

# NORCO COLLEGE

## Norco College Classified Senate Minutes

Date 12/12/18

Time: 1:00 p.m.

IT 218

Senate Attendees: Ruth Leal (Marketing/Chair), Daren Koch (Technology), Chris Poole (ISPC/Secretary), Cyndi Gundersen for Trae Bell (CSEA), Misty Griffin (DBAC), Andy Aldasoro (CSEA), Caitlin Welch (Grants), Leona Crawford (Accreditation S3), Lilia Garcia (SSPC),

Senate Members Absent: Patricia Gill (Accreditation S4), Bernice Delgado (Diversity), Patti Brusca (Accreditation S1), Pam Kollar (Completion Initiative),

Guests: Daniel Landin, Patty Sanchez

- I. Call to Order - The meeting was called to order at 1:00 pm.
- II. Approval of the 11.14.18 Minutes
  - a. Chris Poole motioned/Caitlin Welch seconded. Correct item d since it accidentally included wording from previous minutes to remove that portion. Approved. 2 abstentions.
- III. Senate Business
  - a. College Mission Statement from ISPC – The statement was sent to the Senate members and no additional feedback was provided. The feedback from the meeting was not sent to ISPC because the Senate was informed that feedback was not requested and that it needs to be a voting item. The Senate did receive a revised statement from ISPC. The Senate discussed that there was much discussion in BFPC and SSPC about self-agency, scholarship, partnership and center which were the same concerns voiced at the previous Senate meeting. SSPC felt the wording needed to be more active and include student success. There is a redundancy in the wording of empower and self-empowerment that seems contradictory. The Senate recommends that the draft statement be placed on the next agenda of ISPC and invite the councils and Senate to provide feedback and that ISPC should be open to the feedback to ensure that the mission statement reflects the entire institution. The Senate will continue to get feedback at this time.
  - b. Big Us Plan – The process and timeline for the strategic master plans was discussed at the Norco 9 Leadership meeting. All plans must be approved by the board. The draft timeline was reviewed that included two community forums. The Senate members will have an opportunity to review the Big Us Plan as part of the Norco 9 Leadership input section. It needs to be reviewed to separate tasks from strategic goals and objectives. Items that are not feasible or need further discussion with the bargaining units should also be addressed. The Senate will be voting on the draft after the planning councils have voted and then submit their vote and feedback to ISPC.
  - c. Shared Governance – The Senate previously discussed looking at a 9+1 for the Senate and outreach was done to Katie Owashi, who suggested the concept. Katie stated that she would be willing to consider joining the Shared Governance Committee in January after the holiday break. The Senate encourages classified professionals to bring forth ideas for consideration. The Great Colleges to Work For survey presentation provided by Caitlin Welch that highlighted 44 staff

### STATEMENT OF PURPOSE

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responses. Staff positive responses were lower than faculty and administration. Areas with low numbers were:

- i. "My department has adequate faculty/staff to achieve our goals" - 37%
- ii. "Senior leadership communicates openly about important matters" - 49%
- iii. "There is regular and open communication among faculty, administration and staff" - 48%
- iv. "Changes that affect me are discussed prior to being implemented" - 35%
- v. "Promotions in my department are based on a person's ability" – 38%
- vi. "Our recognition and awards programs are meaningful to me" – 49%

The statements regarding the district rated low overall.

