500. Students will be identified so we can tailor their support by collaborating with other programs such as EOPs, CalWORKS, Foster Youth, UMOJA, Veterans, TRIO, SSS, Puented, and Men of Color. In addition, this grant plans to incorporate the Promise Program (Second Year) students and broaden our reach to increase Latinx and Black students as identified by the college's equity plan. | 07/1/24-6/30/25         |
| College Corps                                  | 2/14/2024           | \$1,817,760  | Dr. Ariel Davis                                    | College Corps                                              | College Corps implementation grants include funds to support program administration and living allowance for Fellows.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 07/01/2024-06/30/2025   |
| Century Circle                                 | 2/7/2024            | \$5,000      | Dr. Rad Khosrow & Farshid Mirzaei                  | Century Circle Program Information and Funding Application | Being an institution that places high value on the academic and personal success of students in and outside of the classroom and where meeting studetns' needs drivers all decisions regarding educational programs and services, Norco College seeks funding to assist in the efforts of recruitment for the upcoming 3D Printer Project/Competition at California State University Los Angeles. this competition consist of an aircraft competition where students will design and fabricate airplanes using 3D printing technology. This competition seeks to recruit 10-15 students to compete with other undergraduate and graduate students from other universitites.                                                                                                                                                                                                             | 07/01/24 - 06/30/25     |

|                                    |           |             |                 |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                   |
|------------------------------------|-----------|-------------|-----------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Century Circle                     | 2/26/2024 | \$5,000     | Damon Nance     | Century Circle Program Information and Funding Application | We request the IT-84 Plus CE funding to continue supporting our students in achieving academic success. We ask \$5,000 to purchase approximately 36 TI-84 Plus CE calculators. These efforts align with the campus Educational Master Plan in the cotinued effort of our Guided Pathways. As an institution, we highly value students' academic and personal success in and outside the classroom, where meeting student needs drives all educational programs and service decisions.                                                                | 07/01/24-06/30/25 |
| Everyday Entrepreneur Program (EE) | 3/11/2024 | \$5,000     | Adam Martin     | Everyday Entrepreneur Program                              | Our application proposes that Norco College participate in the EE program to foster entrepreneurial spirit within our community, providing students, faculty , and local entrepreneurs with the resources, knowledge, and netwrok necessary to turn their innovative ideas into successful businesses.                                                                                                                                                                                                                                               | 07/01/24-06/30/26 |
| K-16                               | 4/1/2024  | \$1,000,000 | Ashley Etchison | Pending                                                    | The proposed Inland Empire K-16 Regional Education Collaborative project will build upon Norco College's efforts to establish a 2+2+2 pathways in engineering from high schoold to community college to university that includes early college credit at the high school level, CTE certificates and 2-year degrees at the community college level, and transfer opportunities to the Marlan and Rosemary Bourns College of Engineering at University of California, Riverside for the completion baccalaureate and graduate degrees in engineering. | 07/01/24-06/30/26 |
| Catalyst Fund                      | 4/15/2024 | \$10,000    | Kimberly Thomas | MustangsEat                                                | The proposed project will be requesting funds for basic needs and wellness. These areas include textbooks assistance, access to school supplies and equipment, transportaion resources, and wellness support.                                                                                                                                                                                                                                                                                                                                        | 07/01/24-06/30/25 |

