## Student Support Council
## Minutes for September 22, 2022
12:50-01:50pm
https://rccd-edu.zoom.us/j/82091335285?pwd=b1hOWWpCTWk3OVk3dGFqWkUzVU1mZz09
**Meeting ID:** 820 9133 5285

**Committee Members (total:16)**

## Meeting Participants

## Committee Members Present
Melissa Bader, Janelle Brekke, Patti Brusca, Lilia Garcia, Tenisha James, Lisa Martin, Leticia Martinez, Romi Mathews, Jethro Midgett (co-chair), John Moore, David Schlanger, Kaneesha Tarrant (co-chair)

## Committee Members Not Present
Natalie Aceves (co-chair), Mark DeAsis, Dominique Hitchcock, Daniela McCarson

## Recorder
Monica Esparza

1. ## Call to Order

   • Time 12:54pm

2. ## Action Items

   2.1 ## Approval of Agenda
   • MSC  Moore/Martinez

   2.2 ## Approval of May 26, 2022 Minutes
   • MSC  Bader/Moore

   2.3 ## Student Services Resource Request Prioritization Recommendations
   • MSG  Tarrant/Bader

3. ## Discussion Item

None

## 4. Information Items

### 4.1 NC Equity Audit Recommendations and Rankings: 1-2 Priorities for the year.

• Councils tasked to address HOTEP Equity audit work for the year; SSC member rankings are due to VP Student Services office, October 06, 2022.
• Will discuss at October meeting.

### 4.2 Student Support Council Annual Standing Agenda Items 2022-23 (attached)

• 2022-23 draft agenda items document shared with council to be aware of upcoming topics.
• Agenda items are tentative, items may be added as needed.
• One correction: Equity Plan will likely be moved to November.

### 4.3 Student Support Council Charters

• Reminder: Charters must be approved by the Council.
• Most approve through 2022/2023, others through 2023/2024.