- d. Committee Participation – Caitlin Welch reported that there has been more input and that it still needs to be updated by members. It is a great list for the Senate to use when reaching out to subcommittee members to find people who are not currently sitting on any committees. Eventually the list will be posted on the Senate website.
- e. Committee Representatives –The list of recommendations from the previous meeting was reviewed with updated information from CSEA as to the results.
  - i. Classified Representatives on Committees Recommendation to CSEA on 11.14.18
    1. Grants Committee – Brandon Owashi. Appointed.
    2. Staff Development Funds (District) Committee – Jeannie Darnell-Wallace. Declined. Andy Aldasoro appointed Patty Sanchez.
    3. Academic Affairs Prioritization Committee – Katie Owashi. Daren Koch. Cyndi Gundersen. Appointed. List sent to Ana Molina.
- f. Special Election – Election Committee Chair reported that the Election Committee has not finalized the timeline. If the timeline is submitted prior to the end of the semester, the Senate is open to approving it via email or if not then at the January meeting. Gary Tsubota is retiring. Miguel Castro was asked and nominated to the Elections Committee as a replacement to Gary Tsubota. Leona Crawford motioned/Lilia Garcia seconded. Approved.
- g. Senate Policies – At previous meetings, the Senate discussed two policies that need to be written. One is a process to clarify how to appoint Senate Representatives if the chair of the respective committee/council/workgroup declines the seat. There is already criteria for Representatives. This will provide transparency on how the process works to become a voting member of the Senate. The two vacancies are left open until a clear process is in place since both chairs resigned. It was discussed on how the Senate is a representative governance group and that each voting member is a representative of a shared governance committee. It enhances the representation from staff on all committees and closes the communication loop for staff. The second policy will be a process to include subject matter experts or all pertinent classified if it impacts them as part of the Senate discussion/vote. This process was used for the college reorganization when the Senate reached out to the classified body to participate in the discussion via forums and then an e-vote which drove the Senate's vote. The draft policy work was assigned to the Shared Governance Committee, chaired by Leona Crawford, and Daniel Landin, who suggested the second policy, was invited to participate.

#### IV. Senate Subcommittees

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- a. Update –
- i. The Election Committee – No additional report.
  - ii. The Strategic Planning Committee – Chair Caitlin Welch provided a staffing plan document that the committee plans to send out to all classified professionals to find out about staffing needs. It includes funding for positions, alignment to the strategic plan, etc. The document should be one per department and filled out by staff so that the Senate gets the input and vision from staff. This is also important for staffing prioritization. The email will go out after the holiday break.
  - iii. The Social Activities Committee – Chair Bernice Delgado submitted her report. See the Shared Governance Report Form for the social event dates. She is asking for Senate members to sign up for the Winter Social to bring items. The holiday luncheon was yesterday and turned out really well. The Senate thanks Bernice for all her hard work.
  - iv. The Workplace Environment Committee – No report.
  - v. The Staff Professional Development Committee – No report.
  - vi. The Community Service Committee – Needs a Chair.
  - vii. Classified Professional of the Year – The committee met and discussed items to award the recipient: plaque, name on marquee, lunch at the Corral, NC bookstore gift card, and NC cardigan sweater or windbreaker. Ruth Leal reported speaking with Dr. Reece about the items and he agreed to provide them for the event as well as participate in the presentation of the award and the event. The nomination period will be February 14<sup>th</sup> through March 4<sup>th</sup> and an email will go out to all staff on February 7<sup>th</sup>. The committee has submitted info to be placed on the Senate website. The committee is creating a rubric to rank the nominations and will be selecting the Classified Professional of the Year.
  - viii. Shared Governance Committee – Chair Leona Crawford reported about the ad hoc workgroup assigned by ISPC to discuss sponsorships and donor gifts. This stemmed from the discussion at ISPC about accepting monies from the WalMart Foundation whose parent company Walmart’s values are not aligned with the college bargaining units. There is board policy regarding donor naming and is under the purview of the RCCD Foundation. Acceptance of a gift is not an endorsement. The discussion was supposed to clarify a policy for Norco College on who we will align ourselves with in terms of sponsors, donors, and corporate gifts that reflect on our mission, vision, values, and includes morality clauses in agreements. This is common in foundations that are affiliated with government agencies such as libraries and community services. It was discussed that this should be a college-wide discussion. Some discussion has been had in the Grants Committee but the staff on the committee feel that they need more staff representation and concerns about how the committee is being pushed in certain directions. Also, there may need be to a discussion about conflicts of interest within the college committees and standard ethics that should be followed.
  - ix. Senate Development Committee. There is a Gathering of the Senates on January 31<sup>st</sup> at Mt.SAC. There is a cost and Chair Patricia Gill is looking to see if we can get any funding from the Staff Development Funds Committee. Another conference is taking place in the new year that is good for Senates to attend and that information was provided to Patricia as well. The faculty Professional Development Committee funds faculty professional development and we’ve reached out asking how staff can access funds for professional development that the Senate’s Staff Professional Development Committee can manage.

