



**Student Support Council**  
**Draft Minutes for Thursday, September 23, 2021**  
12:50-1:50pm  
Via Zoom

**Meeting Participants**

**Committee Members Present**

Natalie Aceves (co-chair), Melissa Bader, Janelle Brekke, Patti Brusca, Mark DeAsis, Lilia Garcia, Dominique Hitchcock, Tenisha James, Lisa Martin, Leticia Martinez, Daniela McC Carson, Jethro Midgett (co-chair), John Moore, David Schlanger, Klutvert Tabot, Kaneesha Tarrant (co-chair)

**Committee Members Not Present**

None

**Guests:**

Juan Alvarez, Quinton Bemiller, Sarah Burnett, Rochelle Duran, Ashleigh Etchison, Claudia Figueroa, Monica Green, Monica Gutierrez, Darren Koch, Sam Lee, Damon Nance, Jason Parks, Chris Poole, Brittinee Quintanar, Dan Reade, Sigrid Williams, Patricia Worsham.

**Recorder**

Monica Esparza

**1. Call to Order**

- 12:52pm

**2. Action Items**

**2.1 Approval of Agenda**

- MSC Hitchcock/DeAsis

**2.2 2022-25 Student Equity Project Team Charter**

- Presented by Dr. Dominique Hitchcock
- Unanimously approved
- A key deliverable will be the Student Equity Plan by March 15, 2022.

**3. Discussion Items**

**3.1 EMP Goals and Objectives Alignment - SSC (attached)**

- Council is interested in the methodology used to track the goals and objectives, such as ClickUp or Regular Update items.

### **3.2 Prioritization of Resources Requests (attached)**

- Council reviewed the Resource Requests Excel file and process
- Each member will rank the resource requests and submit those to Monica Esparza by October 1<sup>st</sup>
- Council agreed that rankings will be taken as scored by the group and discussion will not influence ranking, but for VP Tarrant to use in Executive Cabinet discussions as needed

## **4. Information Items**

### **4.1 Hotep Equity Audit (attached)**

- Academic Planning Council joined the meeting for the HOTEPE Equity Audit presented by Dr. Tenisha James.
- Presentation covered the goal, purpose and timeline.
- Reviewed the following:
  - Goal is to help us assess if equity is embedded in all areas of campus and reflected in policy, practice, and praxis.
  - Purpose is to inform progress being made towards EMP equity goals
  - RCC and MVC have already had the audits completed and are in the process of receiving and acquiring the results
- After we have completed the audit, we will have more information regarding racial equity throughout the district
  - Leaders/coordinators at NC will be T. James, G. Ocegera, D. Hitchcock, G. Aycock
  - 3 components of the audit
    - Document review
    - Campus-wide survey
    - Focus groups
  - After the components of the audit a final report will be developed and shared widely across campus to identify opportunities to strengthen policies and practices
  - Timeline
    - October 10/4-10/25 student and employee complete the survey / and opportunity to indicate interest in participating in a focus group in the survey
    - November 11/8-11/19 students and employees attend focus group sessions
    - February TBD - presentation of finding with campus-community

## **5. Good of Order**

None

## **6. Adjournment**

- Time 1:44pm
- Next Meeting

Date: October 28, 2021



**Charter for**

**2022-2025 Student Equity Plan Project Team**

9/16/21

This Charter is established between the Student Equity Plan Project Team and the Student Services Council to structure the process and planned outcomes included herein during the 2021-2022 academic year.

**Purpose**

The Student Equity Plan Project Team (SEPPT) is responsible for developing the Norco College 2022-2025 Student Equity Plan. The SEPPT takes direction from the Student Services Council (SCC) and collaborates with the Academic Senate and the Guided Pathways and Equity Leadership Advisory Group.

**Charge**

The primary charge of the SEPPT is to develop the 2022-2025 Norco College Student Equity Plan. The charge of the SEPPT directly aligns with EMP Goal 3 (Close all student equity gaps), objectives 3.1-3.5. The plan also supports Goal 1 (Access), Goal 2 (Success) and Goal 4, objectives 4.2 and 4.3 (professional development in microaggressions and teaching men of color).

**Guiding Principles and Assumptions**

The SEPPT's work shall be guided by the new student equity plan requirements as outlined by the California Community College Chancellor's Office (CCCCO). The CCCCCO will provide a template and guidelines that specify which student groups shall be included in a disproportionate impact study and which student success metrics must be analyzed. These guidelines will also include which local and district entities must be consulted and/or are required to approve the proposed plan (e.g. Academic Senate, ASNC, Board of Trustees). Members of the SEPPT will work together in focused collaboration to not only address new plan requirements, but also to prioritize which student groups will be prioritized using disaggregated equity data. Members will also rely on the results of inquiry activities to develop creative and honest solutions and action plans to close equity gaps. The 2022-2025 Student Equity Plan must also address revisions to ACCJC accreditation standards that require use of data and evidence to inform practices to improve equity gaps. There is no budget associated with the SEPPT. However, the SEPPT may request SEA funds for equity training for team members,

### **Guiding Principles and Assumptions**

inquiry activities, special projects for faculty members, and meeting costs for planning retreats.