## 5. Good of the Order

## 6. Adjourn:

• Time 01:18 pm

**Next Meeting:**

Date October 27, 2022
Time: 12:50pm
Location: In person: IT211 and Via Zoom

| Unit | Cycle | $ Amount Requested | Resource Type | Request related to EMP goal or Assessment? | Potential Funding Source(s) | Priority #: | What resources do we already have? | What resources do you need? | The evidence to support this request can be found in: | Contact | To what extent does this request support one or more EMP GOALS? | To what extent does this request support a PROGRAM REVIEW GOAL? | To what extent does this request support student SAFETY or COMPLIANCE? | To what extent is this request supported by OUTCOMES ASSESSMENT DATA? | DEPT RANKING Highest Rank = 10 Second Highest= 8 Third Highest= 6 Fourth Highest= 4 Fifth Highest= 2 Sixth Highest= 0 | Rubric Total | Council Rank | Resource Request Final Status | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 30000 | ITEM: Equipment | EMP Goal 2,EMP Goal 3 | General Fund,Guided Pathways | 6 | Our office has various assistive technolo | In order to provide students with up to date technology and software that meets their disability-related needs, we need to regularly update our software and technology needs. | Program Review: Part 1,Assessment Revie | Greg Ferrer | 47 | 44 | 35 | 44 | 0 | 170 | 1 | Completed/Funded | DRC Budget |
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 90000 | ITEM: Instruction | EMP Goal 1,EMP Goal 2,EMP Goal 6 | Lottery Instructional Supplies | 1 | Existing textbooks are in place for Dual E | Funds for Textbooks | Program Review: Part 1 | Mark DeAsis | 45 | 44 | 25 | 40 | 10 | 164 | 2 | No longer needed | No longer needed |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 7500 | ITEM: Equipment | EMP Goal 2,EMP Goal 3 | Equity,General Fund,Guided Pa | 9 | The testing space currently has 2 compu | We are requesting an additional 5 desktop computers for the testing space. Many faculty members have transitioned their exams to Canvas and we need the tools to be able to provide students with their testing adjustments upon our return to the college campus. | Program Review: Part 1,Program Review: P | Greg Ferrer | 45 | 45 | 29 | 42 | 0 | 161 | 3 | Completed/Funded | BSI |
| Program Review - Student Services: Advising and Counseling | 2021 - 2024 | 3200 | ITEM: Equipment | EMP Goal 5 | CTE: Strong Workforce Project | 6 | 1 yr of a grant funded platform | Ongoing funds to support Career Services Management Platform | Program Review: Part 1 | Tenisha James | 43 | 49 | 24 | 44 | 0 | 160 | 4 | No longer needed | no longer needed |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 2000 | ITEM: Equipment | EMP Goal 11,EMP Goal 2 | Other/None,Equity,General Fu | 13 | We do not currently have Apple iPads in | 2 apple iPads to serve as: sign in devices for students, AND ongoing assessment stations for all student visits. | Program Review: Part 2 | Greg Ferrer | 39 | 40 | 28 | 42 | 0 | 149 | 5 | In Progress | BSI- 2/22/22 |
| Program Review - Student Services: Enrollment Services | 2021- 2024 | 6000 | ITEM: Equipment | EMP Goal 1,EMP Goal 11 | General Fund,Other/None | 5 | Two workstations at the East entrance o | Kiosks at all three entrances of the SSV Building especially as we launch the student queueing system for students | Program Review: Part 1,Assessment Revie | Mark DeAsis | 42 | 41 | 33 | 30 | 2 | 148 | 6 | In Progress | BSI- 2/22/22 |