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V. Committee Reports

- a. Accreditation S1 – Patti Brusca
- b. Accreditation S2 – Nicole Brown
- c. Accreditation S3 – Leona Crawford
- d. Accreditation S4 – Patricia Gill. The committee revised the IV A draft and are working with Kris Anderson on it.
- e. ISPC – Chris Poole.
- f. SSPC – Lilia Garcia. Reviewed the mission statement with feedback. The new DRC Director has been working on space revisions in the DRC. SSPC will now focus more on student services initiatives and programs more than just program review.
- g. BFPC – Vacant
- h. Diversity – Bernice Delgado.
- i. Safety – Vacant. Chris Poole provided a report that the Safety Committee is replacing orange cones with barriers.
- j. Grants – Caitlin Welch. See attached Report Out Form.
- k. Technology – Daren Koch. The Technology Committee updated the drafty draft for the ISER 2020 and uploaded its evidence to the SharePoint site. The draft is completed. The Addendum was approved by ISPC on November 30th to extend the current Technology Strategic Plan through 2019.
- l. Marketing Committee – Ruth Leal. The committee is meeting on January 10<sup>th</sup> from 10am to 11:30am for a presentation from VisionPoint to provide a research summary and proposed digital marketing plan.
- m. Completion Initiative – Pam Kollar
- n. DBAC – Misty Griffin. The November 16<sup>th</sup> meeting was cancelled. The next meeting is December 14<sup>th</sup>.

VI. CSEA Report – Andy Aldasoro/Trae Bell

VII. Open Forum

VIII. Adjourned at 3:00pm

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# Great Colleges to Work for Survey

Norco College

# Comparison between job categories

- 151 respondents- 14 Administrators, 69 Faculty, 44 Staff
- Green=80% or more responses were positive
- Red=50% or less were positive responses

## Job Satisfaction/Support

	Admin	Faculty	Staff
→ My job makes good use of my skills and abilities.	100	90	70
I am given the responsibility and freedom to do my job.	100	91	86
I am provided the resources I need to be effective in my job.	79	68	59
<b>Job Satisfaction/Support - Average</b>	93	83	72

## Teaching Environment

There is a good balance of teaching, service and research at this institution.	62	51	66
Teaching is appropriately recognized in the evaluation and promotion process.	86	73	67
There is appropriate recognition of innovative and high quality teaching.	77	46	74
<b>Teaching Environment - Average</b>	75	57	69

## Professional Development

→ I am given the opportunity to develop my skills at this institution.	86	81	50
→ I understand the necessary requirements to advance my career.	93	86	63
<b>Professional Development - Average</b>	90	84	57

## Compensation, Benefits & Work/Life Balance

→ I am paid fairly for my work.	86	88	61
This institution's benefits meet my needs.	100	87	91
→ My supervisor/dean supports my efforts to balance my work and personal life.	93	77	77
This institution's policies and practices give me the flexibility to manage my work and personal life.	79	78	73
<b>Compensation, Benefits &amp; Work/Life Balance - Average</b>	90	83	76

## Facilities

	Admin	Faculty	Staff
The institution takes reasonable steps to provide a safe and secure environment for the campus.	79	68	57
The facilities (e.g., classrooms, offices, laboratories) adequately meet my needs.	50	53	59
<b>Facilities - Average</b>	<b>65</b>	<b>61</b>	<b>58</b>

## Policies, Resources & Efficiency

Our review process accurately measures my job performance.	67	74	61
→ My department has adequate faculty/staff to achieve our goals.	36	38	37
→ Our orientation program prepares new faculty, administration and staff to be effective.	27	60	33
This institution actively contributes to the community.	79	81	74
This institution places sufficient emphasis on having diverse faculty, administration and staff.	93	81	82
This institution is well run.	79	72	70
<b>Policies, Resources &amp; Efficiency - Average</b>	<b>64</b>	<b>68</b>	<b>60</b>

## Shared Governance

The role of faculty in shared governance is clearly stated and publicized.	93	80	70
Faculty are appropriately involved in decisions related to the education program (e.g., curriculum development, evaluation).	100	79	84
→ Faculty, administration and staff are meaningfully involved in institutional planning.	93	73	63
<b>Shared Governance - Average</b>	<b>95</b>	<b>77</b>	<b>72</b>

## Pride

I understand how my job contributes to this institution's mission.	100	93	91
→ Overall, my department is a good place to work.	100	90	80
I am proud to be part of this institution.	100	90	84
→ This institution's culture is special - something you don't find just anywhere.	93	78	66
→ All things considered, this is a great place to work.	100	84	84
<b>Pride - Average</b>	<b>99</b>	<b>87</b>	<b>81</b>

