Grants Committee Meeting Minutes
March 11, 2020 12-1:30pm OC 102

<u>Members Present:</u> Maureen Sinclair, Stan Tyler, Paul VanHulle, Caitlin Welch, Kevin Fleming, Mylie Valdovinos

<u>Members Absent:</u> Charles Henkels, Max Montano, Tom Wagner, Ruth Jones-Santos, Desiree Wagner, Claudia Garcia,

<u>Guests Present:</u> Colleen Molko, Laurie McQuay-Peninger, Thea Quigley, Daniela McCarson, Kimberly Thomas, Andy Robles, Britinee Quinitar, Leona Crawford, Andy Aldasoro

1. Call to Order: 12:04 pm
2. Approval of the Dec 11, 2019 meeting minutes: (Tyler/VanHulle) – Approved
   Corrections: None
3. Approve agenda (All in favor once some changes were made)

<u>Tri-Chair Report:</u>

- None

<u>Dean of Grant Development & Admin Report:</u>

- Awarded Year to Date (YTD) $7,082,802
- Declined YTD $1,154,379
- Pending $10,971,671
- Total Activity YTD $19,208,852

<u>District Grants Office Report</u>

- Introduction of Laurie McQuay-Peninger and introduction of members of the committee. The Executive Director is new in title and function at the District Office. Working across the district on grant management and post-award support, as well as grant development. Working to expand capacity of the college grant Deans.
- Educate to Elevate (E2E): Individual Title V application focused on adult learning for all three colleges (Norco College would contract out MVC and RCC). District requested permission to apply via Norco College since MVC and RCC were submitting separate applications in the same round and we were not. The effort was led by Thea Quigley in close collaboration with all three college Student Services areas. Targeting non-traditional learners ages 25 and older to provide additional services/support via the hiring of three concierges (one at each college) which would be aligned to our existing Ed Advisor job description. The effort was coordinated in less than 3 weeks during the winter quarter. Submission was a $3 Million project over 5 years (Oct 2020 start date if awarded). Discussion about the difference between this project and our recently-awarded PACES Title V grant focused on guided pathways. Abstract provided.

<u>Action Items</u>
No quorum. Action items moved to discussion items. (Sinclair/Welch).
- a. California College Pathways Fund (McCarson)
  - i. We were recommended by the Burton Foundation to apply for this $50,000 grant from the Whittier Trust to enhance our foster-youth student support. April 3rd due

date. The budget plan is to utilize this one-year grant funding to provide counseling ($35,000 at the part-time hourly rate) and peer-mentors ($15,000) in support to the Foster Youth program.

    b. Vote for new Classified Professional Tri-Chair

        i. Andy – only classified professionals may vote for the staff Tri-chair representative.

<u>Information Items</u>

    a. Title V Adult Learning application (see District Office report above)

    b. Institutional Eligibility for Title III and Title V grants (Molko)

        a. Our application for institutional eligibility was submitted and approved. It isn't in itself a grant application, but is a lot of data (thank you Caitlin) and information about existing grants and programs. The approval offers us the ability to apply for federal Title III and Title V grants.

    c. NSF S-STEM application (Molko)

        a. Dr. Parks is interested in pursuing funding through the NSF S-STEM program, which requires 60% of funding to go towards student scholarships (direct disbursement), with 40% allowable allocation towards programmatic support (20% grant management and 20% towards wrap-around services). The opportunity is $650k over 5 years and fits in quite well with our existing STEM programs/grants. Dr. Parks is collaborating with the district grants office and a summary of the opportunity was provided by Laurie McQuay-Peninger. Student scholarship recipients would need to be formally in a STEM program of study. The Principal Investigator has to be a STEM faculty member. Due: March 25, 2020. (Post note: the deadline for this grant has been extended to 4/22/20).

    d. NSF Desk Review Action Plan (Molko)

        a. The district received a desk review on our NSF national center grant to review district policies and procedures globally as they relate to grants management overall. The NSF desk review contractor responded with a number of findings/deficiencies that the district grants task force will be addressing. The required action plan is due tomorrow (March 12) to Atlas, the firm with which NSF contracted to conduct the review. The plan has been completed and shall be submitted on time. Much of the findings are around accounting operations where we do have policies and have already addressed them. Grants operations roles/responsibilities around pre- and post-award still need to be addressed district-wide. This action plan overlaps with a related, but separate, Internal Controls document that the Department of Education has required of all grantees nationally to ensure accountability. Attachment

    e. NSF Supplemental Funding Request (Molko)

        a. Norco College has hosted a NSF National Center for Supply Chain Automation since 2011. This project is required to have a National Visiting Committee (similar to an accreditation peer-review board) which has recommended to NSF that we apply for a supplemental to our current grant. This is not a new grant, but a funding enhancement to more fully implement our existing scope of work. We are eligible to apply for 20% of our existing award amount (which would be just under $800,000). This does not lengthen the duration of our existing grant, but it does increase the chances that we will be in a position to extend the length of the program through a no-cost extension.