|                                                                   |            |               |                                                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                             |
|-------------------------------------------------------------------|------------|---------------|-----------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------------|
| Department of Education-<br>Title V Grant-Part A                  | 6/13/2023  | \$3,000,000   | Gustavo Ocegüera<br>Tenisha James RCCD<br>Grants Office         | Echale Ganas                             | The Federal Department of Education provides Title V grants to Hispanic Serving Institutions to implement any of the following allowable activities: innovative and customized instruction course development; articulation agreement and student support program activities designed to facilitate student transfer from two-year to four-year institutions; activities that improve student financial and economic literacy; and activities to develop distance education technologies. Norco College is working with a consultant to develop a proposal that will facilitate and support the implementation of the GP & Equity for the next five years. The proposal will focus on enhancing Norco College to become a true Hispanic-serving institution. The end goal is to close transfer and graduation equity gaps for Latinx students and first-generation, low-income individuals. | 10/1/23-<br>9/30/28        |                             |
| Federal Department of<br>Education-Upward Bound<br>Math & Science | 7/1/2023   | \$1,500,000   | Miriam Carrillo<br>Gustavo Ocegüera                             |                                          | Norco College was awarded a five-year Upward Bound Math and Science Program for Norte Vista High School. The program is intended to provide fundamental support to 50+ participants in their preparation for college entrance in STEM majors. The program will provide opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. UBMS is designed for high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of UBMS is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education with STEM degrees.                                                                                                                                    | 9/1/2023-<br>8/30/28       |                             |
| AI Grand Challenge Grant                                          | 9/10/2024  | \$ 239,051.35 | Ashlee Johnson                                                  | AI Grand Challenge<br>Grant "Sub to UCR" | The AI Grand Challenge grant supports education by leveraging AI for teaching and learning. This grant helps to address two equity gaps found within the Engineering program: success and Retention for Hispanic Males.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 01/01/2025 -<br>12/31/2027 |                             |
| RCCD Private Foundation                                           | 10/26/2024 | \$5,000       | Dr. Greg Ferrer, Dr.<br>Brady Kerr, and Ms.<br>Claudia Figueroa | DEI                                      | Norco College seeks funding to support its Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee, which advocates for individuals from diverse cultural, ethnic, and experiential backgrounds to enrich the campus community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 03/01/25-<br>02/28/26      |                             |
| Southern California Edison<br>International                       | 12/4/2024  | \$25,000      | Dr. Doussett                                                    | Norco College's<br>STEM Strong           | With the support of this grant, we aim to adopt a more holistic approach to serving our STEM students by fostering collaboration across campus programs and enhancing professional development opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 01/01/25-<br>12/30/25      | No Institutional Commitment |
| Foundation for California<br>Community Colleges                   | 1/15/2025  | \$10,000      | Ashley Etchison                                                 | Community Connect<br>2025 "Vita"         | Community Connect Grants 2025 Norco College. This grant is designed to promote CalEITC and YCTC and provide free tax preparation services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 02/01/2025 -<br>3/31/25    |                             |
| RCCD Private Foundation                                           | 2/26/2025  | \$5,000       | Dr. Hayley Ashby                                                | Student Artwork                          | Funding was requested to support the acquisition and preservation of student created artworks for display in the library student rooms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 03/20/2025 -<br>03/19/2026 | No Institutional Commitment |
| Total New Awards                                                  |            | \$7,801,811   |                                                                 |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |                             |

| PENDING SUBMISSIONS                                                                       |                |             |                            |                     |                                                                                                                                 |                     |
|-------------------------------------------------------------------------------------------|----------------|-------------|----------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Funding Opportunity                                                                       | Date Submitted | Total       | Proposal Development Leads | Title               | Project Description                                                                                                             | Start-End Dates     |
| RCCD Private Foundation                                                                   | Pending        | \$5,000     | Dr. Tammara Cummings       | Debunking Girl Math | Create a Podcast for students to better understand the concept in Economics.                                                    | 10/01/25-09/30/26   |
| Firehouse                                                                                 | Pending        | \$45,000    | Justin                     | Pending             | Pending                                                                                                                         | 10/01/25 - 04/01/26 |
| NSF: Growing Research Access for Nationally Transformative Equity and Diversity (GRANTED) | Pending        | \$3,000,000 | Dr. James                  | Pending             | Improve data literacy at Norco College through training related to data governance and coaching to advance the research agenda. | 01/01/26-12/31/31   |
| Total Pending                                                                             |                | \$3,050,000 |                            |                     |                                                                                                                                 |                     |