### **Scope & Expected Deliverables**

- Participate in professional development trainings on topics such as: equity-mindedness, empowering practitioners as equity change agents, using inquiry methods to improve practice, and promising practices to mitigate equity gaps.
- Develop a draft of the 2022-2025 Student Equity Plan by March 15, 2022.
- Present plan draft to committees, councils, Academic Senate, and other groups as needed to gather feedback and recommendations from all constituent groups.
- Deliver final plan draft by May 1, 2022.
- Secure formal approval of the plan from Student Services Council, Academic Senate and the College Council
- In collaboration with RCC and MVC, develop a PowerPoint presentation for Chancellor's Cabinet and Board of Trustees
- Secure approval of the new plan from the Board of Trustees according to the timeline set by the CCCC.

### **Membership**

The SEPPT will be comprised of 10 members. Members are representatives of all constituency groups and are assigned based upon functional areas of responsibility related to student equity and professional development efforts, or appointed by their constituency on the basis of their level of expertise and/or interest in student equity matters. Students will be asked to participate at various stages during the development of the plan.

- Equity Faculty Coordinator (Chair) (Liaison to Academic Senate)
- Dean of Grants and Student Equity (Co-Chair) - (Management)
- Guided Pathways Faculty Coordinator (Liaison to Academic Senate)
- Guided Pathways and Equity Counseling Faculty Coordinator (Liaison to Academic Senate)
- Classified Professionals (2) - (CSEA)
- Dean of Institutional Effectiveness - (Management)
- Associate Dean, CTE (Management)
- Associate Dean, Special Programs (Management)
- Dean of Student Services- (Management)

### **Meeting Time/Pattern**

The SEPPT meets twice a month on the second and fourth Fridays, 1-2:30 p.m. Contact the Chair/Co-Chair to place an item on a future agenda.

### **Roles of Chairs and Members**

The Chair/Co-Chair are accountable to the Student Services Council to ensure continuity of dialogue between governance tiers. Co-Chairs are responsible for preparing agenda and facilitating meetings of the SEPPT based on best practices and guidelines for effective facilitation. They are also responsible for planning and coordinating trainings and writing assignments to develop a draft of the plan according to set deadlines.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the SEPPT that can help to achieve the development of the 2022-2025 Student Equity Plan. Members are expected to actively attend and participate in all meetings, trainings, deliberations, decision-making processes of the SEPPT. Members will also participate in writing sections of the plan, based on their area(s) of expertise and relevance. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with SEPPT peers with the intention of finding consensus on all issues that come before the SEPPT. The Co-Chairs will provide quarterly updates to the SSC about the SEPPT activities and plan development timeline.

### **Meeting Procedures and Expectations**

The Chair(s), and members of the SEPPT will adhere to meeting and governance best practices as follows:

Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings and trainings.
- participate in a problem-solving approach where the interests of all participants are considered in recommending inquiry activities to uncover and better understand causes of equity gaps
- participate in identifying and recommending interventions and activities designed to close equity gaps
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.

### **Meeting Procedures and Expectations**

- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue progress on plan draft with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

DRAFT

Goal	Objective	Description	Strategic body responsible for coordination & assessing progress annually	Operational committee, group, or position to lead implementation
<b>Goal 1 (Access) Expand college access by increasing both headcount and FTES.</b>				
1	1.1 (KPI 1)	Go from 7,366 to 8,759 total FTES	Academic Council	APC, SSC and Enrollment Management Workgroup
1	1.2 (KPI 2)	Go from 14,624 headcount to 16,581 total headcount	Student Support Council	APC, SSC, Enrollment Management Workgroup
1	1.3	Expand enrollment with strategic groups (Dual Enrollment, International, Online, California Rehabilitation Center, Veterans, etc.)	Student Support Council	Individual employees with functional oversight, Academic Planning Chairs, and Racial Justice Task Force
1	1.4 (KPI 3)	Increase capture rates from feeder high schools by 4% annually.	Student Support Council	Student Services operational group
<b>Goal 2 (Success) Implement Guided Pathways framework.</b>				
2	2.1 (KPI 4)	Increase number of degrees completed by 15% annually	Academic Council	Deans of Instruction, Guided Pathways Workgroup, Counseling, Academic Evaluations
2	2.2 (KPI 5)	Increase number of certificates completely by 15% annually	Academic Council	Deans of Instruction, Guided Pathways Workgroup, Counseling, Academic Evaluations
2	2.3	Decrease AA degree unit accumulation from 88 to 74 total units on average	Academic Council	Academic Planning Chairs
2	2.4 (KPI 6)	Increase number of transfers 15% annually	Student Support Council	Transfer Center, Counseling, Guided Pathway project team
2	2.5 (KPI 7)	Increase the number of first-time, full-time enrolled students from 508 to 900	Student Support Council	Engagement Centers, <a href="#">Promise Workgroup</a>
2	2.6	Increase percent of students who receive financial aid from 73% to 81%	Student Support Council	Financial Aid Office, <a href="#">Promise Workgroup</a>
2	2.7	Increase number of students who complete transfer level math and English by 20% per year	Academic Council	Engagement Centers, Counselors, English and Math Department Chairs, AB 705 Workgroup
<b>Goal 3 (Equity) Close all student equity gaps.</b>				
3	3.1 (KPI 8)	Reduce the equity gap for African American students by 40%.	Student Support Council	Dean(s) overseeing Equity, Teaching & Learning Committee, PACES grant director, Distance Education Committee, Racial Justice Task Force, Umoja
3	3.2 (KPI 9)	Reduce the equity gap for Latinx students by 40%.	Student Support Council	Dean(s) overseeing Equity, Teaching & Learning Committee, PACES grant director, Distance Education Committee, Puente

