

**Institutional Strategic Planning Council**  
**March 7, 2018**  
**ST 107 (1:00-3:00pm)**  
**Minutes**

Members Present: Kris Anderson (Faculty Accreditation co-chair), Greg Aycock, Melissa Bader (Faculty Chair), Ceila Brockenbrough, Peggy Campo, Leona Crawford, Monica Esparza, Daniel Landin, Ruth Leal (Staff Chair), Sam Lee, Mark Lewis, Barbara Moore, Chris Poole, Bryan Reece (Admin. Chair), Jim Reeves, Mitzi Sloniger, Jim Thomas

Guests Present: Maria Barragan, Bernice Delgado, Gustavo Ocegüera, Cecilia Ramirez

Meeting commenced: 1:03pm

**Approval of Minutes:**

Approval of Minutes for February 21, 2018 MSC

MSC (Aycock/Campo) Approved with update. 3 abstentions.

Add to Marketing Committee section: Discussion will continue and will review as part of the strategic plan, size, membership, budget, and purpose.

**I. Action Item:**

- A. CAFYES Grant Proposal (Gustavo Ocegüera)  
MSC (Lewis/Crawford) Handout  
Dr. Ocegüera gave an overview of the CAFYES grant application for services to Foster Youth.

**Comments/Questions:**

How are the students in the community informed about our Foster Youth programs/services? Collaboration with CNUSD and intervention counselors, we follow them until they are ready to enroll at Norco. For those students not part of the school district, we work with A&R to identify that self-identify as Foster Youth, we contact them to inform them of the programs and services.

Foster Youth enrolled: 134

Approved.

- B. Awards for Innovation & Higher Education (Jesse Lopez)  
MSC (Campo/Aycock) Handout  
Jesse Lopez presented an opportunity for the award for innovation grant which focuses on SS and expanding existing programs. The award will satisfy the need for other means of funding and will allow the ACE program to focus on other programs of study, cohort and block scheduling.

The committee discussed pursuing grants for established programs and the need for a rubric to gauge if the program is scalable and include a threshold for determining if the

program should be institutionalized. The rubric should include a clear understanding of maintenance, facilities, staff, faculty, and FTEs generated.

Approved. 1 Abstention

C. Mission, Vision & Core Commitments (ISPC Co-Chairs)  
MSC (Lewis/Landin) Handout.

To review and determine if we want to affirm the mission statement or revise.

Comments/Questions:

- ACCJC has indicated a softening in the required components of the mission statement as they are presented in the standard, however the standard is what is in writing and it very clear. What was heard in the recent ACCJC training was that we can craft something that is not exhaustive or detailed. Through a more appreciative inquiry approach, ACCJC will be looking at the whole mission, vision, values.
- Would like to see clear parameters, from an assessment perspective, we used the mission to guide our decisions we need to be able to demonstrate that we do.
- Seems like we have a lot of success in specialized areas, can we duplicate it?
- We succeed because of each other, when reading the statement, noted it lacks heart.
- Yes, it is an opportune time to look at the mission statement which can be confining, and we are not the same college we were two years ago. The mission statement will need to serve us well in the long term.
- ACCJC wants to see evidence of a dialogue and deliberation around the review of the mission.
- If we want to revise, we need to be specific about what needs to be revised.
- Mission, Vision, Core Values, Vision can serve as the heart, it is the vision of the potential we have. Mission should be education, vision should be where we want to go, and values is how we do it culturally.
- Can we define what is wrong/missing from the mission statement, or what are we saying we do that we don't?
- Streamline so that the direction is clearer.
- NC is good at innovation, bad at working cycle plans,
- Engage in developing a vision statement, so many things on the burner, change the vision.
- Chance at a culture change, what if it does mean something.
- Look to see if there is a process for revising and bring to the next meeting.

Approved. 1 opposed.

## **II. Committee Reports**

### **A. Legacy Committee**

Tri-chairs reviewed the Legacy Committee report. Handout.

- Great Colleges to work for Survey – get data from the survey for the committee. There is also IE and Planning Survey which will produce data.
- Committee reviews events to be sure they align with the strategic vision, our community, and our students. They are trying a new approach in an effort to be strategic about the events, quality over quantity.
- From ISPC, wanted to review committee name, logo, and budget. Integration of GP which of the four pillars that legacy supports; to create sticky spots.
- How does the committee align with the mission, realizing, we are essentially asking how good do you think you are? This is not the right question to ask and will be changing in the committee reports.

## **III. Information Items:**

### **A. Winter Grant Proposals & Grant Process Flowchart (Ashley Etchison) Handouts**

Ashley presented the flowchart and highlighted the revisions including the incorporation of proposal due dates that fall in winter/summer intersessions.

District has purchased a software program that will be available to project directors and anyone who needs more information about the grants. Information will be maintained in one location and the district has paid for the service. Will bring more information at a future meeting.

### **B. Guided Pathways/Completion Initiative (Melissa Bader)**

Melissa provided an update; the committee met to decide on a name change; the decision was voted down. Completion Initiative (CI) will stay the same. CI is dividing workload based on the four pillars. NC has completed the work plan, second of the required IEPI, it will be distributed soon and is due at the end of the month. The group has attended 3 of 5 institutes and we have instructions on how to implement the framework. RCC/NC to do some joint planning. Last push of institution is articulation to feeder institutions, maps need to take that into consideration. ADT has empty units that is viewed as electives, we have to reach out to the 4-years talking about our degrees and how they transfer, reviewing our curriculum and AOE's (60-80% of our awarded degrees are AOE's). Committee discussed ADT's requirements and transferability. Need to clarify.