## Supervisors/Deans

My supervisor/dean makes his/her expectations clear.	93	93	80
I receive feedback from my supervisor/dean that helps me.	93	81	73
I believe what I am told by my supervisor/dean.	100	85	64
My supervisor/dean regularly models this institution's values.	100	88	75
My supervisor/dean is consistent and fair.	86	93	61
My supervisor/dean actively solicits my suggestions and ideas.	93	71	68
→ I have a good relationship with my supervisor/dean.	100	96	82
<b>Supervisors/Deans - Average</b>	<b>95</b>	<b>87</b>	<b>72</b>

## Senior Leadership

	Admin	Faculty	Staff
Senior leadership provides a clear direction for this institution's future.	86	78	51
Our senior leadership has the knowledge, skills and experience necessary for institutional success.	93	78	79
Senior leadership shows a genuine interest in the well-being of faculty, administration and staff.	86	79	75
→ Senior leadership communicates openly about important matters.	86	75	49
Senior leadership regularly models this institution's values.	79	79	77
I believe what I am told by senior leadership.	100	76	57
<b>Senior Leadership - Average</b>	<b>88</b>	<b>78</b>	<b>65</b>

## Faculty, Administration & Staff Relations

Faculty, administration and staff work together to ensure the success of institution programs and initiatives.	93	79	64
→ There is regular and open communication among faculty, administration and staff.	93	73	48
<b>Faculty, Administration &amp; Staff Relations - Average</b>	<b>93</b>	<b>76</b>	<b>56</b>

## Communication

When I offer a new idea, I believe it will be fully considered.	100	75	61
In my department, we communicate openly about issues that impact each other's work.	100	74	57
→ Changes that affect me are discussed prior to being implemented.	79	59	35
At this institution, we discuss and debate issues respectfully to get better results.	93	76	56
<b>Communication - Average</b>	<b>93</b>	<b>71</b>	<b>52</b>

## Collaboration

We have opportunities to contribute to important decisions in my department.	100	75	50
People in my department work well together.	100	82	68
I can count on people to cooperate across departments.	86	69	64
There's a sense that we're all on the same team at this institution.	93	72	50
<b>Collaboration - Average</b>	<b>95</b>	<b>75</b>	<b>58</b>

## Fairness

I can speak up or challenge a traditional way of doing something without fear of harming my career.	93	69	65
→ Promotions in my department are based on a person's ability.	85	60	38
Issues of low performance are addressed in my department.	79	59	59
This institution's policies and practices ensure fair treatment for faculty, administration and staff.	93	72	60
This institution has clear and effective procedures for dealing with discrimination.	86	81	65
<b>Fairness - Average</b>	<b>87</b>	<b>68</b>	<b>57</b>

## Respect & Appreciation

I am regularly recognized for my contributions.	86	58	61
→ Our recognition and awards programs are meaningful to me.	69	42	49
At this institution, people are supportive of their colleagues regardless of their heritage or background.	93	88	77
We celebrate significant milestones and important accomplishments at this institution.	79	73	64
<b>Respect &amp; Appreciation - Average</b>	<b>82</b>	<b>65</b>	<b>63</b>

Huge discrepancies between all respondent groups

# Norco College Custom Statements

	Admin	Faculty	Staff
→ I feel invited to participate in shared governance.	100	82	64
→ I feel respected and valued.	100	81	64
I have not experienced unfair treatment because of my age, gender, ethnicity, sexual orientation, or other diversity related characteristics.	64	88	73
→ I actively participate in shared governance.	93	75	41
District senior leadership adequately meets the needs of Norco College.	43	48	45
The Board of Trustees adequately meets the needs of Norco College.	50	47	47
District Business and Financial Services adequately meets the needs of Norco College.	36	45	46
District Human Resources and Employee Relations adequately meets the needs of Norco College.	21	55	49
District Educational Services adequately meets the needs of Norco College.	15	56	52
District Facilities Planning & Development adequately meets the needs of Norco College.	23	46	55
District Grants adequately meets the needs of Norco College.	8	55	65
District Information Technology adequately meets the needs of Norco College.	29	44	36
District Marketing and Outreach adequately meets the needs of Norco College.	21	50	42
Senior administration adheres to the Faculty Collective Bargaining Agreement (CBA)/contract.	93	84	68
<b>Norco College Custom Statements - Average</b>	50	61	53