| APPLICATIONS IN PROGRESS 07/01/2024 - 03/20/2025 |           |                 |                              |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
|--------------------------------------------------|-----------|-----------------|------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Funding Opportunity                              | Due Date  | Maximum Award   | Proposal Development Lead(s) | Title                             | Project Description and Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Start-End Dates       |
| Department of Education                          | 7/15/2024 | \$ 1,430,545.00 | Ms. Hortencia Cuevas         | DOE SSS Traditional Grant (Prime) | Norco College proposes to offer services to 180 students through its Student Support Services Program (SSSP). The program's primary focus is to provide guidance and wrap-around support services to first-time college students and address any obstacles preventing them from succeeding. NC's project model provides intensive and intrusive academic advice to participants throughout the SSS project. New participants will have intensive, structured experience to promote academic success. | 08/01/2025-09/30/2030 |
| Department of Education                          | 7/15/2024 | \$ 1,361,820.00 | Ms. Hortencia Cuevas         | DOE SSS STEM Grant (Prime)        | Norco College proposes to offer services to 120 students through its Student Support Services Program (SSSP). The program's primary focus is to provide guidance and wrap-around support services to first-time college students and address any obstacles preventing them from succeeding. NC's project model provides intensive and intrusive academic advice to participants throughout the SSS project. New participants will have intensive, structured experience to promote academic success. | 08/01/2025-09/30/2030 |
| Department of Education                          | 7/15/2024 | \$ 1,361,820.00 | Ms. Hortencia Cuevas         | DOE SSS Veteran's Grant (Prime)   | Norco College proposes to offer services to 120 students through its Student Support Services Program (SSSP). The program's primary focus is to provide guidance and wrap-around support services to first-time college students and address any obstacles preventing them from succeeding. NC's project model provides intensive and intrusive academic advice to participants throughout the SSS project. New participants will have intensive, structured experience to promote academic success. | 08/01/2025-09/30/2030 |
| Department of Education                          | 7/15/2024 | \$ 1,361,820.00 | Dean Sonia Gonzalez          | DOE SSS Disable Grant (Prime)     | Norco College proposes to offer services to 120 students through its Student Support Services Program (SSSP). The program's primary focus is to provide guidance and wrap-around support services to first-time college students and address any obstacles preventing them from succeeding. NC's project model provides intensive and intrusive academic advice to participants throughout the SSS project. New participants will have intensive, structured experience to promote academic success. | 08/01/2025-09/30/2030 |

|                                                                    |           |                 |                                                   |                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                         |
|--------------------------------------------------------------------|-----------|-----------------|---------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Department of Education                                            | 8/5/2024  | \$ 948,994.00   | Dr. Tarrant, Dean Rosio Becerra & Kimberly Thomas | Norco College's Basic Needs Project (Prime) <b>Not funded</b> | Norco College will address the basic needs of its students and improve student success, meaning advances in retention, graduation, and transfer. Using community resources and businesses to achieve enhanced support stimulates the local economy as well, making the effect on campus and public spaces positive. Working internally/externally with cross-agency partners also delivers more accessible services to traditionally underserved students.         | 01/01/2025-12/31/2027   |
| AI Grand Challenge Grant                                           | 9/10/2024 | \$ 239,051.35   | Ashlee Johnson                                    | AI Grand Challenge Grant "Sub to UCR" <b>Funded</b>           | The AI Grand Challenge grant supports education by leveraging AI for teaching and learning. This grant helps to address two equity gaps found within the Engineering program: success and Retention for Hispanic Males.                                                                                                                                                                                                                                            | 01/01/2025 - 12/31/2027 |
| AI Grand Challenge Grant                                           | 9/10/2024 | \$ 47,520.00    | Caroline Hutchings                                | AI Grand Challenge Grant "Sub to Berkely" <b>Not Funded</b>   | Our application proposes to use AI to help close equity gaps in STEM courses at Norco College by providing resources to aid student learning during and after lectures. AI tools will be utilized to fill the need for online student tutor services. AI will also be used to increase AI inside and outside of the classroom to improve students' experiences and increase their success.                                                                         | 01/01/2025-03/31/2028   |
| Veterans Mental Health Demonstration                               | 9/20/2024 | \$150,000       | Dean Sonia Gonzalez                               | Veteran's Mental Health Demonstration <b>Not Funded</b>       | Funding has been requested to support activities to inform student veterans of available services. Services include 1) outreach activities to inform student veterans of available services; 2) workshops and wellness groups to help student veterans learn essential skills to manage their mental wellness, as well as specialty workshops as requested; 3) direct clinical services, including individual and group therapy and crisis intervention as needed. | 07/01/2025-06/30/2029   |
| National Science Foundation-Advanced Technological Education (ATE) | 10/3/2024 | \$ 1,000,000.00 | Ashley Etchison Juan Gonzalez                     | Prime                                                         | The primary goal of the NSF grant is to reestablish the Accelerated Career Education (ACE) Program. The main goal of ACE is to increase the number of students and incumbent workers entering and completing high workforce opportunity STEM pathways, with the goal of advanced employment. The project will build on prior work that enabled students to receive manufacturing certifications in an accelerated timeline.                                        | 7/1/25-6/30/29          |