### **C. Budget Report (Jim Reeves)**

New funding model in the works, DBAC is reviewing business models at the state level, the final version is forthcoming, Jim will send an email to organization when it is available

D. Academic Reorganization/Institutional Advancement

Handout

(Bryan Reece)

To better support our students, we are working towards organizing the college around the four schools. We need more people, we need more space, when comparing our budget to other similarly sized institutions you can see why. We need to add around \$20M to our current budget. To get out in front of the advancement side we are having a conversation about an academic reorg to include an advancement office. Dr. Reece shared the outline of the discussion which began on Friday, March 2<sup>nd</sup>, there has been some changes based on feedback received.

Comments/Questions:

- Are the meetings open to anyone? Yes.
- Add columns strategic planning, related to how the institution is being reformed.
- Will we see what the drafts are, shared venue for classified and faculty?
- Remember that you are representative, get the reports, collect comments, and return with feedback from your constituent groups.
- Is there an anticipated completion date for the four-dean model?

E. Safety Update

(Bryan Reece)

Pleased with the PD response, our internal communications, and processes need improvement. Look for opportunities to contribute, be involved in training, and implementing safety procedures at the top of every semester. Wrapping into our routine communications.

Comments/Questions:

- NPR article, Mark will share with the committee.
- Need to check for the Norco College DRC number in the syllabi shells.

**IV. Good of the order**

Next meeting: March 21, 2018

Meeting adjourned: 3:15pm

Minutes submitted by Denise Terrazas

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

| GRANT PROPOSAL INFORMATION   |  |
|--|--|
| Proposal initiator   | Dr. Tenisha James and Dr. Gustavo Ocegüera   |
| Email address  | <a href="mailto:Tenisha.James@NorcoCollege.Edu">Tenisha.James@NorcoCollege.Edu</a><br><a href="mailto:Gustavo.Ocegüera@NorcoCollege.Edu">Gustavo.Ocegüera@NorcoCollege.Edu</a>   |
| Phone number   | 951-739-7885   |
| Department   | EOPS   |
| Proposal name/ title   | Cooperating Agencies Foster Youth Educational Support (CAFYES) Program   |
| Please provide a brief description or an abstract of the proposal.   | CAYFES was established in 2014 by Senate Bill 1023, with the goal of strengthening the capacity of California Community Colleges to support the success of current and former foster youth enrolled in CCC.  |
| Funding agency   | California Community Colleges Chancellor's Office  |
| Annual funding   | \$150,000-\$250,000 (Initial allocation is based on the number of eligible foster youth currently enrolled at Norco College.   |
| Total funding  | Unknown. Ongoing, operating costs will be funded through the standard, EOPS allocation process beginning with the 2018-2019 academic year.   |
| Grant duration (start and end dates)   | May 2018 (Initial Allocation). Ongoing funding begins July 1, 2018.  |
| Proposal due date  | March 9, 2018  |
| List grant objectives  | <p><b>Goal:</b> To ensure all current and former foster youth attending CCC earn a postsecondary credential and/or prepare for transfer to a four-year college or university</p> <p><b>Purpose:</b> To expand and strengthen the capacity for EOPS programs to support the higher education success, health, and wellbeing of current and former foster youth.</p> <p><b>Objective:</b> To support EOPS to develop a comprehensive and coordinated set of services and programs which involve internal and external community partnerships to identify and address barriers to current and former foster youth's academic success.</p> |
| List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.) | <ul style="list-style-type: none"> <li>• Outreach and recruitment</li> <li>• Service coordination</li> <li>• Counseling</li> <li>• Book and supply grants</li> <li>• Tutoring</li> <li>• Independent living and financial literacy skills support</li> <li>• Frequent in-person contact</li> </ul>   |

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Career guidance</li> <li>• Transfer Counseling</li> <li>• Child care and transportation assistance</li> <li>• Dedicated space for foster youth</li> <li>• Referrals to health services, mental health services, housing assistance, and other related services</li> </ul>  |
| What are the short-term, and/or long-term requirements/obligations for the college if the proposal is funded?                               | None.   |
| List titles of personnel needed to implement the grant and note if the positions are new or existing.                                       | A Student Success Coach is currently dedicated to this population 50% time and effort. Grant funds will allow the college to fund a 100% position.  |
| Will it be necessary to reassign existing faculty/staff to implement the grant? If yes, have you obtained approvals?                        | No.   |
| Describe how many workstations, office space, and/or facilities will be needed to implement the grant?                                      | <ol style="list-style-type: none"> <li>1. Office for full-time Student Success Coach or Educational Advisor.</li> <li>2. Initial allocation may be used to remodel existing space to create a student drop in center. The center may include space to provide private counseling, a computer lab, staff offices, and study/leisure space. Funding may also be used to purchase student and staff furniture, technology, and to pay for consultant contracts.</li> </ol> |
| List college and/or district strategic Initiatives that the proposal addresses.   | <p>Goal 1: Increase student achievement and success Objectives 1-10.</p> <p>Goal 2: Improve the quality of student life Objectives 1, 4, 6</p> <p>Goal 3: Increase student access Objectives 1-4</p>  |
| Describe who will benefit from the grant if funded and how? (College students, faculty, staff, administrators, high school students, other) | Current and former foster youth students enrolled at Norco College.   |
| Does the grant require community or industry partners? If yes, list partner(s).   | Collaboration with social services and community organizations that serve current and former foster youth is expected.  |
| Is there a dollar match requirement? If yes, provide details.   | No.   |
| Have you received approval from academic departments and/or student services departments that may be affected by the                        | Yes (EOPS)  |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