| Program Review - Student Services: Athletics | 2021 - 2024 | 15000 | ITEM: Instruction | EMP Goal 9 | Other/None,General Fund | 3 | We currently have no COVID related equ | PPE, including but not limited to PCR Testing and sanitation supplies | Assessment Review | Mark Hartley | 34 | 32 | 45 | 29 | 6 | 146 | 7 | Completed/Funded | Completed/Funded |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 7000 | ITEM: Equipment | EMP Goal 12,EMP Goal 2 | Instructional Equipment Alloca | 12 | We do not currently have Surface Pros i | 6 surface pros. During our remote college environment, we used surface pros to proctor students remotely. However, those surface pros are the property of the chemistry and biology departments. When we return to campus we will not have access those devices. They were an absolutely necessary resource to proctor students remotely. When not being used for that purpose, we can use them in the office for assistive technology trainings. | Program Review: Part 2,Assessment Revie | Greg Ferrer | 42 | 42 | 23 | 37 | 0 | 144 | 8 | No longer needed | No longer needed |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 40000 | ITEM: Equipment | EMP Goal 2,EMP Goal 3,EMP Goal 12 | Equity,General Fund,Guided Pa | 8 | The DRC office does not currently have a | a laptop card with 25 laptops to loan to students. Many DRC students report not having access to basic technology tools. This poses a secondary challenge when those students are approved for assistive software but do not have computers to install the software needed to use those programs. Having a laptop card would address these issues by 1) providing our students with the necessary technology to complete their coursework, AND 2) allowing our office to preload the laptops with necessary assistive software programs so they are ready for use by students immediately. | Program Review: Part 1,Program Review: P | Greg Ferrer | 40 | 41 | 28 | 33 | 0 | 142 | 9 | In Progress | HEERF |
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 400 | ITEM: Equipment | EMP Goal 12 | General Fund | 2 | Printer | Laserjet Printer. Replacement for Evaluator | Assessment Review,Program Review: Part | Mark DeAsis | 35 | 38 | 24 | 35 | 8 | 140 | 10 | In Progress | Admissions Budget |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 2250 | ITEM: Equipment | EMP Goal 2,EMP Goal 3 | Equity,General Fund,Guided Pa | 10 | We not not currently have an apple lapto | 1 apple laptop in order to provide trainings for students who utilize apple computers. The software for Apple and PC operates differently. We do not have an apple laptop in our office. As a result, when students bring in their Apple computers, we often have challenges providing them with adequate training on assistive technology solutions. A laptop would allow our alternate media coordinator to provide effective training for these students. | Program Review: Part 2 | Greg Ferrer | 38 | 37 | 27 | 35 | 0 | 137 | 11 | In Progress | BSI |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 15000 | ITEM: Equipment | EMP Goal 11 | Equity,Guided Pathways,Gener | 7 | The office is equipped with desktop com | 7 laptop computers (for each staff, faculty and administrator in the DRC office). The move to an online educational environment highlighted technology and equipment gaps in our office. One such gap was the lack of adequate computer resources for staff to work remotely. Though it is unclear if we will still be working in a virtual environment, there will still be many times when the staff and counselors need to be able to work remotely (either due to proctoring, or when our office is being used as a secondary testing space). | Assessment Review,Program Review: Part | Greg Ferrer | 37 | 40 | 26 | 34 | 0 | 137 | 12 | In Progress | BSI |