Discussion Items
- o Andy Robles – The Rocket Team is in need of a trailer/cart to drive to New Mexico. The team has 5-foot long rocket sections. I am seeking grants that could support the purchase of this trailer, which could be branded with Norco College for future use also. Andy has spoken with ASNC, Mark Lewis (Safety Committee), and Dr. Parks. It is approximately $5,000 for a 5x8 enclosed trailer (plus hitch, lights). Cal Poly's rocket team has a 25-foot building, which is stored safety off site. Renting a U-Haul may be an alternative for this trip. The committee reaffirmed speaking to both ASNC and Dr. Parks to pursue available grant funding as well as further research on utilizing our college vans. Dr. Fleming offered to do additional research on the vans use and costs for Professor Robles.
- o Review formal Grants Committee membership
  - ▪ Last approved Oct 2017
  - ▪ 12 members total. Minimum 2 full time faculty, 2 students, 4 managers (one the Dean of Grants & Student Equity Initiatives), 4 CSEA representatives
  - ▪ Multiple vacancies. No quorum today, CSEA has not appointed replacements yet. Kevin to connect with Andy before next meeting.
- o ISPC status report – need to complete
- o Statement of Purpose revision – statement outdated and no longer represents the scope of the committee. There is a conflict between the stated purpose, the district role of grants oversight/leadership, and the operational duties of our Dean of Grants Development & Administration.

Good of the order

- None

Add to Future Agendas

- ISPC Report

Adjourned at: 1:28pm

Next Meeting: April 8, 2020

Minutes taken by: Kevin Fleming for vacant Admin Assist IV, Strategic Development

Abstract

Norco College (NC) is a public, two-year, Hispanic Serving Institution located in Norco, California in Southern California's Inland Empire region. NC is applying on behalf of the entire Riverside Community College District, including sister colleges Riverside City College (RCC) and Moreno Valley College (MVC). In 2018-2019 RCCD served a student body of 60,541 individuals, 61.60% of whom are Hispanic. More than 65% are low-income, and 35% are first-generation college students.

Norco College was selected to lead this project given its reputation for innovation and its willingness to not only tackle new challenges, but share its experiences with the other colleges. Norco staff will work closely with the District Office of Adult Education and Community Initiatives to develop and implement this project at each of the colleges. While Norco College currently has a Title V grant, this new grant will: (1) complement and build upon the existing grant, which targets first year freshmen, by developing specific resources for adult learners, a population which is currently underserved in the existing grant; and (2) expand institutional capacity not just at Norco College, but throughout the entire Riverside Community College District.

The proposed Title V project, ***Educate to Elevate (E2E)***, responds to critical needs for support services to help Hispanic and low-income nontraditional adult learners (NALs; students 25 years and older) be successful in college. E2E will complete RCCD's transformation from a Hispanic-*enrolling* institution for NALs, into a Hispanic-*serving* institution that at every level supports its highly diverse students as they pursue their educational pathways toward degrees, transfer and, ultimately, careers. This Title V project will overcome weaknesses identified through a comprehensive analysis process, and will implement high-impact practices that have demonstrated success in colleges similar in size and scope to RCCD. E2E will institutionalize research-based strategies that support NAL, faculty/staff/administrators, eliminate structural barriers, ensure culturally responsive curriculum and pedagogy in the classrooms, and facilitate student engagement.

The E2E Title V project will implement several activities to increase NAL success and completion: (1) expand student support services via guided pathways; (2) hire concierges for each institution that will (a) offer NALs assistance after "regular" hours, (b) promote prior learning assessment for NALs, (c) create specialized outreach for NAL, including career and financial aid workshops; (3) utilize Open Educational Resources; (4) design an app/website for students that provides 24/7 accessibility to learning management systems, online courses and apps, files, documents, etc.; (5) expand and/or pilot online counseling; (6) professional learning for faculty, staff and administrators will increase and diversify training to support student success beyond the classroom, focusing on the needs of Hispanic and low-income NAL students.

The Project will have measurable and significant outcomes: (1) increases in Hispanic and low-income NAL success and completion; (2) expanded and increased programs and services to meet the needs of the majority of Hispanic and low-income NAL at RCCD; (3) increases in faculty professional learning/development on the learning needs of Hispanic and low-income NAL.

Competitive Preference Priorities: E2E addresses both Competitive Preference Priorities (CPPs): #1: Fostering Flexible and Affordable Paths to Obtaining Knowledge and Skills; and Competitive Preference Priority; and #2 Fostering Knowledge and Promoting the Development of Skills That Prepare Students To Be Informed, Thoughtful, and Productive Individuals and Citizens.

Amount Requested: The total request for this project is $3,000,000 over five years to support project services and management and evaluation activities.