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| grant? (Note: new curriculum and/or programs require prior approval from respective disciplines).        |  |
| What information is needed from Institutional Research and Effectiveness to complete the proposal?       | Number of current and former foster youth enrolled at Norco College. |
| If approved, who will develop the proposal?  | RCCD Grants Office, Dr. James and Dr. Ocegura                        |
| Will it be necessary to hire grant consultants to prepare the proposal? If yes, provide a cost estimate. | No.  |

**GRANTS COMMITTEE APPROVAL**

|  |  |
|--|--|
|  | Co-Chair: _____<br>Co-Chair: _____<br>Date _____ |
|--|--|

**ISPC APPROVAL**

|  |   |
|--|---|
|  | Tri-Chair _____<br>Tri-Chair _____<br>Tri-Chair _____<br>Date _____ |
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**EXECUTIVE CABINET APPROVAL**

|  |  |
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|  | _____<br>College President<br>Date _____ |
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**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

| <b>GRANT PROPOSAL INFORMATION</b>  |   |
|--|---|
| Proposal Initiator   | Jesse Lopez   |
| Email Address  | Jesse.Lopez@norcocollege.edu  |
| Phone Number   | 951.738.7749  |
| Department   | Academic Affairs  |
| Proposal Name/ Title   | Awards for Innovation in Higher Education: ACE Support Program  |
| Please provide a brief description or an abstract of this proposal.  | Norco College has been invited to apply for a grant offered by the Chancellor’s Office. The purpose of the grant is to expand services to students offered through the ACE program. Since the creation of ACE in 2015, the program has already led to the various successes in student persistence, completion, and job placement. ACE is an excellent candidate for the Innovation grant because this funding focuses on improving innovative programs. It must also lead to improved student success outcomes for populations underrepresented in higher education, including low-income, first generation, and underemployed/unemployed students. The funding can support and expand ACE beyond 9/2018, which is the expiration of the existing Department of Labor Grant. |
| Funding Agency/ Source   | State of California   |
| Annual Funding   | TBD   |
| Total Funding  | Up to \$1,000,000   |
| Grant Duration (start and end dates)   | TBD, based on award   |
| Proposal Due Date  | March 19, 2018 (email invitation received December 2017)  |
| List grant Objectives  | Improve and expand services provided to students through the ACE program. Increase CTE enrollment, completion, and job placement.   |
| List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.) | <p>Fund ACE activities, which includes support services offered to students to ensure program completion and job placement.</p> <p>Develop and fund marketing, outreach and recruitment activities, which will increase interest and enrollment in accelerated courses. These activities will ensure newly created and emergent courses are promoted to external organizations, including high school students, industry partners, and other labor and workforce partners.</p> <p>For example:</p>  |



**NORCO COLLEGE GRANTS COMMITTEE**

GRANT PROPOSAL INFORMATION FORM

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|  | <ul style="list-style-type: none"> <li>• Fund an Outreach and Recruitment Specialist to promote, recruit, and enroll students in clean related CTE programs.</li> <li>• Fund new marketing materials, which communicate program improvements to students and employers.</li> <li>• Fund marketing material, which highlights student success in related CTE programs.</li> </ul> <p>Improve, develop, and offer CTE courses in high-demand, trade-based pathways, which leads to high-wage occupations.</p> <ul style="list-style-type: none"> <li>• For example, create not-for-credit, community education or credit courses, such as “Introduction to Manufacturing” or “Introduction to Repair and Maintenance”, to develop interest in related courses and occupations.</li> </ul> <p>Fund Industry stipends for advisors who will work alongside faculty to provide input for course improvement and program development. Additionally, Industry Advisors will provide expertise related to job skills, employment opportunities, and industry knowledge. Advisors will also provide mentorship pertaining to the related sector by providing classroom visits. Advisors will also meet with Norco College staff, faculty, and management to discuss current industry needs, as it relates to job and employability skills. For example:</p> <ul style="list-style-type: none"> <li>• Advisors will engage with management, faculty, and students by participating in classroom presentations, industry panels, industry field trips and other employability related activities.</li> </ul> |
| What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded? | Funding will support existing staff; no new staff members or space required. ACE program must be accessible for interested students. Sshort-term CTE certificate programs must be accessible for interested students. Improved outreach and marketing efforts to increase enrollment in ACE are long-term requirements.   |
| List titles of personnel needed to implement the grant and note if the positions are new or existing.          | <b>Project Director</b> (existing), <b>Outreach Specialist</b> (existing), <b>Student Success Coach</b> (existing)  |