| Program | Year | Amount | ITEM | Fund | Item | Description | Review | Reviewer | S1 | S2 | S3 | S4 | S5 | Total | Rank | Status | Status 2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 1600 | ITEM: Equipment EMP Goal 12 | General Fund | 1 Computer | Computer, Desktop, Staff - All-In-One (obj. 6485) for Academic Evaluator | Assessment Review | Janelle Brekke | 35 | 33 | 22 | 35 | 10 | 135 | 13 | Completed/Funded | Completed/Funded |
| Program Review - Student Services: Special Programs | 2021 - 2024 | 2500 | ITEM: Equipment EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP G | Equity,SSSP SEA,General Fund, | 8 Couches; standing areas | 16-Lab Desks-3 sided stations for student use in centers/lab | Assessment Review,Program Review: Part | Daniela McCarson | 42 | 39 | 22 | 31 | 0 | 134 | 14 | No longer needed | Hold on this |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 75000 | ITEM: Equipment EMP Goal 2,EMP Goal 1,EMP Goal 3 | Instructional Equipment Alloca | 16 We do not currently have a mechanism f | 3 V-Go virtual student robots. These devices would allow a student to attend an in-person class remotely. It would be used for extremely rare circumstances but the DRC already has a few students who would likely need a similar service if and when we return to majority in-person instruction. | Program Review: Part 2,Assessment Revie | Greg Ferrer | 39 | 37 | 23 | 33 | 0 | 132 | 15 | No longer needed | No longer needed |
| Program Review - Student Services: Special Programs | 2021 - 2024 | 1000 | ITEM: Equipment EMP Goal 9,EMP Goal 10 | Equity,SSSP SEA,General Fund, | 14 None in area of air purification | 6-Air purifiers for each office area | Assessment Review,Program Review: Part | Daniela McCarson | 35 | 31 | 36 | 30 | 0 | 132 | 16 | No longer needed | No longer needed |
| Program Review - Student Services: Special Programs | 2021 - 2024 | 1000 | ITEM: Equipment EMP Goal 3,EMP Goal 11 | Equity,SSSP SEA,General Fund, | 7 2 Sharp Large Office Printers for staff use | 3-HP Laser Jet Black/White Printers for student center use | Assessment Review,Data Review | Daniela McCarson | 39 | 43 | 19 | 30 | 0 | 131 | 17 | No longer needed | No longer needed |
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 150 | ITEM: Equipment EMP Goal 12 | General Fund | 4 Computer Monitor | Computer Monitor for Academic Evaluator. Replacement of defective monitor | Assessment Review | Janelle Brekke | 34 | 34 | 23 | 33 | 4 | 128 | 18 | Completed/Funded | Completed/Funded |
| Program Review - Student Services: Disability Resource Cent | 2021 - 2024 | 2500 | ITEM: Equipment EMP Goal 11 | Other/None | 14 We do not have air purifiers in the close | 5 air purifiers to ensure a safe and clean office environment when staff, faculty and students return to campus. | Assessment Review | Greg Ferrer | 29 | 28 | 41 | 29 | 0 | 127 | 19 | No longer needed | No longer needed |
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 2310 | ITEM: Equipment EMP Goal 12 | General Fund | 6 Desk Chair | Chair, Ergonomic Task (FT Employee) (obj. 6481) | Assessment Review | Janelle Brekke | 31 | 32 | 35 | 28 | 0 | 126 | 20 | Completed/Funded | Completed/Funded |
| Program Review - Student Services: Special Programs | 2021 - 2024 | 3000 | ITEM: Equipment EMP Goal 1,EMP Goal 2,EMP Goal 3 | Equity,SSSP SEA,General Fund, | 11 Staff check in at reception desk | 2-Ipads for Qless check in | Assessment Review,Program Review: Part | Daniela McCarson | 37 | 36 | 27 | 25 | 0 | 125 | 21 | In Progress | BSI |
| Program Review - Student Services: Special Programs | 2021 - 2024 | 5000 | ITEM: Equipment EMP Goal 9,EMP Goal 10 | Equity,SSSP SEA,General Fund, | 10 Regular doors to area offices | 5-Dutch/Pony Doors-replace regular doors with top-half of doors can be opened (limited service space, this will help control number of students in small office spaces) | Assessment Review,Program Review: Part | Daniela McCarson | 33 | 32 | 26 | 28 | 0 | 119 | 22 | No Action-Request not related | Request not approved |
| Program Review - Student Services: Enrollment Services | 2021 - 2024 | 4000 | ITEM: Equipment EMP Goal 12 | General Fund | 5 Office Supplies | Office Supplies for 2021-2024 | Assessment Review | Janelle Brekke | 29 | 33 | 19 | 28 | 2 | 111 | 23 | In Progress | VPSS budget |
| Program Review - Student Services: Veterans | 2021 - 2024 | 15000 | ITEM: Instruction EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP G | Lottery Instructional Supplies,L | 3 Support from Admissions and Records B | Office and school supplies | Data Review | Eric Betancourt | 30 | 30 | 18 | 22 | 6 | 106 | 24 | Completed/Funded | Completed/Funded |

