

# MEMO



**DATE:** June 28, 2021  
**TO:** Norco College  
**FROM:** Dr. Monica Green  
**RE:** 2020-2021 End of the Year Memo

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Your Program Reviews and authentic assessment make a difference! All of your efforts provided information and recommendations so that the best decisions on behalf of our students at Norco College could be made to support their success. The 2020-2021 academic year was fundamentally impacted by COVID-19 restrictions that resulted in a loss of approximately 15.1% of our full-time equivalent students (a disproportionately high number of which are historically underserved students). This year will also be marked by a large influx of state and federal one-time funds that were restricted to be used as a direct student aid as well as COVID-19 mitigation and institutional restoration. Throughout the pandemic, our committees, councils, and operational team feedback helped us set our priorities, so we allocate our resources based on our collective wisdom. We cannot thank you enough for your coordinated and collaborative contributions. In this, the President's closing the loop memo, the following end of year highlights are based on the priorities we developed together. Congratulations Team Norco!

## **Prioritized Personnel Additions 2020-2021**

Faculty: Based on program review request, college funds were used to substantially increase hours this past year for counseling hours. Additionally, because of the 2019-2020 retirement initiative offer, many replacement faculty positions were executed to backfill the gap. These faculty hires were recommended and endorsed by Academic Planning Chairs during the program review prioritization process. The following faculty were newly hired or filled replacement positions during this past year:

<b>First Name</b>	<b>Last Name</b>	<b>Discipline</b>	<b>Type</b>	<b>Term Start</b>
Meghan	Chandler	Art History	New Hire	Fall 2020
Jeff	Clendenning	Game Development (Game Art)	New Hire	Fall 2021
Norma	Hernandez	Psychology	New Hire	Fall 2020
Caroline	Hutchings	Math (Statistics)	New Hire	Fall 2020
Christopher	Lugo	Chemistry	New Hire	Fall 2020
Lindsay	Owens	Physics	New Hire	Fall 2021
Ruben	Aguilar	Kinesiology	Replacement	Fall 2020
John	Alpay	Business (Law)	Replacement	Fall 2020
Hayley	Ashby	Librarian	Replacement	Spring 2021
Steven	Camacho	English	Replacement	Fall 2020
Jessica	Cobb	Sociology	Replacement	Fall 2021
Ricardo	Delgado	Math (STEM)	Replacement	Fall 2020

Eric	Doucette	Business (General)	Replacement	Fall 2020
Jacob	Drainville	Biology (Anatomy & Physiology)	Replacement	Fall 2020
Lisa	Hernandez	English	Replacement	Fall 2020
Kiandra	Jimenez	English	Replacement	Fall 2020
Rad	Khosrow	Electronics (one-year temp)	Replacement	Fall 2021
Aaron	Roy	Physics	Replacement	Spring 2020
Jessiah	Ruiz	Computer Information Systems	Replacement	Fall 2020
Aldo	Yanez-Ruiz	Political Science	Replacement	Fall 2021

Classified Professionals: New/replacement classified professional positions added to the Norco College roster during the last year, included a Financial and Technical Analyst, two Administrative Assistant III, and an Academic Evaluations Specialist. Additionally, there were several personnel shifts, increased hours, and employees on differential (many due to the amazing and resilient personnel response to the pandemic). Hours were temporarily increased this past year across many classified job categories to better serve students online, provide outreach, and seamlessly ensure continued success for our students. Based on program review requests, college funds were used to increase hours this past year for permanent part-time employees in Student Financial Services, Dual Enrollment and College Transition, Student Health Services, Disability Resource Center, and Phoenix Scholars.

Administration: The new 2020-2021 year is also concluding with a net reduction in administrators at the college due to permanent vacancies in the Director of Prison Education, the Dean of Grants Administration & Development, and the Dean of Community Partnerships and Workforce Development. Also, to meet our ambiguous Educational Master Plan goals, the scope and title of three managers changed from Vice President, Strategic Development to Vice President, Planning & Development; from Director, Career Center to Program Manager, Title V Grant; and from Director, Strategic Communications & Marketing to Associate Dean, Career & Technical Education.

### **Retirements in 2020-2021**

This year we say goodbye to five faculty, classified professionals and management retirees totaling 78 years of combined service to our college and district! Their contributions to Norco College are long-lasting and very deeply appreciated.

### **Instructional Equipment Expenditures in 2020-2021**

The College invested a considerable amount of restricted lottery funding in instructional supplies, \$106,719 of the \$210,440 total budgeted in the 2020-2021 fiscal year. Restricted lottery revenue in 2020-2021 was budgeted at \$334,515 with \$88,678 unspent in 2019-2020 carry over to 2020-2021. The estimated balance from 2020-2021 is \$287,336 and will be carried over to the 2021-2022 fiscal year.

### **Prioritized Equipment Needs and Facility Improvements**

Our strategic planning councils ranked equipment, technology, and facility improvements request from each area program review. Before making purchase recommendations, the councils

determined if grant or categorical funds could be used for purchases. While mostly working remotely, the College was very active in 2020-2021 with facilities upgrade and reinvestment in our physical plant. Due to the pandemic, our very scarce 2020–2021 general fund purchases were conservative this past year focusing on safety, student success, facility maintenance, and direct expenses related to COVID mitigation. Some examples of funded and completed projects include:

- Transfer Space – New Partitions and furnishings
- SSV 212 – Flooring and furnishing replacement
- ADA access improvements
- Lighting controller installation
- Outdoor amphitheater study space
- Veterans Resource Center construction

As a result of the efforts by all of us as one team, all 2020-2021 resource allocation decisions followed our prioritization process with an eye towards our core commitments and our strategic planning goals of student transformation, college transformation, and regional transformation. We will continuously assess and measure how our allocation of resources impacts student completion and our learning environment.

It is so rewarding to part of this great community educators and passionate equity-minded life changers. Let's celebrate our student success and the difference Norco College made during the last academic year in advancing the trajectory of our students' lives.