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

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| Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?  | No. Work on this grant will dovetail with current work assignments.   |
| Describe how many workstations, office space, and/or facilities will be needed to implement this grant?  | No new workstations or space required. The plan is to utilize existing workstations and staff.  |
| List college and/or district strategic Initiatives that this proposal addresses.   | This program will increase Norco College's program enrollments and completions. Additionally, it will meet <i>Strong Workforce Program (SWP)</i> outcomes/metrics, which includes job placement. ACE also meets the goals of the college's <i>Completion Initiative</i> .   |
| Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)                                  | High school students, college students, faculty, industry partners and community stakeholders.<br><br>Students who participate in the program, staff who will continue to be funded in existing positions; faculty who will have additional students to serve in classes. Also, additional FTES generated by this program will lead to increased funding for the college. |
| Does this grant require community or industry partners? If yes, list partner(s).   | Yes, both community partners (high school districts) and industry partners (employers). However, this will not be any additional work beyond standard CTE program advisory and work-based learning.   |
| Is there a dollar match requirement? If yes, provide details.  | No.   |
| Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals? | No. Approvals for activities related to ACE initiatives were previously obtained in 2015 with the implementation of the Department of Labor (DOL) grant.  |
| What information is needed from Institutional Research and Effectiveness to complete the proposal?   | Standard student outcomes information will be needed. This information is already provided by IR. This includes CTE outcome-related, such as the total number of enrollments and completers from related programs.  |
| If approved, who will develop the proposal?  | I am currently developing the proposal. However, I may have to refine it based on feedback from the funding agency, shared governance committees and industry advisors.   |
| Will it be necessary to hire grant   | No.   |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

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| consultants to prepare this proposal? If yes, provide a cost estimate. |  |
| <b>COMMITTEE APPROVAL</b>  |  |
| <i>Date:</i>   | 2.28.18                                |
| <i>Approvals:</i>  | Co-Chair:<br>Co-Chair:                 |
| <b>ISPC APPROVAL</b>   |  |
| <i>Date:</i>   |  |
| <i>Approvals:</i>  | Tri-Chair:<br>Tri-Chair:<br>Tri-Chair: |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

| GRANT PROPOSAL INFORMATION  |  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
|---|--|---|------|---|----------|------------------|----------|-------------------------------------|---------|---|----------|--------------|----------------|--|------|--|----------|--|----------|---|----------|-------------------------------------|------|
| Proposal Initiator  | Dr. Kevin Fleming  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Email Address   | <a href="mailto:Kevin.Fleming@norcocollege.edu">Kevin.Fleming@norcocollege.edu</a>   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Phone Number  | 951-372-7880   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Department  | Career & Technical Education   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Proposal Name/ Title  | Bank of America Grant Opportunity  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Please provide a brief description or an abstract of this proposal. | <p>This grant will provide the college the opportunity to improve economic mobility and equality for low-moderate-income community members by removing barriers to affordability for our high-cost CTE programs.</p> <p>Launa Wilson at the RCCD Foundation is coordinating a proposal for all three colleges.</p>   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Funding Agency/ Source  | Bank of America  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Annual Funding  | Up to 100K   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Total Funding   | Up to 100K   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Grant Duration (start and end dates)                                | 2018 – One time Funding  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Proposal Due Date   | February 23 <sup>rd</sup> , 2018   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| List grant Objectives   | <p>Remove economic barriers and improve employability for low/moderate income residents, targeting specific high performing and high wage programs.</p> <p>Offset significant out of pocket expenses related to program participation:</p> <table border="1" data-bbox="721 1157 1370 1486"> <thead> <tr> <th>Electrician Program – Student equipment needs</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Greenlee 0159-11 28-Piece Master Electrician's Tool Kit</td> <td>\$459.00</td> </tr> <tr> <td>Fluke Multimeter</td> <td>\$151.00</td> </tr> <tr> <td>OSHA &amp; First Aid Certification fees</td> <td>\$92.00</td> </tr> <tr> <td>Conduit Bender, Power Drill, wire tester, &amp; Sawzall</td> <td>\$387.00</td> </tr> <tr> <td align="center"><b>Total</b></td> <td><b>\$1,089</b></td> </tr> </tbody> </table><br><table border="1" data-bbox="721 1522 1370 1848"> <thead> <tr> <th>Facility Maintenance Program – Student equipment needs</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Craftsman 444 piece Mechanics Tool Set, Silver</td> <td>\$479.00</td> </tr> <tr> <td>Paladin Tools Ultimate Technician Tool Kit Network tool/tester kit</td> <td>\$590.00</td> </tr> <tr> <td>Westward SAE Tradesman Tool Set, Plumber Model: 4VCP7</td> <td>\$540.00</td> </tr> <tr> <td>OSHA &amp; First Aid Certification fees</td> <td>\$92</td> </tr> </tbody> </table> | Electrician Program – Student equipment needs | Cost | Greenlee 0159-11 28-Piece Master Electrician's Tool Kit | \$459.00 | Fluke Multimeter | \$151.00 | OSHA & First Aid Certification fees | \$92.00 | Conduit Bender, Power Drill, wire tester, & Sawzall | \$387.00 | <b>Total</b> | <b>\$1,089</b> | Facility Maintenance Program – Student equipment needs | Cost | Craftsman 444 piece Mechanics Tool Set, Silver | \$479.00 | Paladin Tools Ultimate Technician Tool Kit Network tool/tester kit | \$590.00 | Westward SAE Tradesman Tool Set, Plumber Model: 4VCP7 | \$540.00 | OSHA & First Aid Certification fees | \$92 |
| Electrician Program – Student equipment needs                       | Cost   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Greenlee 0159-11 28-Piece Master Electrician's Tool Kit             | \$459.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Fluke Multimeter  | \$151.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| OSHA & First Aid Certification fees                                 | \$92.00  |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Conduit Bender, Power Drill, wire tester, & Sawzall                 | \$387.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| <b>Total</b>  | <b>\$1,089</b>   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Facility Maintenance Program – Student equipment needs              | Cost   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Craftsman 444 piece Mechanics Tool Set, Silver                      | \$479.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Paladin Tools Ultimate Technician Tool Kit Network tool/tester kit  | \$590.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| Westward SAE Tradesman Tool Set, Plumber Model: 4VCP7               | \$540.00   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |
| OSHA & First Aid Certification fees                                 | \$92   |   |      |   |          |                  |          |                                     |         |   |          |              |                |  |      |  |          |  |          |   |          |                                     |      |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