3	3.3 (KPI 10)	Reduce the equity gap for Men of Color by 40%.	Student Support Council	Dean(s) overseeing Equity, Teaching & Learning Committee, PACES grant director, Distance Education Committee, Men of Color
3	3.4 (KPI 11)	Reduce the equity gap for LGBTQ+ students by 40%.	Student Support Council	Dean(s) overseeing Equity, Teaching & Learning Committee, LGBTQ+ Advocates Committee, and Distance Education Committee
3	3.5 (KPI 12)	Reduce the equity gap for Foster Youth students by 40%.	Student Support Council	Dean(s) overseeing Special Funded Programs, Teaching & Learning Committee, Distance Education Committee, EOPS
<b>Goal 4 (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement</b>				
4	4.1	Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)	Institutional Effectiveness & Governance Council	Dean(s) overseeing Equity, Guided Pathways Workgroup, Faculty Professional Development Committee, Classified Professional Development Committee, Professional Development
4	4.2	Increase percentage of employees who complete Racial Micro aggressions certificate from 1% to 60% (285 out of 472 employees)	Institutional Effectiveness & Governance Council	Dean overseeing Equity Professional Development, Faculty Professional Development Committee, Classified Professional Development Committee, Professional Development Coordinating Network
4	4.3	Increase percentage of faculty who complete Teaching Men of Color in the Community College certificate from 3% to 40% (125 out of 315 faculty)	Academic Senate	Teaching & Learning Committee, Dean overseeing Equity, Professional Development Coordinating Network
<b>Goal 5 (Workforce and Economic Development) Reduce working poverty and the skills gap</b>				
5	5.1 (KPI 13)	Increase the median annual earnings of all students	Student Support Council	Career Center, Apprenticeship Director, CalWORKS, Counseling; <a href="#">Employment Services/Resources</a>
5	5.2 (KPI 14)	Increase percent of CTE students employed in their field of study by 3% annually	Academic Council	CTE Project Specialist, Administrator(s) overseeing CTE; CTE Faculty
5	5.3 (KPI 15)	Increase percent of all students who attain a livable wage by 5% annually	Student Support Council	Career Center, Apprenticeship Director, Counseling; <a href="#">Employment Services/Resources</a>
5	5.4	Establish the Center for Workforce Innovation to create and expand apprenticeships & work-based learning opportunities	Academic Council	Administrator(s) overseeing CTE
<b>Goal 6 (Community Partnerships) Pursue, develop, &amp; sustain collaborative partnerships</b>				
6	6.1	Establish and expand relationships with regional educational institutions	Academic Council	Dual Enrollment, AB 705 Workgroup, Guided Pathways Workgroup, DOIs
6	6.2	Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations	Institutional Effectiveness & Governance Council	Dean overseeing CTE
6	6.3	Expand partnerships with regional veterans' services and support organizations	Student Support Council	Veteran's Center



6	6.4	Work toward reducing recidivism through incarcerated student education	Academic Council	Manager overseeing Prison Education & <a href="#">Prison Education Advisory</a>
6	6.5	Position the college's image and reputation as a leading academic institution in the region	Office of the President	President, Public Affairs Officer
6	6.6	Develop regional outreach and recruitment systems	Student Support Council	Manager overseeing Dual Enrollment and College Transition
6	6.7	Help establish a distinct regional identity, organization, and communication amongst our local communities	Institutional Effectiveness & Governance Council	President, Dean overseeing CTE, Marketing Committee
6	6.8	Stimulate regional arts development	Academic Council	School of Arts & Humanities
<b>Goal 7 (Programs) Become the regional college of choice by offering a comprehensive range of programs that prepare students for the future and meet employ</b>				
7	7.1	Develop comprehensive breadth of academic programs	Academic Senate	APC, Academic Senate Liaison, <a href="#">Program Development &amp; Viability Senate Workgroup</a> ,
7	7.2	Develop Career & Technical Education programs and industry credentials related to regional needs	Academic Senate	APC, CTE Advisory Groups, Faculty non-credit lead, <a href="#">Program Development &amp; Viability Senate Workgroup</a>
7	7.3	Develop and implement plan for noncredit and noncredit- enhanced programming	Academic Senate	APC, <a href="#">Program Development &amp; Viability Senate Workgroup</a>
7	7.4	Develop and implement plan for expanded athletics offerings	Student Support Council	Dean overseeing Student Life, ANSC, KIN Department
7	7.5	Add capacity to existing disciplines with a demonstrated need.	Academic Senate	Academic Planning Chairs (Department Leadership)
7	7.6	Build and support student services to foster student engagement, wellness, and success in the classroom and outside the classroom.	Student Support Council	Student Services Operational Groups, academic programs/leads
7	7.7	Build and support academic support services to improve student success	Academic Council	Academic Affairs Operational Groups
<b>Goal 8 (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support on</b>				
8	8.1	Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.	Institutional Effectiveness & Governance Council	Institutional Effectiveness Office, Assessment Committee
8	8.2	Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.	Institutional Effectiveness & Governance Council	VP Planning & Development, ALO, Accreditation Faculty Lead, Program Review Committee
8	8.3	Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.	Academic Senate & College Council	Academic Senate Leadership, Executive Cabinet

