

**North County Higher Education Alliance Board Meeting  
September 20, 2012 ~ 3:30-5:00 p.m. ~ Palomar College, Room AA-140**

**Minutes**

**Members Present:**     CSUSM:   Elisa Grant-Vallone, Maureen Fitzpatrick, Lorena Meza, Linda Pershing, Hannah Shipps  
                                   MiraCosta: Mary Benard, Steven Deineh, Rica French, Jane Mushinsky, Dick Robertson  
                                   Palomar:  Judy Cater, M. Jayne Conway Berta Cuaron, Leanne Maunu, Christina Moore

**Members Absent:**    CSUSM:   Janet Powell  
                                   MiraCosta: Lise Flocken  
                                   Palomar:  Elvia Nuñez, Frank Puchi

**Guest:**                Palomar:  Dan Sourbeer, Bridges Program  
                                   CSUSM:   Denise Garcia, Bridges Program

**Recorder:**            Palomar:  Glenda Gardner

<b>Topic</b>	<b>Information/Discussion</b>	<b>Action/Response</b>
<b>Welcome and Roll Call</b>	Leanne Maunu welcomed members and everyone introduced themselves; we have several new members this year.	
<b>Approval of minutes</b>		
Minutes of 4/19//2012	Board members voted on the draft minutes received prior to the meeting via e-mail.	<b>MSC</b> Approved
<b>Information Items</b>		
Member list and meeting schedule for 2012-2013	Reviewed handout and spelling corrections were noted. We're still looking for one more student to serve on the Board.	
Sundowner Flier for distribution on campuses	Per the recommendation last year, we have moved the Sundowner event to an earlier date to be held on Thursday, October 18, 2012, at Acapulco Restaurant in San Marcos. There will be a brief Board meeting at 4:00 p.m. followed by the event from 4:30–7:00 p.m. Reservations have been confirmed for 60 participants and the budgeted amount has stayed the same as last year's event. Leanne will email the flier to each campus so that it can be advertised.	
Website migration	The website will still be hosted by CSUSM. Glenda Gardner will be maintaining the website.	
Budget update	The NCHEA budget has a balance of \$24,040 as of August 31, 2012. Elisa brought up the fact that realistically we have \$18,000 for grants after various expenses are paid for the year.	
<b>Old Business:</b>		
Review of 2011-2012 goals and ideas from President's Luncheon	Due to time constraints, our discussion of the goals was very brief. Leanne passed out a list of last year's goals, and we will discuss them more at a future meeting.	
<b>New Business:</b>		
Discussion of fall grant timeline	As the Board discussed in the spring, the grant cycle has been moved up this year, and grants will be due on November 8, 2012, to facilitate getting the grant information to the Board members to review prior to the Board meeting on November 15, 2012. Discussion also included adding additional information to the Grant Announcement	

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	regarding the focus of projects and including a focus on projects that “foster interaction between students.” Leanne will also list examples of these kinds of projects on the revised Grant Announcement form. It was suggested that for multi-year projects, the Board could award the maximum amount but spread the payments over multiple years.	
Discussion of revisions to grant application form	Elisa and Marcia have stated that Final Reports were not returned in a consistent format and it was often difficult to get information in a timely manner. Leanne prepared a new grant application for review. Some of the changes include language asking Project Directors to be aware that the grant readers may not be familiar with acronyms or discipline specific research; a change to the Budget Summary Sheet to readily identify the total amount of funds being requested from NCHEA; a request that a Final Report be returned within two weeks after project completion; and directions to turn in <i>original</i> receipts with the Final Report.	
Mini-grant timeline	Leanne proposed to change the mini-grant cycle. This discussion was tabled until the October meeting.	
Mini-grant from Susan Simpson	The Board reviewed and approved the mini-grant from Susan Simpson for a “New Grad Seminar – Professional Nursing” in the amount of \$500.	<b>MSC</b> Approved
“Teaching the 21 <sup>st</sup> Century Student” Conference	The Board reviewed the proposal for the event which is scheduled for Feb. 1, 2013. The cost from NCHEA would be \$2,500. There was consensus from the Board that it achieves the goal of getting faculty together from all three campuses and that enrollment should be increased to 180 people.	<b>MSC</b> Approved
Branding of NCHEA/Senior Experience Project	It was noted that Steven put up a Facebook page to help promote NCHEA and post event photos. The page is located at <a href="http://www.facebook.com/nchea3">www.facebook.com/nchea3</a> .	
Bridges Presentation	<p>Dan Sourbeer, Palomar Site Coordinator, and Denise Garcia, Professor of Biological Sciences at CSUSM, California, provided handouts and gave a brief presentation. NCHEA has funded the Bridges program for ten years and they are asking NCHEA to continue funding the program. Our current commitment is for \$6,000 per year, which supports the Site Coordinators. The program also receives additional support from each campus. The primary function of the grant is to target low-income, minority students who excel in the STEM disciplines and who plan to pursue a career in research.</p> <p>The Board has requested additional information from the presenters to include a review of the entire Bridges budget. The Board discussed the large portion of its budget that is funding the Bridges program and is not available to fund NCHEA grants. The discussion was tabled for a future meeting after members have had a chance to review the new budget for the Bridges grant.</p>	
<b>Adjournment</b>	The meeting was adjourned at 5:00 p.m. The next meeting will be the Sundowner event on Thursday, October 20 <sup>th</sup> and the Board will meet from 4:00-4:30 p.m. at Acapulco Restaurant.	