No Institutional Commitment

|                                                                                          |            |             |                                                           |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |                             |
|------------------------------------------------------------------------------------------|------------|-------------|-----------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|
| NSF: Racial Equity in STEM Education: NSF 22-634 (Collaborator with Cal State Fullerton) | 10/8/2024  | \$1,150,984 | Ashley Johnson                                            | Racial Equity in STEM                                           | These gaps in the literature and in practice suggest that there is an opportunity to identify unique motivation and identity profiles for Black and Latinx students to inform the development of Culturally-Responsive Motivational Climates, which are inclusive settings where students feel highly motivated. To that end, this project seeks to 1) investigate Black and Latinx students' ethnic-racial identity and motivational orientations; 2) explore culturally-responsive motivational climates at a community college, where early college perceptions are formed; and 3) create community college change agents through the development of Ed.D curriculum to address faculty and administrators' knowledge and self-efficacy in developing culturally-responsive climates. | 07/01/24-06/30/29       |                             |
| RCCD Private Foundation                                                                  | 10/26/2024 | \$5,000     | Dr. Greg Ferrer, Dr. Brady Kerr, and Ms. Claudia Figueroa | DEI<br>Funded                                                   | Norco College seeks funding to support its Diversity, Equity, Inclusion, and Accessibility (DEIA) Committee, which advocates for individuals from diverse cultural, ethnic, and experiential backgrounds to enrich the campus community.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 03/01/25-02/28/26       | No Institutional Commitment |
| California Community Colleges Not Funded                                                 | 12/20/2024 | \$180,000   | Dean Daniela McCarson                                     | Foster Youth College Access Demonstration Project<br>Not funded | Our goal is to ensure foster youth receive wraparound support via the professional staff, peer mentors, Basic Needs and Wellness, and community partners to address a variety of needs among our foster youth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 01/01/25-12/30/27       |                             |
| Southern California Edison International                                                 | 12/4/2024  | \$25,000    | Dr. Doussett                                              | Norco College's STEM Strong<br>Funded                           | With the support of this grant, we aim to adopt a more holistic approach to serving our STEM students by fostering collaboration across campus programs and enhancing professional development opportunities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 01/01/25-12/30/25       | No Institutional Commitment |
| Foundation for California Community Colleges                                             | 1/15/2025  | \$10,000    | Ashley Etchison                                           | Community Connect 2025 "Vita"<br>Funded                         | Community Connect Grants 2025 Norco College. This grant is designed to promote CalEITC and YCTC and provide free tax preparation services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 02/01/2025 - 3/31/25    |                             |
| RCCD Private Foundation                                                                  | 2/26/2025  | \$5,000     | Dr. Hayley Ashby                                          | Student Artwork<br>Funded                                       | Funding was requested to support the acquisition and preservation of student created artworks for display in the library student rooms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 03/20/2025 - 03/19/2026 | No Institutional Commitment |
| California Community Colleges                                                            | 2/28/2025  | \$912,765   | Dean Kylie Campbell                                       | Rising Scholars                                                 | Our application proposes to increase associate degree completions, support transitions to baccalaureate programs, and expand career technical education pathways for students at the California Rehabilitation Center and on campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 07/01/25 - 06/30/28     |                             |