8	8.4	Develop, evaluate, and monitor our governance, decision-making, and resource allocation processes on the basis of the college mission and plans.	Academic Senate & Institutional Effectiveness & Governance Council	Program Review Committee, Executive Cabinet
8	8.5	Continue to monitor and adjust the college's organizational chart for effective implementation of the Educational Master Plan	Office of the President	President
<b>Goal 9 (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture</b>				
9	9.1	Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.	Resources Council	VP, Business Services
9	9.2	Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers.	Institutional Effectiveness & Governance Council	Diversity, Equity & Inclusion Committee, Office of the President, CSEA 535, CTA, MLA, The Faculty Unification, Networking Committee and Racial Justice Task Force
9	9.3	Develop culture that recognizes/thanks employees on regular basis and celebrates college's successes	Office of the President	Office of the President
9	9.4	Develop strategy to maximize the number of classified professionals, faculty and managers involved in college governance without compromising mission-critical work	Institutional Effectiveness & Governance Council	Executive Cabinet, CSEA 535 governance subcommittee, Academic Senate
9	9.5	Develop strategy to maximize student-faculty time; Resist pulling faculty from students to do administrative work; Evaluate release time	Academic Senate & Academic Council	Academic Affairs Operational Group
9	9.6	Develop strategy and work collaboratively with the district to increase the proportion of full-time faculty toward the 75/25 ratio.	Academic Senate	APC, VPAA, CTA
<b>Goal 10 (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.</b>				
10	10.1	Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college	Resources Council	VP Business Services
10	10.2	Develop and maintain Facilities Master Plan	Resources Council	Business Services Operational Group
10	10.3	Build out funded projects (amphitheater, Center for Student Success room 217, etc.)	Resources Council	Business Services Operational Group
10	10.4	Finish Veterans Resource Center Phase 1 by Spring 2021	Resources Council	Business Services Operational Group
10	10.5	Open Early Childhood Education Center	Resources Council	Business Services Operational Group
10	10.6	Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.	Resources Council	Business Services Operational Group
10	10.7	Build 2nd access road	Resources Council	Office of the President

10	10.8	Explore and pursue land acquisition adjacent to college property	Resources Council	Office of the President
10	10.9	Develop and start implementing sustainable campus	Resources Council	Business Services Operational Group
10	10.1	Design spaces that intentionally build community	Resources Council	Business Services Operational Group, Guided Pathways Workgroup
10	10.11	Install immediate/temporary facilities to address current capacity needs by summer 2021.	Resources Council	Business Services Operational Group
10	10.12	Enhance transportation infrastructure	Resources Council	Business Services Operational Group
10	10.13	Develop and implement plans for off-campus facilities for instructional purposes	Institutional Effectiveness & Governance Council	VP Planning & Development
<b>Goal 11 (Operations) Implement professional, intuitive, and technology-enhanced systems</b>				
11	11.1	Design intuitive and simple student onboarding system	Student Support Council	Guided Pathways Workgroup
11	11.2	Implement intuitive and technology-enhanced CRM (e.g., Salesforce) systems for the entire student life cycle (“from recruitment to alumni”)	Student Support Council and Institutional Effectiveness & Governance Council	Guided Pathways Workgroup, <a href="#">ERP Implementation Workgroup</a>
<b>Goal 12 (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.</b>				
12	12.1	Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.	Resources Council	NC Reps on DBAC, President
12	12.2	Coordinate with RCCD to establish a BAM that allocates funding equitably	Resources Council	NC Reps on DBAC, VP Business Services
12	12.3	Support General Obligation bond campaign and implementation	College Council	Office of the President
12	12.4	Develop 30% of overall budget from non-general fund revenue sources	Resources Council	Dean overseeing Grants, Grants Advisory Panel

											PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA						
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
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 M	Program Review: Part 1	Tenisha James					0	0	
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 Testin	Assessment Review	Mark Hartley					6	6	
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	Program Review: Part 2	Greg Ferrer					0	0	
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 do not currently have an apple laptr	1 apple laptop in order to provide trainings	Program Review: Part 2	Greg Ferrer					0	0	
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 closer	5 air purifiers to ensure a safe and clean offi	Assessment Review	Greg Ferrer					0	0	
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 in	6 surface pros. During our remote college e	Program Review: Part 2,Assessment Revie	Greg Ferrer					0	0	
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 c	Program Review: Part 1,Program Review: F	Greg Ferrer					0	0	
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 a	Assessment Review,Program Review: Part	Greg Ferrer					0	0	
Program Review - Student Services: Disability Resource Cent	2021 - 2024	30000	ITEM: Equipment	EMP Goal 2,EMP Goal 3	General Fund,Guided Pathway:	6	Our office has various assistive technolo	In order to provide students with up to date	Program Review: Part 1,Assessment Revie	Greg Ferrer					0	0	
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 stuc	Program Review: Part 1,Program Review: F	Greg Ferrer					0	0	
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 device:	Program Review: Part 2,Assessment Revie	Greg Ferrer					0	0	
Program Review - Student Services: Enrollment Services	2021 - 2024	150	ITEM: Equipment	EMP Goal 12	General Fund	4	Computer Monitor	Computer Monitor for Academic Evaluator.	Assessment Review	Janelle Brekke					4	4	
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					8	8	
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.	6 Assessment Review	Janelle Brekke					10	10	
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.	6 Assessment Review	Janelle Brekke					0	0	
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					2	2	
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 Bulk	Program Review: Part 1,Assessment Revie	Mark DeAsis					2	2	
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					10	10	
Program Review - Student Services: Special Programs	2021 - 2024	1000	ITEM: Equipment	EMP Goal 3,EMP Goal 11	Equity,SSSP SEA,General Fund,I	7	2 Sharp Large Office Printers for staff	use 3-HP Laser Jet Black/White Printers for stud	Assessment Review,Data Review	Daniela McCarson					0	0	
Program Review - Student Services: Special Programs	2021 - 2024	1000	ITEM: Equipment	EMP Goal 9,EMP Goal 10	Equity,SSSP SEA,General Fund,I	14	None in area of air purification	6-Air purifiers for each office area	Assessment Review,Program Review: Part	Daniela McCarson					0	0	
Program Review - Student Services: Special Programs	2021 - 2024	2500	ITEM: Equipment	EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP	Equity,SSSP SEA,General Fund,I	8	Couches; standing areas	16-Lab Desks-3 sided stations for student us	Assessment Review,Program Review: Part	Daniela McCarson					0	0	
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,I	11	Staff check in at reception desk	2-Ipads for Qless check in	Assessment Review,Program Review: Part	Daniela McCarson					0	0	
Program Review - Student Services: Special Programs	2021 - 2024	5000	ITEM: Equipment	EMP Goal 9,EMP Goal 10	Equity,SSSP SEA,General Fund,I	10	Regular doors to area offices	5-Dutch/Pony Doors-replace regular doors v	Assessment Review,Program Review: Part	Daniela McCarson					0	0	
Program Review - Student Services: Veterans	2021 - 2024	15000	ITEM: Instruction	EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP	Lottery Instructional Supplies,C	3	Support from Admissions and Records B	i Office and school supplies	Data Review	Eric Betancourt					6	6	