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|  | Rothenberger 70615 Plumber's Repair Tool Kit   | \$282      |
|  | Total  | \$1,983    |
|  | Game Development Program – Student equipment needs   | Cost       |
|  | Alienware 17 (Intel ) w/ Intel Core 17.3 inch Gaming Laptop  | \$1,400.00 |
|  | Software licenses (Unity, Zbrush, Autodesk, GameMaker)   | \$1,246    |
|  | Moblie device, headset, earphones.   | \$750      |
|  | Total  | \$3,396    |
| List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.) | Bank of America is prioritizing economic mobility focused on the needs of individuals and families, by investing in workforce development and education. |            |
| What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?                           | Provide success metrics to funding providers at Bank of America. No long term requirements.  |            |
| List titles of personnel needed to implement the grant and note if the positions are new or existing.                                    | Dr. Kevin Fleming, Dean of Instruction, CTE<br>Launa Wilson, Executive Director, RCCD Foundation<br>No new positions                                     |            |
| Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?                    | No   |            |
| Describe how many workstations, office space, and/or facilities will be needed to implementation this grant?                             | None   |            |
| List college and/or district strategic Initiatives that this proposal addresses.   | Goal 1: Increase Student Achievement and Success<br>Goal 3: Increase student access<br>Goal 5: Strengthen Student Learning                               |            |
| Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)      | College students   |            |
| Does this grant require community or industry partners? If yes, list partner(s).   | This opportunity will strengthen the partnership with Bank of America, opening further opportunities for funding.  |            |
| Is there a dollar match requirement? If  | No   |            |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

|  |   |
|--|---|
| yes, provide details.  |   |
| Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals? | Dr. Fleming will work with the academic departments to ensure scholarship amounts will be sufficient to cover out of pocket expenses. |
| What information is needed from Institutional Research and Effectiveness to complete the proposal?   | None  |
| If approved, who will develop the proposal?  | Dr. Kevin Fleming will work with Launa Wilson at the District Foundation office.  |
| Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.  | Launa Wilson has taken the lead on preparing and submitting the proposal.   |
| <b>COMMITTEE APPROVAL</b>  |   |
| <i>Date:</i>   |   |
| <i>Approvals:</i>  | Co-Chair:<br><br>Co-Chair:  |
| <b>ISPC APPROVAL</b>   |   |
| <i>Date:</i>   |   |
| <i>Approvals:</i>  | Tri-Chair:<br><br>Tri-Chair:<br><br>Tri-Chair:  |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

| <b>GRANT PROPOSAL INFORMATION</b>  |  |
|--|--|
| Proposal Initiator   | Debra Mustain  |
| Email Address  | Debra.mustain@norcocollege.edu   |
| Phone Number   | 951 372-7114   |
| Department   | Academic Affairs   |
| Proposal Name/ Title   | ACE Support  |
| Please provide a brief description or an abstract of this proposal.  | Norco College has been invited to serve as a sub-grantee for a grant to be secured by Chaffey College as the LEA/fiscal agent. The purpose of the sub-grant is to serve 210 students through the ACE program and/or other short-term CTE certificate programs during a 24-month period.  |
| Funding Agency/ Source   | State of California  |
| Annual Funding   | \$183,500  |
| Total Funding  | \$367,000  |
| Grant Duration (start and end dates)   | TBD; sub-grant will run for 24 months once awarded   |
| Proposal Due Date  | February 21, 2018 (email received February 14 to invite participation; email was sent to grant committee chairs to begin approval process as soon as sufficient information was provided by Chaffey College.   |
| List grant Objectives  | Serve 210 students through the ACE program and/or other short-term CTE certificate programs during a 24-month period. 70% of program participants must be low-income.  |
| List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.) | Norco College staff leading and supporting this project must attend required meetings, complete reports, and work to accomplish the overall goals and objectives of the grant in partnership with Chaffey College. Chaffey College and Reading and Beyond (a 501c3 corporation) will assist Norco College staff with recruitment activities and will serve as the lead fiscal agent for reporting purposes with the State of CA. |
| What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?                           | Funding will support existing staff; no new staff members or space required. ACE program must be accessible for interested students; short-term CTE certificate programs must be accessible for interested students.   |
| List titles of personnel needed to implement the grant and note if the positions are new or existing.                                    | Project Director (existing), Outreach Specialist (existing), Student Success Coach (existing)  |
| Will it be necessary to reassign existing faculty/staff to implement this grant? If  | No. Work on this sub-grant will dovetail with  |

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

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| yes, have you obtained approvals?  | current work assignments.   |
| Describe how many workstations, office space, and/or facilities will be needed to implement this grant?  | No new workstations or space requirements-all existing.   |
| List college and/or district strategic Initiatives that this proposal addresses.   | This program will increase Norco College's completions as well as improve Strong Workforce Program outcomes/metrics.  |
| Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other)                                  | Students who participate in the program, staff who will continue to be funded in existing positions; faculty who will have additional students to serve in classes. |
| Does this grant require community or industry partners? If yes, list partner(s).   | Only for normal program advisory and work-based learning (part of normal operations).   |
| Is there a dollar match requirement? If yes, provide details.  | No.   |
| Is it necessary to seek approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals? | No.   |
| What information is needed from Institutional Research and Effectiveness to complete the proposal?   | None.   |
| If approved, who will develop the proposal?  | Information provided to Chaffey College who will develop and submit the proposal.   |
| Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.  | No.   |