| Unit | Cycle | $ Amount Requested | Resource Type | Request related to EMP goal or Assessment? | Potential Funding Source(s) | Priority # | What resources do we already have? | What resources do you need? | The evidence to support this request can be found in: | Modified by Name | COUNCIL RANK | Resource Request Final Status | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Program Review - Student Services: Student Health | 2021 - 202 | 474000 | STAFF: Classified | EMP Goal 3,EMP Goal 4,EMP Goal 6,EMP ( | General Fund | 1 | None | Mental Health Supervisor | Assessment Review,Program Review: Part | CathIeen chou | 1 | Completed/Funded | |
| Program Review - Student Services: Advising and Counseling | 2021 - 202 | 239462 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3 | General Fund | 2 | 2 FT Educational Advisors | 2 FT Classified Professionals - Edu | Program Review: Part 1 | Tenisha James | 2 | No Action-Insufficient funding | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 119731 | STAFF: Classified | EMP Goal 1,EMP Goal 9 | General Fund | 2 | 2 Student Financial Services Specialist | 1 additional Student Financial Ser | Program Review: Part 1 | Mark DeAsis | 3 | No Action-Insufficient funding | |
| Program Review - Student Services: Advising and Counseling | 2021 - 202 | 95365 | STAFF: Classified | EMP Goal 2,EMP Goal 5 | General Fund | 1 | 1 PT Classified Professional | 1 FT Classified Professional (Care | Program Review: Part 1 | Tenisha James | 4 | No Action-Insufficient funding | |
| Program Review - Student Services: Veterans | 2021 - 202 | 100978 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP ( | Equity,Department Regular Fui | 1 | Veterans Services Specialist and two Adi | Veterans Services Technician. Th | Assessment Review | Eric Betancourt | 5 | No Action-Insufficient funding | |
| Program Review - Student Services: Equity Programs | 2021 - 202 | 108982 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3 | General Fund | 3 | No Classified Professional Support | FT Student Success Coach | Data Review,Assessment Review | Tenisha James | 6 | No Action-Insufficient funding | |
| Program Review - Student Services: Student Health | 2021 - 202 | 288000 | STAFF: Classified | EMP Goal 3,EMP Goal 5,EMP Goal 4,EMP ( | General Fund | 4 | None | Funding for a Full-Time Registerei | Assessment Review,Program Review: Part | CathIeen chou | 7 | Completed/Funded | |
| Program Review - Student Services: Student Health | 2021 - 202 | 72000 | STAFF: Classified | EMP Goal 3,EMP Goal 4,EMP Goal 6,EMP ( | General Fund | 2 | Part -time 0.8FTE Medical Administrativi | 0.2 FTE increase to Full-Time Mec | Assessment Review,Program Review: Part | CathIeen chou | 8 | Completed/Funded | HEERF |
| Program Review - Student Services: Disability Resource Center | 2021 - 202 | 27000 | STAFF: Classified | EMP Goal 2,EMP Goal 3,EMP Goal 1 | General Fund,Guided Pathway | 4 | We have a senior interpreter who is curr | We need to increase the senior in | Program Review: Part 1 | Greg Ferrer | 9 | Completed/Funded | |
| Program Review - Student Services: Veterans | 2021 - 202 | 160000 | STAFF: Classified | EMP Goal 1,EMP Goal 3,EMP Goal 2,EMP ( | General Fund,Other/None.SSS | 1 | A Dean who serves as the Director | 1 FT Director of VRC | Data Review,Program Review: Part 1,Asses | Eric Betancourt | 10 | No Action-Insufficient funding | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 244100 | STAFF: Classified | EMP Goal 1,EMP Goal 6,EMP Goal 12 | SSSP SEA,Guided Pathways,Ge | 2 | One Educational Advisor supporting all c | Two Educational Advisors to prov | Program Review: Part 1,Assessment Reviev | Mark DeAsis | 11 | No Action-Insufficient funding | |
| Program Review - Student Services: Student Health | 2021 - 202 | 180000 | STAFF: Classified | EMP Goal 3,EMP Goal 4,EMP Goal 5,EMP ( | General Fund | 5 | None | Funding for a Full-Time Associate | Assessment Review,Program Review: Part | CathIeen chou | 12 | No Action-Insufficient funding | |
| Program Review - Student Services: Disability Resource Center | 2021 - 202 | 119731 | STAFF: Classified | EMP Goal 1 | Equity,Guided Pathways,Gene | 1 | Our current staff includes 1 administratc | Educational Advisor | Program Review: Part 1 | Greg Ferrer | 13 | No Action-Insufficient funding | |
| Program Review - Student Services: Equity Programs | 2021 - 202 | 102258 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3 | General Fund | 4 | FT Success Coach | FT Student Support Specialist | Data Review,Assessment Review | Tenisha James | 14 | No longer needed | |
| Program Review - Student Services: Student Health | 2021 - 202 | 156000 | STAFF: Classified | EMP Goal 3,EMP Goal 5,EMP Goal 6,EMP ( | General Fund | 6 | None | Part-time Nurse Practitioner (Pro | Assessment Review,Program Review: Part | CathIeen chou | 15 | Completed/Funded | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 117678 | STAFF: Classified | EMP Goal 2,EMP Goal 9 | General Fund | 2 | 1 Application Support Technician who pr | Application Support Technician (1 | Program Review: Part 1,Assessment Reviev | Mark DeAsis | 16 | No longer needed | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 10000 | STAFF: Classified | EMP Goal 2,EMP Goal 3 | Equity,General Fund,Guided Pi | 5 | We have a full-time adaptive technology | Due to the unique roles of this po | Program Review: Part 1 | Greg Ferrer | 17 | Completed/Funded | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 117334 | STAFF: Classified | EMP Goal 1,EMP Goal 6,EMP Goal 9 | General Fund,Other/None | 2 | An outreach team of 1.5 FTE that we will | Outreach Supervisor | Assessment Review | Mark DeAsis | 18 | No Action-Insufficient funding | |