Norco College / Riverside Community College District
Action Plan to Address National Science Foundation Desk Review Results
March 2020

#	Key Concerns	Action Required	Action Plan	Responsibility Party	Timeline
1	Lack of documented accounting policies and procedures to promote consistent accounting operations.	Provide NSF with accounting policies and procedures related to payroll, accounts receivable, accounts payable, capital asset reporting, and check requests.	1.1. Review and update existing policies and procedures to reflect current practice	RCCD Controller	By April 2020
			1.2. Obtain Board approval for revised policies, if necessary	RCCD Controller	By May 2020
			1.3. Publish written policies and procedures on RCCD intranet, accessible to all grant development and management staff, including Business Services staff at both the colleges and the district	RCCD Controller	By June 2020
			1.4. Share with NSF	ED, Grants	By June 2020
2	Lack of a formalized documented organizational structure, including roles and responsibilities, related to grants accounting, which may lead to inconsistent award administration	Provide NSF with formal documentation of grant development and management process, including pre-award, post-award, and grants accounting.	2.1 Convene Grant Task Force, comprised of grant development staff, grant project directors and Business Services staff/faculty, to outline timeline/calendar for clarifying grant administration process, including 2.1.1 Pre-Award 2.1.2 Post-Award 2.1.3 Grants Accounting	Executive Director (ED), Grants, RCCD	By March 2020
			2.2 Develop and convene subgroups as necessary	Grant Task Force ED, Grants	By March 2020
			2.3 Share recommendations to Presidents' Cabinet at each college	ED/Deans, Grants	By October 2020
			2.4 Obtain Chancellor approval for organizational structure and processes, including roles and responsibilities	Assoc. Vice Chancellor, Grants	By November 2020
			2.5 Document and publish formal process and procedures; share with NSF	ED, Grants	By December 2020

3.	Lack of documented policies and procedures for requesting and processing budget revisions	Provide NSF with policies and procedures for requesting and processing budget revisions, including who approves and processes budget revisions and the process for obtaining prior approval from the sponsor agency when required	3.1 Review and update existing policies and procedures to reflect current practice	Director, Post-Award Admin.	By April 2020
			3.2 Obtain approval of new policies and procedures with Grant Task Force	Director, Post-Award Admin. Grant Task Force	By May 2020
			3.2 Obtain Board approval for new or revised policies	Assoc. Vice Chancellor, Grants/ED	By June 2020
			3.3 Publish new policies and procedures; share with grant-funded project directors, grant deans, and NSF	ED, Grants	By June 2020
4	Lack of documented policies and procedures for cost transfers	Provide NSF with written policies and procedures regarding cost transfers, including but not limited to outlining the role the Director of Business Services has in the approval process	4.1 Review and update existing policies and procedures to reflect current practice	Director, Post-Award Mgmt.	By April 2020
			4.2 Obtain approval of new policies and procedures with Grant Task Force	Director, Post-Award Mgmt. Grant Task Force	By May 2020
			4.2 Obtain Board approval for new or revised policies	Assoc. Vice Chancellor, Grants	By June 2020
			4.3 Publish new policies and procedures; share with grant-funded project directors, grant deans, and NSF	ED, Grants	By June 2020
5	Lack of documented policies and procedures regarding expenditure approval	Provide NSF with written policies and procedures regarding expenditure approval, including but not limited to identifying who initiates or processes expenditure requests and who reviews for compliance with federal cost principles.	5.1 Review and update existing policies and procedures to reflect current practice	Business Services	By April 2020
			5.2 Obtain approval of new policies and procedures with Grant Task Force	Business Services Grant Task Force	By May 2020
			5.3 Obtain Board approval for new or revised policies	Business Services	By June 2020
			5.4 Publish new policies and procedures; share with grant-funded project directors, grant deans, and NSF	Business Services/ Grants, RCCD	By June 2020

6	Lack of alignment between existing policy for award-related record retention and actual practice	Align award-related record retention policy with current practice and provide written documentation to NSF	6.1 Review and update existing record retention policy 6.2 Include update in new post-award management handbook 6.3 Share with NSF	ED, Grants ED, Grants ED, Grants	By April 2020 By April 2020 By April 2020
7	Existing grant management policies and procedures refer to outdated Office of Management and Budget Circulars	Update existing grant management policies (i.e., Cost Transfer and Unallowable Cost policies) to include reference to the 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations and provide written documentation to NSF	7.1 Review and update existing grant management policies and replace references to OMB Circulars with appropriate 2 CFR 200 language 7.2 Include updates in new post-award management handbook and other places where referenced 7.3 Share with NSF	ED, Grants ED, Grants ED, Grants	By April 2020 By April 2020 By April 2020
8	Lack of documented policies and procedures regarding ACM$ drawdowns	Provide written policies and procedures regarding ACM$ drawdowns	8.1 Review and update existing policies and procedures to reflect current practice 8.2 Obtain Board approval for new or revised policies, as necessary 8.4 Publish new policies and procedures; share with NSF	Business Services Business Services Business Services/ Grants, RCCD	By April 2020 By May 2020 By June 2020