#### COMMITTEE APPROVAL

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|-------------------|----------------------------|
| <i>Date:</i>      | 2.23.18                    |
| <i>Approvals:</i> | Co-Chair:<br><br>Co-Chair: |

#### ISPC APPROVAL



**NORCO COLLEGE GRANTS COMMITTEE**

GRANT PROPOSAL INFORMATION FORM

|                   |  |
|-------------------|--|
| <i>Date:</i>      |  |
| <i>Approvals:</i> | Tri-Chair:<br>Tri-Chair:<br>Tri-Chair: |

**NORCO COLLEGE GRANTS COMMITTEE**

GRANT PROPOSAL INFORMATION FORM

| GRANT PROPOSAL INFORMATION  |   |                       |                   |          |          |
|---|---|-----------------------|-------------------|----------|----------|
| Proposal Initiator  | Jesse Lopez   |                       |                   |          |          |
| Email Address   | <a href="mailto:Jesse.Lopez@norcocollege.edu">Jesse.Lopez@norcocollege.edu</a>  |                       |                   |          |          |
| Phone Number  | 951.738.7749  |                       |                   |          |          |
| Department  | CTE   |                       |                   |          |          |
| Proposal Name/ Title  | Clean Energy Training Improvement Program (CETIP)   |                       |                   |          |          |
| Please provide a brief description or an abstract of this proposal. | This project is designed to increase CTE enrollment and develop curriculum for emerging careers in commercial, industrial, and institutional sectors of efficiency, and clean energy generation.  |                       |                   |          |          |
| Funding Agency/ Source  | Prop 39 Clean Energy Workforce Program  |                       |                   |          |          |
| Annual Funding  | <p>The proposed allocation is up to \$50,000 per funding year, for a total of \$100,000. However, allocations will be determined after the funding agency reviews all grant applications. The amount may be reduced at the discretion of the funding agency.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">2018<br/>February-June</th> <th style="padding: 5px;">2018<br/>July-Dec.</th> </tr> </thead> <tbody> <tr style="background-color: #c6e0b4;"> <td style="padding: 5px;">\$50,000</td> <td style="padding: 5px;">\$50,000</td> </tr> </tbody> </table>   | 2018<br>February-June | 2018<br>July-Dec. | \$50,000 | \$50,000 |
| 2018<br>February-June   | 2018<br>July-Dec.   |                       |                   |          |          |
| \$50,000  | \$50,000  |                       |                   |          |          |
| Total Funding   | <b>\$100,000</b>  |                       |                   |          |          |
| Grant Duration (start and end dates)                                | 3/2018 – 12/2018  |                       |                   |          |          |
| Proposal Due Date   | 1/15/18   |                       |                   |          |          |
| List grant Objectives   | <p><b>Objective 1</b><br/>Build and sustain regional networks of colleges to prepare workforce for the energy sector to improve energy efficiency and expand clean energy generation in the built environment.</p> <p><b>Objective 2</b><br/>Leverage assets at multiple colleges across a region to align and regionalize energy efficiency related curriculum.</p> <p><b>Objective 3</b><br/>Assure compliance to codes and standards by upgrading workforce capacity, knowledge and skills over the life of the Proposition 39 (SB 73) funding stream</p> <p><b>Objective 4</b><br/>Develop sustainable partnerships and methods that link carbon reduction policy and economic development goals to industry needs and education and training programs.</p> |                       |                   |          |          |

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|   | <p><b>Objective 5</b><br/>Elevate the quality of instruction at colleges that have made investments in education in the energy efficiency and renewable energy sector</p> <p><b>Objective 6</b><br/>Incentivize (through instructor stipends, etc.) regional cooperation, including curriculum alignment, increased access to certificates, degrees and state-certified apprenticeship programs, increased access to employment, and faculty professional development.</p> <p><b>Objective 7</b><br/>Build career pathways that assure student success by connecting student learning outcomes directly to employment opportunities</p> <p><b>Objective 8</b><br/>Enroll all energy related pathway students in EDD's Cal Jobs system and collect outcome data via the Launchboard</p> <p><b>Objective 9</b><br/>Prepare the energy efficiency workforce to participate in the construction, repair and maintenance of commercial, industrial, and institutional buildings as required to meet AB 32 requirements (see below for more information on AB32 if you need to know what the bill is about)</p> <p><b>Objective 10</b><br/>Coordinate efforts with the community college Sector Navigator and Deputy Sector Navigators in the Energy Efficiency and Utilities Sector</p> |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
|---|--|------------------|-------------------|---------|-------------------------------------|---------|-------------------------------|---------|---|---------|--------------------------------|---------|------------|
| <p>List grant activities and/or requirements by the funding agency (i.e. services to be provided, curriculum development, activities, etc.)</p> | <p><b>Improve, develop, and offer courses in the Clean Energy sector, which leads to occupations in the commercial, industrial, and institutional sectors of energy efficiency and clean energy generation. Courses will develop knowledge in one of the TOPs codes specified in the list below.</b></p> <ul style="list-style-type: none"> <li>• For example, create not-for-credit, community education or credit courses, such as "Introduction to Electrical Trades" or "Introduction to Repair and Maintenance", to develop interest in clean energy courses and occupations.</li> </ul> <table border="0"> <thead> <tr> <th><b>TOPs code</b></th> <th><b>TOPs Title</b></th> </tr> </thead> <tbody> <tr> <td>0934.00</td> <td>Electronics and Electric Technology</td> </tr> <tr> <td>0935.00</td> <td>Electro-Mechanical Technology</td> </tr> <tr> <td>0945.00</td> <td>Industrial Systems Technology and Maintenance</td> </tr> <tr> <td>0952.00</td> <td>Construction Crafts Technology</td> </tr> <tr> <td>0952.20</td> <td>Electrical</td> </tr> </tbody> </table>   | <b>TOPs code</b> | <b>TOPs Title</b> | 0934.00 | Electronics and Electric Technology | 0935.00 | Electro-Mechanical Technology | 0945.00 | Industrial Systems Technology and Maintenance | 0952.00 | Construction Crafts Technology | 0952.20 | Electrical |
| <b>TOPs code</b>  | <b>TOPs Title</b>  |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
| 0934.00   | Electronics and Electric Technology  |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
| 0935.00   | Electro-Mechanical Technology  |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
| 0945.00   | Industrial Systems Technology and Maintenance  |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
| 0952.00   | Construction Crafts Technology   |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |
| 0952.20   | Electrical   |                  |                   |         |                                     |         |                               |         |   |         |                                |         |            |