| Program Review - Student Services: Special Programs | 2021 - 202 | 116497 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3 | Equity,SSSP SEA,General Fund, | 3 | No resources/budget available for Unity | Full-time Student Resource Speci | Data Review | Daniela McCarson | 19 | Completed/Funded | |
| Program Review - Administrative: Student Services | 2021 - 202 | $146.096. | STAFF: Classified | EMP Goal 1,EMP Goal 7 | General Fund,Other/None | 3 | PPT staff. CTE Project Director | Outreach Services Supervisor | Proeram Review: Part 1 | Tarrant Kaneesha | 20 | No longer needed | |
| Program Review - Student Services: Advising and Counseling | 2021 - 202 | 151108 | STAFF: Classified | EMP Goal 2 | General Fund | 3 | 1 FT Classified Professional | 1 FT Manager (Transfer) | Program Review: Part 1 | Tenisha James | 21 | No Action-Insufficient funding | |
| Program Review - Student Services: Veterans | 2021 - 202 | 53918 | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP ( | Department Regular Funding,E | 1 | FT Veterans Services Specialist and two / | Administrative Assistant I, The Ve | Data Review,Assessment Review,Program | Eric Betancourt | 22 | No Action-Insufficient funding | |
| Program Review - Administrative: Student Services | 2021 - 202 | $351,693. | STAFF: Classified | EMP Goal 1,EMP Goal 2,EMP Goal 3 | General Fund | 4 | 2 FT Educational Advisors | 3 FT Educational Advisors | Program Review: Part 1 | Tarrant Kaneesha | 23 | No longer needed | |
| Program Review - Student Services: Advising and Counseling | 2021 - 202 | 111991 | STAFF: Classified | EMP Goal 5,EMP Goal 2 | General Fund | 4 | PT Classfied Professional | FT Employment Placement Coord | Program Review: Part 1 | Tenisha James | 24 | No Action-Insufficient funding | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 150000 | STAFF: Classified | EMP Goal 6 | General Fund | 1 | Director of CCPT funded by AB19 funds ci | Associate Dean of Educational Pa | Proeram Review: Part 1 | Mark DeAsis | 25 | Completed/Funded | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 114041 | STAFF: Classified | EMP Goal 1,EMP Goal 6,EMP Goal 12 | General Fund,SSSP SEA,Guidec | 2 | We two part time Outreach Specialists, t | Outreach Specialist (1 FTE) | Program Review: Part 1,Assessment Reviev | Mark DeAsis | 26 | No Action-Insufficient funding | |
| Program Review - Student Services: Student Health | 2021 - 202 | 90000 | STAFF: Classified | EMP Goal 1,EMP Goal 4,EMP Goal 5,EMP ( | General Fund | 7 | None | Funding for Part-Time Associate h | Assessment Review,Program Review: Part | CathIeen chou | 27 | No Action-Insufficient funding | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 94674 | STAFF: Classified | EMP Goal 1,EMP Goal 7,EMP Goal 9,EMP ( | General Fund | 2 | 2 Student Services Technician to provide | Student Services Technician (1FTI | Program Review: Part 1,Assessment Reviev | Mark DeAsis | 28 | No Action-Insufficient funding | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 112758 | STAFF: Classified | EMP Goal 1,EMP Goal 6,EMP Goal 9,EMP ( | Other/None,General Fund | 2 | A vacant permanent part time Grants Ac | Grants Administrative Specialist ( | Program Review: Part 1 | Mark DeAsis | 29 | No longer needed | |
| Program Review - Student Services: Athletics | 2021 - 202 | 45000 | STAFF: Classified | EMP Goal 9,EMP Goal 7 | General Fund | 2 | Currently. 25% of a Student Support Soe | We need resources to pav for a Sl | Assessment Review,Proeram Review: Part | Mark Hartley | 30 | No longer needed | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 94674 | STAFF: Classified | EMP Goal 1 | General Fund,Other/None | 2 | A&R provides support to all onboarding: | Student Services Technician (Dua | Program Review: Part 1,Assessment Reviev | Mark DeAsis | 31 | No longer needed | |
| Program Review - Student Services: Enrollment Services | 2021 - 202 | 117334 | STAFF: Classified | EMP Goal 1,EMP Goal 12 | General Fund | 2 | One manager overseeing Enrollment Ser | Assistant Director of Admissions ; | Program Review: Part 1 | Mark DeAsis | 32 | No longer needed | |
| Program Review - Student Services: Athletics | 2021 - 202 | 95000 | STAFF: Classified | EMP Goal 7 | General Fund | 1 | Certified Athletic Trainer: Position was fi | Supplement Salary and Benefits t | Assessment Review,Program Review: Part | Mark Hartley | 33 | No Action-Insufficient funding | |
| Program Review - Student Services: Athletics | 2021 - 202 | 15000 | STAFF: Classified | EMP Goal 5 | General Fund | 4 | Student Assistants needed for Game Ma | Student Assistant Salaries | Program Review: Part 2,Program Review: F | Mark Hartley | 34 | No Action-Insufficient funding | |