|                                                    |           |              |                                                                           |                                                                 |                                                                                                                                                                                                                                                                                                                       |                   |
|----------------------------------------------------|-----------|--------------|---------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| RCCD Private Foundation                            | 2/28/2025 | \$5,000      | Caroline Hutchings                                                        | STEM Student Conference                                         | To further enhance student learning and career readiness, Norco College seeks funding to expand opportunities for our students to attend the Red Rock Student Data Science Conference in Utah. This conference is designed for our students to access advanced research tools and develop hands-on training programs. | 03/20/25-03/19/25 |
| National Science Foundation-STEM Scholarships      | 3/4/2025  | \$2,000,000  | Caroline Hutchings, Bibiana Lopez, and Svetlana Borissova                 | S-STEM Mentoring Students Through Gateway Courses (S-STEM MSGC) | NC will provide evidence-based interventions and support services to augment low-income student retention rates and academic performance.                                                                                                                                                                             | 01/01/26-12/31/30 |
| 9 Federal Grants (3 not funded, 6 pending)         |           |              | Requested: \$10,765,983<br>Denied: \$1,098,994<br>Pending: \$9,666,989.00 |                                                                 |                                                                                                                                                                                                                                                                                                                       |                   |
| 4 State Grants (1 funded, 2 not funded, 1 pending) |           |              | Requested: \$1,379,336<br>Denied: \$227,520<br>Pending: \$912,765.00      |                                                                 |                                                                                                                                                                                                                                                                                                                       |                   |
| 5 Non-Profit (5 funded)                            |           |              | Requested: \$50,000<br>Denied: \$0.00<br>Pending: \$912,765.01            |                                                                 |                                                                                                                                                                                                                                                                                                                       |                   |
| Total Requested in Grants                          |           | \$12,195,319 |                                                                           |                                                                 |                                                                                                                                                                                                                                                                                                                       |                   |

### **2030 Educational Master Plan Goals**

*Goal 1: (Access) Expand college access by doubling current headcount and FTES*

*Goal 2: (Success) Implement Guided Pathways*

*Goal 3: (Equity) Close all student equity gaps*

*Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement*

*Goal 5: (Workforce and Economic Development) Reduce working poverty and the skills gap*

*Goal 6: (Community Partnerships) Pursue, develop and sustain collaborative partnerships*

*Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs*

*Goal 8: (Effectiveness, Planning and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college*

*Goal 9: (Workplace) Expand workforce to support comprehensive college and develop/sustain an excellent workplace culture*

*Goal 10: (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life and the arts*