# Overall (151 responses)

- 14 highly rated items (More than 80% responded positively)

I understand how my job contributes to this institution's mission.	93%
I have a good relationship with my supervisor/dean.	92%
I am given the responsibility and freedom to do my job.	91%
I am proud to be part of this institution.	87%
My supervisor/dean makes his/her expectations clear.	87%
Overall, my department is a good place to work.	87%
This institution's benefits meet my needs.	87%
All things considered, this is a great place to work.	84%
My supervisor/dean regularly models this institution's values.	84%
At this institution, people are supportive of their colleagues regardless of their heritage or background.	83%
My supervisor/dean is consistent and fair.	82%
Senior administration adheres to the Faculty Collective Bargaining Agreement (CBA)/contract.	82%
Faculty are appropriately involved in decisions related to the education program (e.g., curriculum development, evaluation).	81%
This institution places sufficient emphasis on having diverse faculty, administration and staff.	81%

# Overall

- 7 negatively rated items (More than 25% responded negatively)
  - Staffing and District issues

My department has adequate faculty/staff to achieve our goals.	41%
District Information Technology adequately meets the needs of Norco College.	30%
District Business and Financial Services adequately meets the needs of Norco College.	28%
District Human Resources and Employee Relations adequately meets the needs of Norco College.	28%
District Facilities Planning & Development adequately meets the needs of Norco College.	28%
District Marketing and Outreach adequately meets the needs of Norco College.	28%
District Educational Services adequately meets the needs of Norco College.	27%

# Staff (44 responses)

- 7 highly rated items (More than 80% responded positively)

This institution's benefits meet my needs.	91%
I understand how my job contributes to this institution's mission.	91%
I am given the responsibility and freedom to do my job.	86%
I am proud to be part of this institution.	84%
All things considered, this is a great place to work.	84%
This institution places sufficient emphasis on having diverse faculty, administration and staff.	82%
I have a good relationship with my supervisor/dean.	82%

# Staff

- 7 negatively rated items (More than 25% responded negatively)

My department has adequate faculty/staff to achieve our goals.	49%
Promotions in my department are based on a person's ability.	43%
Changes that affect me are discussed prior to being implemented.	35%
I actively participate in shared governance.	28%
Our orientation program prepares new faculty, administration and staff to be effective.	26%
District Human Resources and Employee Relations adequately meets the needs of Norco College.	26%
District Information Technology adequately meets the needs of Norco College.	26%

<b>Committee</b>	<b>Name</b>	<b>Member Type</b>
BFPC	Andy Aldasoro	Member
BFPC	Dan Lambros	Co-Chair
BFPC	Misty Griffin	Member
BFPC	Ricardo Aguilera	Member
BFPC	Trevonne Bell	Member
Completion Initiative	Caitlin Welch	Member
Completion Initiative	Pam Kollar	Member
DBAC	Misty Griffin	Member
Diversity	Anthony Becerra	Member
Diversity	Azadeh Iglesias	Member
Diversity	Bernice Delgado	Co-Chair
Diversity	Desiree Rivera	Member
Diversity	Eric Betancourt	Member
Diversity	Patricia Gill	Member
Diversity	Patricia Sanchez	Member
Diversity	Zachary Emorey	Member
Foster Youth Success Workgroup	Bernice Delgado	Member
Foster Youth Success Workgroup	Justin Mendez	Member
Foster Youth Success Workgroup	Monica Esparza	Member
Foster Youth Success Workgroup	Steven Gonzalez	Member
Foster Youth Success Workgroup	Tabitha Johnson	Member
Foster Youth Success Workgroup	Kimberly Thomas	Member
Foster Youth Success Workgroup	Ruth Jones	Member
Grants Committee	Caitlin Welch	Member
Grants Committee	Derek Sy	Member
Grants Committee	Patricia Sanchez	Co-Chair
ISPC	Chris Poole	Member
ISPC	Daniel Landin	Member
ISPC	Leona Crawford	Member
ISPC	Monica Esparza	Member
ISPC	Ruth Leal	Co-Chair
Library Advisory	Arezoo Marashi	Member
Library Advisory	Gabriela Cortez	Member
Library Advisory	Miguel Castro	Member
Library Advisory	Sabrina Sepulveda	Member
Marketing Committee	Jennifer Krutsch	Member
Marketing Committee	Kasey Boyer	Member
Marketing Committee	Ruth Leal	Co-Chair
Safety	Adam Lyter	Member
Safety	Carmen Parra	Member
Safety	Chris Poole	Member
Safety	Dan Lambros	Member
Safety	Justin Czerniak	Co-Chair
Safety	Kasey Boyer	Member