											PRIORITY: 5=Very High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA						
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 Highest Rank = 10 Second Highest = 9 Third Highest = 6 Fourth Highest = 4 Fifth Highest = 2 Sixth Highest = 0	Rubric Total	COUNCIL RANK
Program Review - Student Services: Enrollment Services	2021 - 202	94676	STAFF: Classified	EMP Goal 1	General Fund,Other/None	2	AKR provides support to all onboarding	Student Services Technician (Du	Program Review: Part 1,Assessment Revi	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	94674	STAFF: Classified	EMP Goal 1,EMP Goal 9,EMP	General Fund	2	Student Services Technician to provid	Student Services Technician (1 FT)	Program Review: Part 1,Assessment Revi	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	112758	STAFF: Classified	EMP Goal 1,EMP Goal 6,EMP	Other/None,General Fund	2	A vacant permanent part time Grants	A Grants Administrative Specialist	Program Review: Part 1	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	116041	STAFF: Classified	EMP Goal 1,EMP Goal 6,EMP	General Fund,SSSP SEA,Guides	2	We two part time Outreach Specialist	Outreach Specialist (1 FTE)	Program Review: Part 1,Assessment Revi	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	117334	STAFF: Classified	EMP Goal 1,EMP Goal 12	General Fund	2	One manager overseeing Enrollment	Assistant Director of Admissions	Program Review: Part 1	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	117334	STAFF: Classified	EMP Goal 1,EMP Goal 9	General Fund,Other/None	2	An outreach team of 1.5 FTE that we w	Outreach Supervisor	Assessment Review	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	117678	STAFF: Classified	EMP Goal 1,EMP Goal 9	General Fund	2	1 Application Support Technician who	Application Support Technician (	Program Review: Part 1,Assessment Revi	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	119712	STAFF: Classified	EMP Goal 1,EMP Goal 9	General Fund	2	Student Financial Services Specialis	1 additional Student Financial Se	Program Review: Part 1	Mark DeKais				8	8		
Program Review - Student Services: Enrollment Services	2021 - 202	150000	STAFF: Classified	EMP Goal 6	General Fund	1	Director of CCPT funded by AB29	Funds, Associate Dean of Educational P	Program Review: Part 1	Mark DeKais				10	10		
Program Review - Student Services: Enrollment Services	2021 - 202	244100	STAFF: Classified	EMP Goal 2,EMP Goal 12	SSSP SEA,Guided Pathways,Ge	2	One Educational Advisor supporting	Two Educational Advisors to pro	Program Review: Part 1,Assessment Revi	Mark DeKais				8	8		
Program Review - Student Services: Equity Programs	2021 - 202	202158	STAFF: Classified	EMP Goal 1,EMP Goal 3	General Fund	4	FT Success Coach	FT Student Support Specialist	Data Review,Assessment Review	Tenisha James				4	4		
Program Review - Student Services: Equity Programs	2021 - 202	108982	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	General Fund	3	No Classified Professional Support	FT Student Success Coach	Data Review,Assessment Review	Tenisha James				6	6		
Program Review - Student Services: Special Programs	2021 - 202	116487	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	Equity,SSSP SEA,General Fund	3	No resource/budget available for	Unity Full-time Student Resource Spec	Data Review	Daniela McCanson				6	6		
Program Review - Student Services: Student Health	2021 - 202	72000	STAFF: Classified	EMP Goal 3,EMP Goal 4,EMP	General Fund	2	Part-time 0.8FTE Medical Administ	0.2 FTE increase to Full-Time Me	Assessment Review,Program Review	Part Cathleen chou				8	8		
Program Review - Student Services: Student Health	2021 - 202	90000	STAFF: Classified	EMP Goal 3,EMP Goal 4,EMP	General Fund	7	None	Funding for Part-Time Associate	Assessment Review,Program Review	Part Cathleen chou				0	0		
Program Review - Student Services: Student Health	2021 - 202	156000	STAFF: Classified	EMP Goal 3,EMP Goal 5,EMP	General Fund	6	None	Part-time Nurse Practitioner (Pr	Assessment Review,Program Review	Part Cathleen chou				0	0		
Program Review - Student Services: Student Health	2021 - 202	180000	STAFF: Classified	EMP Goal 3,EMP Goal 4,EMP	General Fund	5	None	Funding for a Full-Time Associat	Assessment Review,Program Review	Part Cathleen chou				2	2		
Program Review - Student Services: Student Health	2021 - 202	280000	STAFF: Classified	EMP Goal 3,EMP Goal 5,EMP	General Fund	4	None	Funding for a Full-Time Register	Assessment Review,Program Review	Part Cathleen chou				4	4		
Program Review - Student Services: Student Health	2021 - 202	474000	STAFF: Classified	EMP Goal 3,EMP Goal 4,EMP	General Fund	1	None	Mental Health Supervisor	Assessment Review,Program Review	Part Cathleen chou				10	10		
Program Review - Student Services: Veterans	2021 - 202	53918	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	Department Regular Funding	1	FT Veterans Services Specialist and	two Administrative Assistant 1, The V	Data Review,Assessment Review	Eric Betancourt				10	10		
Program Review - Student Services: Veterans	2021 - 202	100978	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	Equity,Department Regular Fu	1	Veterans Services Specialist and	two Ad Veterans Services Technicians, T	Assessment Review	Eric Betancourt				10	10		
Program Review - Student Services: Veterans	2021 - 202	160000	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	General Fund,Other/None,SS	1	A Dean who serves as the Director	1 FT Director of VRC	Data Review,Program Review: Part 1,Asse	Eric Betancourt				10	10		
Program Review - Administrative: Student Services	2021 - 202	\$146,096	STAFF: Classified	EMP Goal 1,EMP Goal 7	General Fund,Other/None	3	PPP staff, CTE Project Director	Outreach Services Supervisor	Program Review: Part 1	Tarrant Kaneesha				4	4		
Program Review - Administrative: Student Services	2021 - 202	\$353,093	STAFF: Classified	EMP Goal 1,EMP Goal 2,EMP	General Fund	4	2 FT Educational Advisors	3 FT Educational Advisors	Program Review: Part 1	Tarrant Kaneesha				0	0		
														0	0		
														0	0		
														0	0		

