

## Grants Committee Meeting

### Meeting Minutes

April 26, 2017

Present: Lorena Newson, Timothy Russell, Damon Nance, Caitlin Welch, Stanley Tyler, Maureen Sinclair, Monica Esparza, Myles McKendell, Ana Molina, Tom Wagner

Absent: Gustavo Ocegüera, Robby Bashara

- x Call to Order/Approval of Minutes from 03/22/2017
  - o Motion to approve: Timothy Russell
  - o Seconded: Maureen Sinclair
  - o Approved – All
- x Approval of Agenda
  - o Motion to Approve: Lorena Newson
  - o Seconded: Tim Russell
- x Informational
  - o Grants Committee Awareness Campaign
    - f We as a Committee have been coming along on our awareness campaign we will present to ISPC and report on Progress we have made based on their recommendations on May 17<sup>th</sup>, 2017.
    - f Gustavo Ocegüera has made a cheat sheet packet for the committee to assist us with presenting on campus. Please review the following handouts
      - x Blue handout is the Awareness Campaign Cheat Sheet so that we can all be on the same page when presenting through the campus.
        - o Be sure to share the Statement of Purpose as well as when we meet as a committee.
      - x A flow chart that we went over in November has been updated and we did not remove the RCCD office because we can receive information from both Norco College and RCCD.
        - o Special note for #2: If the Grant deadline does not give enough time to follow the flow chart Administration can approve without the Grants Committee.
      - x Gustavo has created and revised the color coded sheets that lists all grants here at Norco College this is the most up today version it's important to show what Grants we have and who they can help. Please be sure to point out that they are color coded as well as the amount of the Grant and years funded can be found on this sheet. Another important handout is attached to this which is the description page this tells who the targeted audience is and also gives a contact for each Grant.
      - x Lastly we have an example of the Grants Committee Submittal form we do not have this electronically yet but are working on it. It is however a good tool to use for those who are not familiar with what information is need when applying for a Grant.
        - o Gustavo Ocegüera is still the Contact for any questions when applying for a Grant but please share that Stan Tyler and Lorena Newson are co-chairs and can help with any questions as well.
    - o Stan would like to get this out to all the Disciplines if possible between the committee members we plan on 15 to 20 Committees will be presented too as well as ISPC in May.
      - f Lorena Newson stated that there is a space issue currently at Norco College so when applying for Grants we have been asked to make sure we can house the staff that comes along with the Grant. If a grant doesn't require any new personal it is okay to pursue.
  - x Good of the Order
    - o Moved and all in favor
    - o Meeting is dismissed.