| Unit | Cycle | $ Amount Requested | Resource Type | Request related to EMP goal or Assessment? | Potential Funding Source(s) | Priority #: | What resources do we already have? | What resources do you need? | The evidence to support this request can be found in: | Modified by Name | To what extent does this request support one or more EMP GOALS? | To what extent does this request support a PROGRAM REVIEW GOAL? | To what extent does this request support student SAFETY or COMPLIANCE? | To what extent is this request supported by OUTCOMES ASSESSMENT DATA? | DEPT RANKING | Rubric Total | COUNCIL RANK | Resource Request Final Status | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

# Spring 2022 Norco College Equity Audit

## Recommendations     29

| Recommendations Category | Recommendation | Institutional Goal | Strategic Planning Body | Resources Council |
|---|---|---|---|---|
| Student Ready (Institutional) | Establish common language around key definitions of equity, disproportionate impact, diversity, and inclusion. Be clear around the purpose of this language and the intentional use of said definitions. Create the capacity to utilize shared definitions and common language when referring to issues of equity and equity advancing work on campus.<br>Example:<br>CCCCO Definitions | | College Council; Academic Senate; RJTF: Institution Commitment, Classroom & Campus Experience; Diversity, Equity, & Inclusion Committee; ASNC | |
| Student Ready (Institutional) | Ensure that all campus constituents, especially classified professionals and part-time faculty, are able to participate in professional learning experiences, especially those that are focused on equity, announcing campus wide initiatives, and equity advancing practices. Identify ways in which Flex Day schedules can be more inclusive of stakeholder groups across campus, both in content shared and presenters of key information.<br>Examples:<br>Closing Student Services temporarily to allow for Classified Professionals to participate in Flex Day activities, especially those that focus on major the discussion of major initiatives and expectations for the academic year.<br>Record Flex Day presentations and workshops to allow for engagement of individuals who aren't able to attend in person due to conflicting work schedules and responsibilities.<br>Provide pay parity for adjuncts to participate in flex day activities as well | 4.1; 4.2 | Institutional Governance & Effectiveness Council; Faculty Professional Development Committee; Classified Professional Development Committee; Professional Development Coordinating Network | |
| Student Ready (Institutional) | Update the Resource Allocation Rubric to 1) explicitly uplift the specific ways in which the additional resource will/can contribute to the equity advancing goals of the institution; and 2) include how many times items or positions have been requested. | 9.1 | Resource Council | |
| Student Ready (Institutional) | Develop an Equity Policy Guide to support decision- making, planning, and practices amongst CPROS, faculty and administrators. This is not intended to be a checklist but a process for critical self-reflection and examples of concrete actions that can be taken to advance equity.<br>Examples:<br>University of Virginia: Toolkit for Equity-Minded Decisions and Policies<br>Hartnell College: Equity Rubric for Student Success | 8 | Institutional Governance & Effectiveness Council; Academic Senate; Program Review Committee; Assessment Committee; RJTF: Institution Commitment, Classroom & Campus Experience | |
| Student Ready (Institutional) | Develop an internal process and guide on inclusive and equitable hiring practices that become the base for how to prepare, chair, and participate on a committee through an equity-minded lens.<br>Examples:<br>Metropolitan State University, Denver: Packet for Equitable Hiring Practices & Resources<br>Cal Poly Pomona: Ensuring Equity & Inclusivity in Faculty Hiring<br>Urban Sustainability Directors Network: Equity, Diversity and Inclusion in Recruitment, Hiring, and Retention, University of Washington: Candidate Evaluation Form Tips & Guidelines, DEIC Commitment Statement & classified | 9 | Academic Senate; College Council; RJTF: Institution Commitment, Classroom & Campus Experience | |
| Student Ready (Institutional) | Evaluate job postings across all Discipline and Job Type to explicitly state the expectation of candidates and future employees, including student employees and adjunct faculty to engage in equity advancing initiatives and practices within the institution.<br>Example:<br>Norco College STEM Biological Sciences - Faculty Posting | 9.1 | College Council; RJTF: Institution Commitment, Classroom & Campus Experience | |
| Student Ready (Institutional) | Implement a campus-wide bias incident reporting system with support for victims and transparent methods for addressing all reports effectively. Provide this information widely across campus including throughout campus websites, within Canvas shells, and on syllabi. Ensure that data on incidents are disseminated for analysis, policy improvements, and prevention.<br>Examples:<br>Presbyterian College- Bias Incident Reporting Whittier College- Bias Incident Reporting | 9 | Student Support Council; Institutional Governance & Effectiveness Council (reporting & analysis); RJTF: Black Student Care; RJTF: Institution Commitment | |
| Student Ready (Institutional) | College themed "days" or "weeks" to create a sense of community for students who are not part of a special program or club. Deciding on themes can be a collaborative process with student leaders and the Diversity, Equity, Inclusion Committee (DEIC). | | Student Support Council; Diversity, Equity, & Inclusion Committee; RJTF: Celebrating Black and African American Culture | |
| Student Ready (Institutional) | Conduct an Equity-Minded Web-Scan for all department pages and special programs to help ensure that students who are in need of services are invited and informed about how to access them | 6.5 | Student Support Council; Marketing Committee; Department area deans/chair; RJTF: Institution Commitment | |
| Student Ready (Institutional) | Revise the Resource Allocation Report to be more encompassing of the overall budget report. There should be some analysis of the # of items and positions that were requested, the total amount of the requested items, what was funded (items/positions), and the total amount of requests funded (dollars) | 9.1 | Resources Council | |
| Equity Minded (Individual) | Utilize the Intercultural Development Inventory to assess the college's baseline as it relates to intercultural competency and fluency. | | | |
| Equity Minded (Individual) | Conduct critical dialogue facilitation training with department managers and campus leadership to promote and model effective communication and feedback strategies.<br>• Examples include: Intercultural dialogue training series, developing a critical discussion protocol for meetings, and/or establishing guidelines for discussion and community within meeting spaces | | | |
| Equity Minded (Individual) | Develop a "Commitment to Equity" Statement or Pledge and "Guide to Equity at Norco" for new employees to review. The purpose of these materials is to have a clear and concise narrative of the expectations of an equity-minded employee and the campus' key programs and initiatives they should become familiar with.<br>Example: Mt. San Jacinto College 2019 & Pledge Form | 8.3 | Academic Senate; College Council; District Call to Action Climate Recruitment & Retention; Faculty Professional Development Committee (already done) | |