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	PRIORITY: 5=Very, High 4=High, 3=Medium, 2=Low, 1=Very Low, 0=NA			DEPT RANKING Highest Rank=10 Second Highest=8 Third Highest=6 Fourth Highest=4 Fifth Highest=2 Sixth Highest=0	Rubric Total	COUNCIL RANK
											To what extent does this request support one or more EMP GOALS?	To what extent does this request support a PROGRAM GOAL?	To what extent does this request support student SAFETY or COMPLIANCE?			
Program Review - Student Services: Advising and Counseling	2021-2024	0	BUDGET: Facilitate EMP Goal 1,EMP Goal 2,EMP Goal 3	General Fund	7	9	General Counseling Offices	Additional private offices for Co.	Assessment Review	Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	2000	BUDGET: Request EMP Goal 2	Other/None	16	None	(GP Scaling) Requesting HEERF A	Program Review: Part 1		Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	70000	BUDGET: Request EMP Goal 1,EMP Goal 2,EMP Goal 3	General Fund	5	10	Categorically funded federal student	10 additional student workers	Program Review: Part 1	Tenisha James				2	2	
Program Review - Student Services: Advising and Counseling	2021-2024	112000	BUDGET: Request EMP Goal 2,EMP Goal 3	Other/None	11	None	(GP Scaling) Requesting HEERF A	Program Review: Part 1		Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	112000	BUDGET: Request EMP Goal 3	Other/None	15	None	(GP Scaling) Requesting HEERF A	Data Review		Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	126000	BUDGET: Request EMP Goal 2,EMP Goal 3	Other/None	11	None	(GP Scaling) Requesting HEERF A	Program Review: Part 1		Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	140000	BUDGET: Request EMP Goal 2	Other/None	10	None	We no longer have the Guided Pathway	(GP Scaling) HEERF Funds for Stu	Program Review: Part 1	Tenisha James				0	0	
Program Review - Student Services: Advising and Counseling	2021-2024	250000	BUDGET: Request EMP Goal 2	Other/None	14	None	CARES Act Funds	(COVID) Requesting HEERF Funds	Program Review: Part 1	Tenisha James				0	0	
Program Review - Student Services: Athletics	2021-2024	50000	BUDGET: Request EMP Goal 7	Other/None,General Fund	5	None	no resources currently exist for transp	Funding from HEERF or General	Program Review: Part 1	Mark Hartley				2	2	
Program Review - Student Services: Disability Resource Center	2021-2024	6500	BUDGET: Request EMP Goal 4,EMP Goal 2	Equity,General Fund,Guided P	11	Each year, we have limited funds (app	Requesting an additional 6500	Assessment Review		Greg Ferrer				0	0	
Program Review - Student Services: Disability Resource Center	2021-2024	10000	BUDGET: Facilitate EMP Goal 11	Other/None	15	The office currently has an automatic	We are currently requesting a p	Program Review: Part 2		Greg Ferrer				0	0	
Program Review - Student Services: Disability Resource Center	2021-2024	250000	BUDGET: Facilitate EMP Goal 2,EMP Goal 3	General Fund,Guided Pathway	1	We currently utilize a dedicated room	We need a large enough testing	Program Review: Part 1		Greg Ferrer				10	10	
Program Review - Student Services: Enrollment Services	2021-2024	150	BUDGET: Request EMP Goal 3,EMP Goal 6	General Fund,Other/None	3	Minimal Upward Bound funds for prof	\$150 to purchase membership R	Data Review,Program Review: Part 1,Pr	Prise	Mark DeAks				6	6	
Program Review - Student Services: Enrollment Services	2021-2024	1800	BUDGET: Request EMP Goal 4	General Fund,Department Res	7	Minimal funding to support profes	Attendance in California Associa	Program Review: Part 1		Mark DeAks				0	0	
Program Review - Student Services: Enrollment Services	2021-2024	2100	BUDGET: Request EMP Goal 4	General Fund,College Futures	5	Minimal funding for professional devel	Participate in California Commu	Program Review: Part 1		Mark DeAks				2	2	
Program Review - Student Services: Enrollment Services	2021-2024	2800	BUDGET: Request EMP Goal 3,EMP Goal 6	General Fund,Other/None,SSS	3	Minimal Upward Bound funding for ins	additional funding to purchase II	Assessment Review,Data Review,Program		Mark DeAks				6	6	
Program Review - Student Services: Enrollment Services	2021-2024	2400	BUDGET: Request EMP Goal 4	General Fund,College Futures	5	Minimal funding for professional devel	Participate in the National Assoc	Program Review: Part 1		Mark DeAks				2	2	
Program Review - Student Services: Enrollment Services	2021-2024	4200	BUDGET: Request EMP Goal 4	Department Regular Funding	8	Minimal funding for professional devel	Funding to attend Federal Stud	Assessment Review		Mark DeAks				0	0	
Program Review - Student Services: Enrollment Services	2021-2024	8000	BUDGET: Request EMP Goal 4	General Fund	2	Minimal funding for professional devel	Funding for professional develo	Program Review: Part 1,Assessment Revi		Mark DeAks				8	8	
Program Review - Student Services: Enrollment Services	2021-2024	10000	BUDGET: Request EMP Goal 1,EMP Goal 2,EMP Goal 6	General Fund,Other/None	2	Minimal funding for office supplie	nee Funds for general office supplie	Program Review: Part 1,Assessment Revi		Mark DeAks				8	8	
Program Review - Student Services: Enrollment Services	2021-2024	15800	BUDGET: Request EMP Goal 4	Guided Pathways,General Fun	3	Professional Development funds that a	Funds for Professional Develop	Program Review: Part 1,Assessment Revi		Mark DeAks				6	6	
Program Review - Student Services: Enrollment Services	2021-2024	16000	BUDGET: Request EMP Goal 1	General Fund	1	Minimal funding for materials and supp	Funds to purchase office supplie	Program Review: Part 1,Assessment Revi		Mark DeAks				10	10	