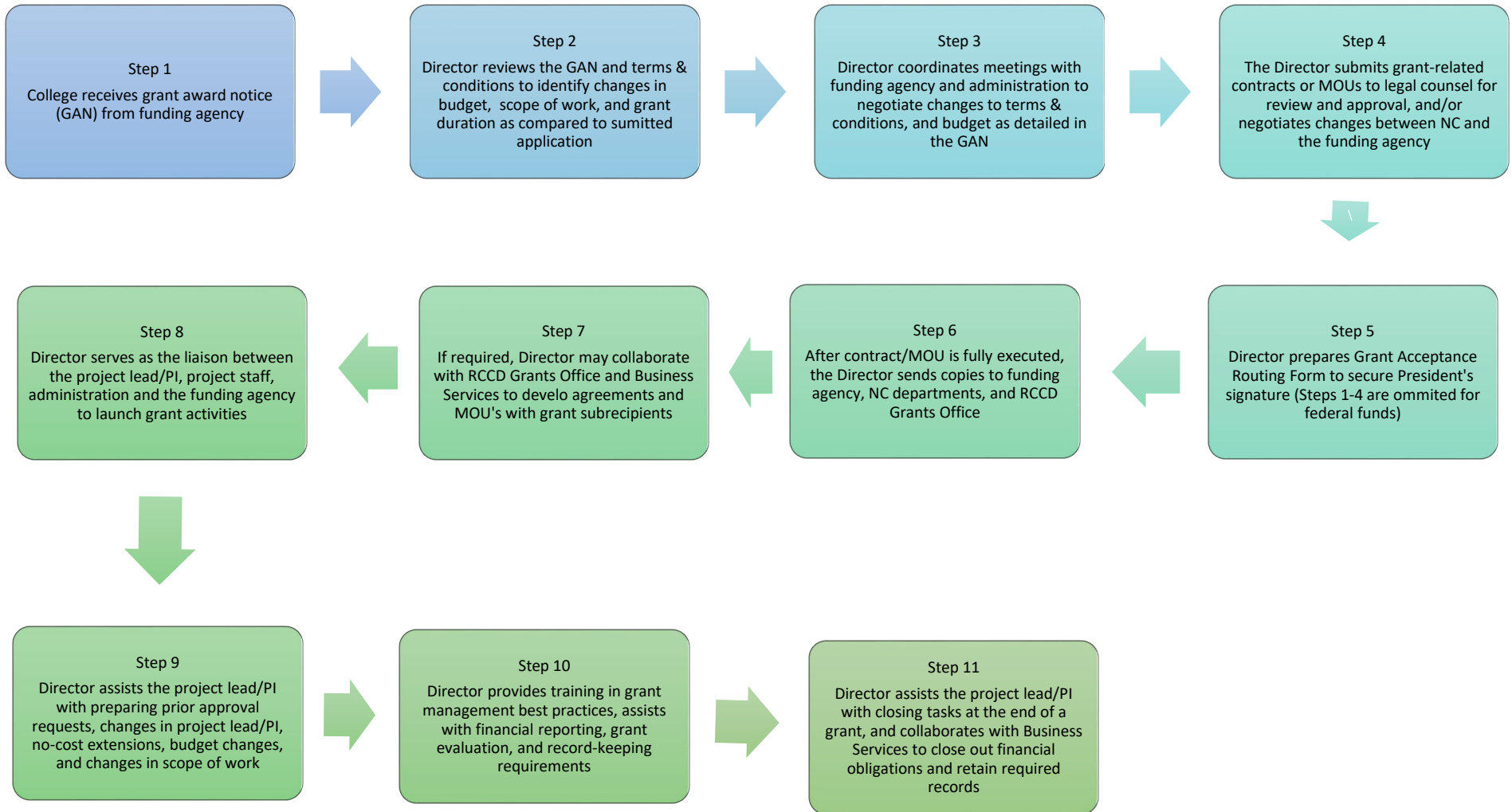
*Goal 11: (Operations) Implement professional, intuitive, and technology-enhanced systems*

*Goal 12: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve its visionary goals*

## PRE-AWARD PROCESS: NORCO COLLEGE



## POST AWARD PROCESS: NORCO COLLEGE



## Grants Team – Roles and Responsibilities (October 22, 2024)

| College Grants Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | District Grants Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Pre-Award</u></p> <ul style="list-style-type: none"> <li>• Serve as the lead Grants Officer at the college</li> <li>• Lead the development and submission of grant proposals within the college community</li> <li>• Identify and <b>disseminate funding opportunities to appropriate faculty/administrator that</b> support college initiatives</li> <li>• <b>Market and recruit</b> Faculty and Administrators to serve as Project Director/Principal Investigator</li> <li>• Develop and lead internal college processes to review and approve grant proposals</li> <li>• Secure permission of college President and other necessary departments and/or shared governance councils prior to submission</li> <li>• <b>Assure compliance with applicable sponsor guidelines, laws, and regulations such as the OMB circulars and FARs</b></li> <li>• Write grants, as appropriate (Non-technical aspect of the grant)</li> <li>• Prepare grant budgets <b>and budget narratives</b> for college-led grants</li> <li>• Submit grant proposals at the local and state level</li> <li>• Coordinate with the District office to submit federal grant proposals</li> <li>• Track development and submission of college grants</li> <li>• Communicate and/or share grant development outcomes to college leadership and District Grants Office for reporting and tracking purposes</li> <li>• <b>Initiate and implement outreach activities designed to bring visibility to grants</b></li> <li>• Lead New Grant Acceptance and Set-Up process, working with the Project Director and Business Office to set-up the grant in Galaxy</li> <li>• <u>Post-Award</u></li> <li>• Provide technical assistance and support to project teams at the college, as requested</li> </ul> | <p><u>Pre-Award</u></p> <ul style="list-style-type: none"> <li>• Serve as the lead Grants Officer for the District</li> <li>• Lead the development and submission of grant proposals for all District programs, such as Distance Education, Study Abroad, Adult Education, Community Initiatives, and Workforce and Economic Development, including grant writing and budget development</li> <li>• Research and share potential grant opportunities with the College Grants Office and District program staff</li> <li>• Assist College Grants Offices with proposal development, including project planning, grant writing, and submission of local and state grants</li> <li>• Write grants for the colleges, as requested</li> <li>• Develop budgets for college grants, as requested</li> <li>• Provide support to the colleges through changes in Grants Team staffing and/or staff leaves of absence</li> <li>• Identify, develop, and submit collaborative grant proposals that support more than one college, working with College Grant Leads to ensure that college processes are followed</li> <li>• Secure permission of Chancellor, Presidents, and other necessary offices and shared governance councils prior to submission</li> <li>• Prepare for submission and submit all federal proposals for the colleges and the District through federal online submission systems</li> <li>• Maintain District-wide accounts in federal grant management systems, such as Grants.gov, Research.gov, eRA Commons, and others</li> <li>• Monitor and track the development and submission of all grant requests</li> <li>• Communicate grant development outcomes to RCCD Board of Trustees</li> <li>• Maintain grant files on all grants awarded to the District and colleges in Grant Navigator</li> <li>• Lead New Grant Acceptance and Set-Up process for grants awarded to one of the District offices</li> <li>• Provide technical assistance and support to the colleges for pre-award functions</li> </ul> |