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

|         |   |
|---------|---|
| 0953.30 | Electrical, Electronic, and Electro-mechanical Drafting |
| 0956.00 | Manufacturing and Industrial Technology                 |
| 0956.70 | Industrial and Occupational Safety and Health           |

**Develop and fund marketing, outreach and recruitment activities, which will increase interest and enrollment in clean energy courses. These activities will ensure newly created and emergent courses are promoted to external organizations, including high school students, industry partners, and other labor and workforce partners. For example:**

- Fund an Outreach and Recruitment Specialist (50 % FTE) to promote, recruit, and enroll students in clean energy related programs.
- Fund new marketing materials, which communicate program improvements to students and employers.
- Fund marketing material, which highlights student success in clean energy related programs.

**Fund professional development opportunities for new and existing faculty and staff relevant to ongoing changes affecting clean energy occupations. These professional development activities may include workshops regarding:**

- *Relevant industry credentials*
- *Relevant state certifications and permits (i.e. CA Electrician Trainee Card)*
- *Effective teaching models and practices*
- *Team teaching methods*
- *Curriculum integration*
- *Curriculum design/development*
- *Instructional technology workshops*

**Fund Industry stipends for advisors who will work alongside faculty to provide input for course improvement and clean energy program development. Additionally, Industry Advisors will provide expertise related to job skills, employment opportunities, and industry knowledge. Advisors will also provide mentorship pertaining to the clean energy sector by providing classroom visits. Advisors will also meet with Norco College staff, faculty, and management to discuss current industry needs, as it relates to job and employability skills. For example:**

- Advisors will engage with management, faculty, and students by participating in classroom presentations, industry

## NORCO COLLEGE GRANTS COMMITTEE

### GRANT PROPOSAL INFORMATION FORM

|   |   |
|---|---|
|   | panels, industry field trips and other employability related activities.  |
| What are the short-term, and/or long-term requirements/obligations for the college if this proposal is funded?                      | Curriculum development and professional development opportunities for faculty will be short-term and immediate priorities. Improved marketing efforts to increase enrollment in clean energy courses and new programs are long-term requirements. |
| List titles of personnel needed to implement the grant and note if the positions are new or existing.                               | Director, CTE (.25 FTE) <b>Existing</b><br>Outreach and Recruitment Specialist (.50 FTE) <b>Existing</b>  |
| Will it be necessary to reassign existing faculty/staff to implement this grant? If yes, have you obtained approvals?               | No. This does require any work outside of the ongoing curriculum development and improvement process. Ongoing advisory meetings with industry experts will continue to aid faculty in the curriculum development process.                         |
| Describe how many workstations, office space, and/or facilities will be needed to implementation this grant?                        | No. None additional space needed. Existing management and staff will assist with grant implementation. Any new equipment will be stored in existing electrical labs.  |
| List college and/or district strategic Initiatives that this proposal addresses.  | Curriculum development, industry partnerships and professional development.   |
| Who will benefit from this grant if funded and how? (College students, faculty, staff, administrators, high school students, other) | High school students, college students, faculty, industry partners and community stakeholders.  |
| Does this grant require community or industry partners? If yes, list partner(s).  | Yes, both community partners (high school districts) and industry partners (employers).   |
| Is there a dollar match requirement? If yes, provide details.   | No  |
| Is it necessary to seek   |   |

**NORCO COLLEGE GRANTS COMMITTEE**

**GRANT PROPOSAL INFORMATION FORM**

|   |   |
|---|---|
| <p>approval from academic/student services departments to implement the proposed activities? If yes, have you obtained the necessary approvals?</p> | <p>No, not necessary. Approvals for activities related to clean energy initiatives were previously obtained.</p>  |
| <p>What information is needed from Institutional Research and Effectiveness to complete the proposal?</p>   | <p>CTE outcome-related data will be required for the grant completion report in January 2019. This data includes include the number of enrollments and completers from clean energy-related programs, which includes Industrial Automation and Electrical programs.</p> |
| <p>If approved, who will develop the proposal?</p>  | <p>The proposal has been developed. However, the proposal lead may have to refine it based on feedback from the funding agency, shared governance committees and industry advisors.</p>   |
| <p>Will it be necessary to hire grant consultants to prepare this proposal? If yes, provide a cost estimate.</p>                                    | <p>No</p>   |