Safety	Monique Rodriguez	Member
Safety	Vanessa Acosta	Member
SSPC	Leticia Martinez	Member
SSPC	Lilia Garcia	Member
SSPC	Natalie Aceves	Co-Chair
SSPC	Pamela Kollar	Member
SSPC	Patti Brusca	Member
Summer Advantage	Adriana Catalan	Member
Summer Advantage	Alex Zuniga	Member
Summer Advantage	Caitlin Welch	Member
Summer Advantage	Justin Mendez	Member
Summer Advantage	Lilia Garcia	Member
Technology Committee	Dan Lambros	Member
Technology Committee	Daren Koch	Member
Technology Committee	Lenny Riley	Member
Technology Committee	Ruth Leal	Co-Chair
Technology Committee	Vanessa Acosta	Member

**Department Name:**

List all current classified staff and funding sources with end dates (if applicable):

NAME	TITLE	FUNDING SOURCE	END DATE (If Applicable)

Indicate your department's classified staffing needs in 1- year, 5-year and 20 year timeframe (Refer to program review if available). Please integrate the institution's Mission, Vision, Core Commitments, Guided Pathways, Big Us Plan, Strategic Goals and Objectives.

1-Year Plan	5-Year Plan	20-Year Plan

Please include any data or rationale to support your department's staffing needs and priorities:

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**Shared Governance Report Form**

Council/ Committee Name: Social Activities Committee

Meeting Date: \_\_\_\_\_

Chair/ Committee Reports: Senate member luncheon is scheduled for 12/11/18 from 11:30 am - 1pm at Rodrigo's Mexican Grill.

Winter social will be on 1/8/19, flyer will go out by 12/14/18.

Fundraising will occur in Spring 2019.

Action Taken: Winter social sign-ups needed by members.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assignments/ Take Away: Spring fundraising will help with expenses for social activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Due Date(s): \_\_\_\_\_

Next Meeting: 1/3/19 - sub-committee

Distribute To: \_\_\_\_\_

## Shared Governance Report Form

**Council/Committee Name:** Grants Committee

**Meeting Date:** 11/28/18

### **Chair/Committee Reports:**

#### Awards

1. Hunger free campus- \$30,383 to Chancellor's Office. Goes through June 2020. Goal is the address campus hunger
2. Upward Bound supplemental awards- more than what they requested. Corona \$51217, Centennial \$61728, Norte Vista \$58525. STEM related, will offer Kids Who Code. One year spend out.
3. RCCD Foundation Century Circle- \$4999 for Liberated Scholars. Student organization to serve students impacted by incarceration (themselves or loved ones)

#### Information Items

1. Workforce accelerator fund innovation impact project (Henkels)- \$40,000 to Norco for apprenticeship pathway in ECE- planning and development. Jan 2019-Jun 2020. Replication of existing project somewhere else (with 5 other CCC's). Strategic development is paying \$4000 for grant writing.
2. State homeland security program (Czerniak)- Riverside county has to be co-applicant, Norco items requested included supplies and devices (\$680,000)

### **Action Taken:**

#### Action Items

1. CCAP STEM academy program- STEM dual enrollments, most funding going to personnel because most of the work has already been done. Outreach, programmatic processes and employer partners.

#### Discussion:

Does the makeup and process of the Grants Committee need to change? Idea of a Resource Review Board to keep up with approvals (similar to an IRB). Online voting for approvals and occasional meetings for updates. Not sure if this would replace or supplement the grants committee. How does this work when faculty are not working? They can respond if they want.....no real quorum.

### **Assignments/Takeaways:**

Bring ideas about the RRB to the next meeting.

It was brought up that a list is being compiled of all categorically funded employees to develop a sustainment plan.

### **Due Date(s):**

**Next Meeting:** Changed to 12/19 12-1pm since the dec meeting would fall during the break

### **Distribute to:**