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| Equity Minded (Individual) | Establish a space for ongoing critical reflection, learning, and adaptation of individual practices. This includes learning about issues of equity, structural racism and anti-racism, intentional critical self-reflection of individual practices, and collaboration and thought partnership with colleagues. | | | |
| Equity Minded (Individual) | Develop training modules/workshops for students leaders & employees so they are prepared to create a welcoming environment for their peers. | 9.2 | Institutional Effectiveness & Governance Council; FPDC; District Call to Action Climate Recruitment & Retention; RJTF: Campus & Classroom Experience; Guided Pathways: Racial & Cultural Competency | |
| Equity Minded (Individual) | Developing student programming around community, identity, and social justice related issues outside of the context of established learning communities welcomes students who are not as engaged or connected but would like to be. | | Student Support Council; Associated Students of Norco College; Student Life; RJTF: Campus & Classroom Experience | |
| Transformative (Service) | Establish frequent opportunities for feedback on the development and continuous use of equitable teach tools and methodology: syllabi; course materials; assessments; & grading | 9; 4 | Academic Senate; Academic Council: Faculty Professional Development Committee; Teaching & Learning Committee; RJTF: Campus & Classroom Experience | |
| Transformative (Service) | Departments facilitate a rebranding of their area to be more aligned with values of diversity, equity, inclusion, and belonging. Some guiding questions that departments can consider are… • How does our department express its role in the college's vision for equity and student success • How much flexibility is there within department procedures and practices to be more equitable? • How are conversations about disproportionate impact facilitated? | 9.2 | Institutional Effectiveness & Governance Council; FPDC; District Call to Action Climate Recruitment & Retention; RJTF: Campus & Classroom Experience; Guided Pathways: Racial & Cultural Competency | |
| Transformative (Service) | Scale up efforts for Developing Communities of Practice | | Student Support Council; Academic Council; Professional Development Committees; TLC; RJTF: Campus & Classroom Experience | |
| **Department/Operational Responsibility** | | | | |
| Student Ready (Institutional) | Center equity within all Flex Day activities and campus professional learning experiences. | 4.1 | Institutional Governance & Effectiveness Council; Diversity, Equity, & Inclusion Committee; Faculty Professional Development Committee; Classified Professional Development Committee; Professional Development Coordinating Network | |
| Student Ready (Institutional) | Conduct an equity map to catalog all of the equity related efforts on campus. Additionally, establish a calendar for Diversity, Equity, Inclusion (DEI) that is organized to bring together all DEI related activities in one place where users can identify/filter to identify events/programs that are student facing, employee facing, and what experiences are open to the community. Example: UC Davis - Diversity and Inclusion Calendar | | College Council; Academic Senate; RJTF: Institution Commitment, Classroom & Campus Experience; Diversity, Equity, & Inclusion Committee; ASNC | |
| Student Ready (Institutional) | Review Student Discipline Process Including 1) an update to the new faculty handbook regarding how and why one might submit a complaint or engage College Police; and 2) consistency in outcomes by race and gender, based on incident in order to establish more consistent norms in | | Academic Council; Student Support Council; Racial Justice Task Force: Black Student Care; RJTF: Institution Commitment | |
| Student Ready (Institutional) | Recruit an Ombudsperson to educate students on their rights and assist students so they can make informed decisions about how to manage major issues they experience with college employees. Examples: Cal Poly Student Ombuds Services Pikes Peak Community College | 8.3 | College Council; RJTF: Black Student Care; RJTF: Institution Commitment, Classroom & Campus Experience | |
| Student Ready (Institutional) | Invest in regular zoom community-building events centered on keeping Norco College stakeholders connected during the pandemic. Solicit feedback from the Associated Students of Norco College (ASNC), Classified Senate, and the Academic Senate on ways the College can support campus-community connection in person. | 9.2 | Institutional Effectiveness & Governance Council; RJTF: Classroom & Campus Experience | |
| Equity Minded (Individual) | Embed equity action plans within all employee evaluations to encourage the engagement with equity advancing work on campus (and/or beyond) and highlight areas of opportunity for the campus to meet the professional development needs of faculty, CPROS, and administrators. | | | |
| Equity Minded (Individual) | Managers reflect on how to utilize one-on-one meeting spaces, department meetings, and committee spaces to empower and guide classified professionals and faculty members in utilizing equity-minded practices. | 4; 9.2 | College Council - Department Deans & Chairs & Managers | |
| Transformative (Service) | Utilize time within Department/Division meetings to facilitate dialogue with CPROS, faculty, and admin about how to implement culturally sustaining practices within their work. Example: Transitioning department meetings from status updates to professional learning and reflection opportunities. | | Department Deans & Chairs; Academic Senate; RJTF: Campus & Classroom Experience | |
| Transformative (Service) | Establish a forms committee to review the effectiveness of required forms, update language, and evaluate the submission and review process on a regular basis (annually) | | Marketing Committee; Department Deans & Chairs; RJTF: Institution Commitment | |
| Transformative (Service) | Departments provide "Student Spotlights" where every semester, there are 2-3 students whose interests, academic successes, and narrative are shared with other students. This is an opportunity to intentionally connect with each and every student within a discipline. | | Student Support Council; Associated Students of Norco College; Student Life | |

**Student Support Council**

**2022-23 Tentative Agenda Items**

September

- Overview of Student Support Council Charter

October

- Norco College Equity Audit Recommendations and Rankings
- Resource Request Allocation Recommendations
- Student Equity Plan

November

- KPI report

December

- KPI report

February

- KPI Report

March

- KPI Report

April

- Survey of Effectiveness Review

May

- Report of Effectiveness Review
- Review/Approve Charters