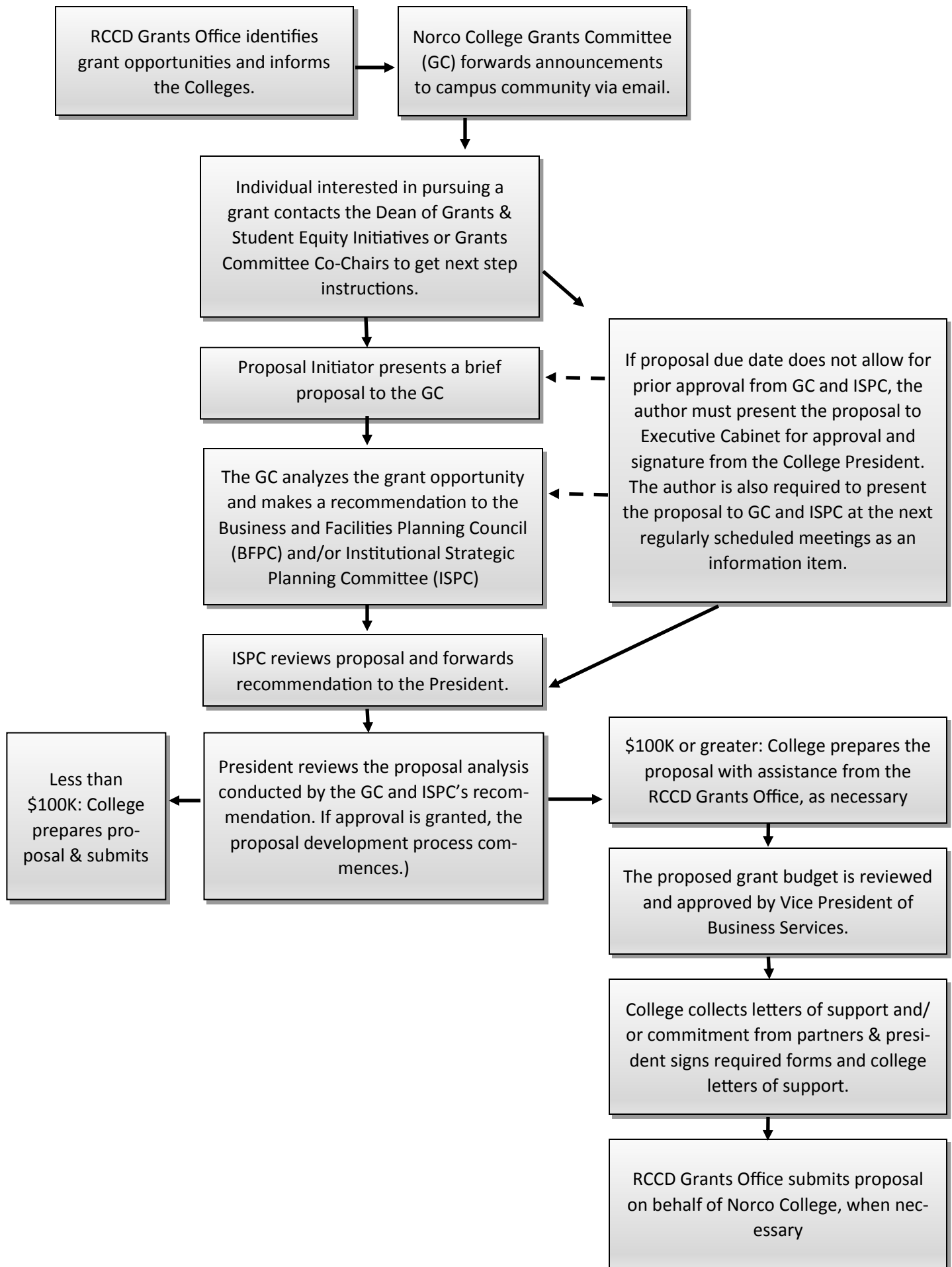
**COMMITTEE APPROVAL**

|                          |                                   |
|--------------------------|-----------------------------------|
| <p><i>Date:</i></p>      |                                   |
| <p><i>Approvals:</i></p> | <p>Co-Chair:</p> <p>Co-Chair:</p> |

**ISPC APPROVAL**

|                          |   |
|--------------------------|---|
| <p><i>Date:</i></p>      |   |
| <p><i>Approvals:</i></p> | <p>Tri-Chair:</p> <p>Tri-Chair:</p> <p>Tri-Chair:</p> |

# Norco College Grant Development Process 2017—2018



## Institutional Organization Conversation Timeline

| Date                            | Meeting   |
|---------------------------------|---|
| March 13, 2018                  | Business & Facilities Planning Council (BFPC)   |
| March 14, 2018                  | VP Meeting                                      |
| March 16, 2018                  | Academic Planning Council (APC)                 |
| March 19, 2018                  | Academic Senate                                 |
| March 20, 2018                  | Student Services Planning Council (SSPC)        |
| March 21, 2018                  | VP Meeting                                      |
| April 4, 2018                   | Institutional Strategic Planning Council (ISPC) |
| April 4, 2018                   | VP Meeting                                      |
| April 18, 2018<br>(Action Item) | Institutional Strategic Planning Council (ISPC) |
| May 18, 2018                    | Committee of the Whole (COTW)                   |

***\*AA Reorg and Advancement Ad-hoc Committees meetings TBA***