- Collaborate with Business Services to monitor grant spending on college awarded grants on a quarterly basis
- Work with the Business Services Office to provide training to project directors and other grant team personnel
- Review awards to ensure that the scope of work, budget, and terms and conditions are acceptable to the principal investigator and are consistent with our college policies
- Prepare requests to legal counsel for review and approval of grant-related contracts and MOUs
- Assist faculty and administrators with financial reporting to the agency
- Work with Office of Grants and Sponsored Programs to develop subrecipient agreements and MOUs with other agencies
- Serve as a liaison between the principal investigator, project staff, administrators and the funding agency
- Assist the Project Director with preparing prior approvals, changes in project director/PI, no-cost extensions. Ensure extensions and amendments are developed and properly approved along with appropriate budgets (other communications with the funding agency).
- Contract Negotiations with non-federal awards.

- Offer training for faculty and staff interested in pursuing grant funding

#### Post-Award

- Provide technical assistance and support to project teams throughout the District, as requested
- Develop and facilitate Grant Manager Brown Bags throughout the academic year
- Monitor grant spending for all grants on a quarterly basis
- Meet individually with District grant teams on a quarterly basis
- Prepare and submit financial reports and/or invoices for federal grants, working in conjunction with college and District Business Offices and the Controller
- Vet, approve, and establish agreements with all subrecipients
- Lead Post Award Work Group
- Oversee the development and/or revision of grant management processes and practices for adoption and utilization throughout the District and its colleges



### Intent to Apply for a Grant Opportunity

#### Contact Information

Project Director/Principal Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor/Email/Phone: \_\_\_\_\_ Date: \_\_\_\_\_

#### Participating Faculty & Staff Who Will Work on Grant When Awarded

| Name | Title | Grant Responsibility | % Effort |
|------|-------|----------------------|----------|
|      |       |                      |          |
|      |       |                      |          |
|      |       |                      |          |

#### New grant-funded positions created if funded

| Position Title/Classification | # of Persons | Grant Responsibility | % Effort |
|-------------------------------|--------------|----------------------|----------|
| Faculty                       |              |                      |          |
| Classified Staff              |              |                      |          |
| Other                         |              |                      |          |

#### Sponsoring Agency

Sponsoring Agency \_\_\_\_\_

Is this a subaward ☐ Yes ☐ No If yes, who is the primary sponsor? \_\_\_\_\_

Is this a District collaborative proposal ☐ Yes ☐ No ☐

Sponsor Type (Choose a Type) 1. Private Business 2. Corporation 3. Non-Profit/Foundation 4. College/University 5. Federal Government  
6. State Government 7. Local Government 8. If other, please specify \_\_\_\_\_

Name of the grant program \_\_\_\_\_

Agency Due Date (mm/dd/yyyy) \_\_\_\_\_ Project Period: Begin date \_\_\_\_\_ End date \_\_\_\_\_

Site of the majority of work ☐ Norco College ☐ Moreno Valley ☐ Riverside Community College

Is this application in response to a published announcement or solicitation? ☐ Yes ☐ No

Announcement URL: \_\_\_\_\_

#### Budget Information/Fiscal Impact

Approximate budget request: \_\_\_\_\_

Does the sponsor allow Facilities & Administrative (F & A) Costs? ☐ Yes ☐ No F & A amount allowed? \_\_\_\_\_%

Is cost-sharing/matching required? ☐ Yes ☐ No Source of cost share/match \_\_\_\_\_

Commitment of any College resources beyond the period of external support (personnel and/or facility) Yes ☐ No ☐

Will additional space be required to conduct this project? Yes ☐ No ☐

Will alterations/renovations of facilities be required to conduct this project? Yes ☐ No ☐

Will equipment be purchased as a result of this project? (= or > \$10K) Yes ☐ No ☐

If yes to any of the above, please describe: \_\_\_\_\_

#### Institutional Impact

The proposed project addresses the following (check all that apply):

|                          |                                                                                                                                                             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Norco College Goals:</b>                                                                                                                                 |
| <input type="checkbox"/> | Goal 1: (Access) Expand college access by increasing both headcount and FTES                                                                                |
| <input type="checkbox"/> | Goal 2: (Success) Implement Guided Pathways framework.                                                                                                      |
| <input type="checkbox"/> | Goal 3: (Equity) Close all student equity gaps.                                                                                                             |
| <input type="checkbox"/> | Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement. |
| <input type="checkbox"/> | Goal 5: (Workforce and Economic Development) Reduce working poverty and the skills gap                                                                      |
| <input type="checkbox"/> | Goal 6: (Community Partnerships) Pursue, develop, & sustain collaborative partnerships                                                                      |



## Planning and Development

All college personnel planning to prepare a grant proposal to any government or foundation sponsor are requested to complete this form. It will be used to coordinate resources to support proposal development.

|  |                                                                                                                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Goal 7: (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employer workforce needs.                                                                  |
|  | Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college. |
|  | Goal 9: (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture                                                                                                                 |
|  | 10: (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.                                                                                |
|  | Goal 11: (Operations) Implement professional, intuitive, and technology-enhanced systems                                                                                                                                                        |
|  | Goal 12: (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.                                                                                                 |

**Describe the Program area(s) affected by the project.**

|  |
|--|
|  |
|--|

**Describe the populations affected by the project and the number of students/community served.**

|  |
|--|
|  |
|--|

### Community Partners

| Name of Organization(s) |    |
|-------------------------|----|
| 1.                      | 4. |
| 2.                      | 5. |
| 3.                      | 6. |

### Other: Mark the checkbox(es) below if your project includes any of the following:

|                                                                                                                                                                                                                     |                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Conflict of Interest<br>Proposal to private entity requires completion of State conflict of interest form 700U<br>Proposal for NSF funding requires completion of NSF conflict of interest | <input type="checkbox"/> Significant computing resources required or planned (required discussions with RCCD before submission) |
| <input type="checkbox"/> Biohazard Safety Issues                                                                                                                                                                    | <input type="checkbox"/> Human Subjects Research                                                                                |
| <input type="checkbox"/> IT Accessibility                                                                                                                                                                           | <input type="checkbox"/> Curriculum Development (developing new or revise- efforts need to be addressed)                        |
| <input type="checkbox"/> Other:                                                                                                                                                                                     |                                                                                                                                 |

### Approval

I certify that the information provided is accurate and complete to the best of my knowledge. If this proposal results in a grant, contract, or cooperative agreement, I will accept full responsibility for the implementation, execution, and management of the project.

Principal Investigator/Project Director Name & Title

Signature

Date

Dean/Immediate Supervisor & Title

Signature

Date

Please attach a project abstract containing the following critical information (2-3 pages max):

- Brief overview of the project
- Brief outline of need (may include short descriptions with hyperlinks to relevant data/studies/reports)
- Goals and measurable objectives
- Brief description of key project activities with timeline and persons responsible
- Please submit an initial draft line-item budget