Program Review - Student Services: Enrollment Services	2021-2024	20000	BUDGET: Facilitate EMP Goal 1,EMP Goal 9	General Fund,Other/None	4	Office space for existing staff	Office space for additional staff	Program Review: Part 1,Assessment Revi		Mark DeAks				10	10	
Program Review - Student Services: Equity Programs	2021-2024	2400	BUDGET: Request EMP Goal 3	General Fund	6	Equity	Retreat Supplies and equipment	Program Review: Part 1		Tenisha James				0	0	
Program Review - Student Services: Equity Programs	2021-2024	8600	BUDGET: Request EMP Goal 3	General Fund	5	Equity/ASNC Funds	Additional funds for food service	Program Review: Part 1,Data Review,Ass		Tenisha James				2	2	
Program Review - Student Services: Equity Programs	2021-2024	5000	BUDGET: Request EMP Goal 2,EMP Goal 3	Department Regular Funding	7	No current tutors for Men of Color	English Tutor at 10 hours a wee	Program Review: Part 1		Tenisha James				0	0	
Program Review - Student Services: Equity Programs	2021-2024	20000	BUDGET: Request EMP Goal 3	Other/None	11	None	(HEERF) Requesting HEERF funds	Data Review		Tenisha James				0	0	
Program Review - Student Services: Equity Programs	2021-2024	132876	BUDGET: Facilitate EMP Goal 1,EMP Goal 2,EMP Goal 3	General Fund	2	No current adjunct counseling support	Adjunct Counseling Support for I	Data Review,Assessment Review		Tenisha James				8	8	
Program Review - Student Services: Equity Programs	2021-2024	140000	BUDGET: Request EMP Goal 1,EMP Goal 2,EMP Goal 3	General Fund	1	Federally funded work study students	20 additional student workers to	Program Review: Part 1,Data Review,Ass		Tenisha James				10	10	
Program Review - Student Services: Equity Programs	2021-2024	168000	BUDGET: Request EMP Goal 2,EMP Goal 3	Other/None	10	CARES Act Funds	(GP Scaling) HEERF request to su	Data Review		Tenisha James				0	0	
Program Review - Student Services: Special Programs	2021-2024	500	BUDGET: Facilitate EMP Goal 3	Equity,SSSP,SEA,General Fund	9	2 Tables outside of CSS 217 (on side)	2 Umbrellas on side of CSS 217	Assessment Review,Program Review: Part		Daniela McCarson				0	0	
Program Review - Student Services: Special Programs	2021-2024	10000	BUDGET: Request EMP Goal 2,EMP Goal 3	Equity,SSSP,SEA,General Fund	12	None for the Unity Zone	Funds to support student and of	Assessment Review,Program Review: Part		Daniela McCarson				0	0	
Program Review - Student Services: Special Programs	2021-2024	10000	BUDGET: Request EMP Goal 4	Equity,SSSP,SEA,General Fund	13	Limited program funds for staff and stu	Funds for conference and traini	Assessment Review,Program Review: Part		Daniela McCarson				0	0	
Program Review - Student Services: Special Programs	2021-2024	15000	BUDGET: Request EMP Goal 1,EMP Goal 2,EMP Goal 3,EMP	Equity,SSSP,SEA,General Fund	6	We do not have desktop computers for	14 Desktop Computers for Spec	Assessment Review,Program Review: Part		Daniela McCarson				0	0	
Program Review - Student Services: Special Programs	2021-2024	100000	BUDGET: Request EMP Goal 3,EMP Goal 5	Equity,SSSP,SEA,General Fund	4	NextUp limited funds to provide foster	Funds to fight hunger among for	Assessment Review,Program Review: Part		Daniela McCarson				4	4	
Program Review - Student Services: Special Programs	2021-2024	200000	BUDGET: Request EMP Goal 2,EMP Goal 3,EMP Goal 5	Equity,SSSP,SEA,General Fund	5	Limited EOPS CARE and NO Phoenix Sci	Funds to support low income st	Assessment Review,Program Review: Part		Daniela McCarson				2	2	
Program Review - Student Services: Student Health	2021-2024	150000	BUDGET: Facilitate EMP Goal 10	General Fund	3	None	Funding for facility build-out	Assessment Review,Program Review: Part		Cathleen chou				6	6	
Program Review - Student Services: Student Life	2021-2024	60000	BUDGET: Request EMP Goal 3,EMP Goal 5	Guided Pathways,Other/None	1	Food Pantry Location	Stable Funding to Support the R	Program Review: Part 1		Mark Hartley				10	10	
Program Review - Student Services: Student Life	2021-2024	160000	BUDGET: Request EMP Goal 3	Equity,Guided Pathways,Other	2	Housing for Homeless Students: This no	Stable budget to assist with stud	Program Review: Part 2		Mark Hartley				8	8	
Program Review - Student Services: Veterans	2021-2024	26400	BUDGET: Request EMP Goal 1,EMP Goal 4,EMP Goal 5,EMP	Department Regular Funding	2	The Veterans Resource Center does not	The VRC needs a budget to able	Assessment Review,Data Review		Eric Bancourt				8	8	
Program Review - Administrative: Student Services	2021-2024	\$50,000	BUDGET: Request EMP Goal 1,EMP Goal 7	Other/None,General Fund	2	General Fund, College Promise	Funding to create infrastructure	Program Review: Part 1		Tarrant Kaneesha				8	8	
Program Review - Administrative: Student Services	2021-2024	\$75,000	BUDGET: Request EMP Goal 1,EMP Goal 3	Other/None	1	Staff	Budget for targeted outreach an	Program Review: Part 1		Tarrant Kaneesha				10	10	
Program Review - Administrative: Student Services	2021-2024	\$140,000	BUDGET: Request EMP Goal 2	General Fund	5	Staff	Budget to support 5 Faculty Coo	Program Review: Part 1		Tarrant Kaneesha				2	2	
Program Review - Administrative: Student Services	2021-2024	\$170,000	BUDGET: Request EMP Goal 1,EMP Goal 2,EMP Goal 3	Other/None,General Fund	1	FWS	Budget to implement Student Ai	Program Review: Part 1		Tarrant Kaneesha				10	10	

PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA

0

1

2

3

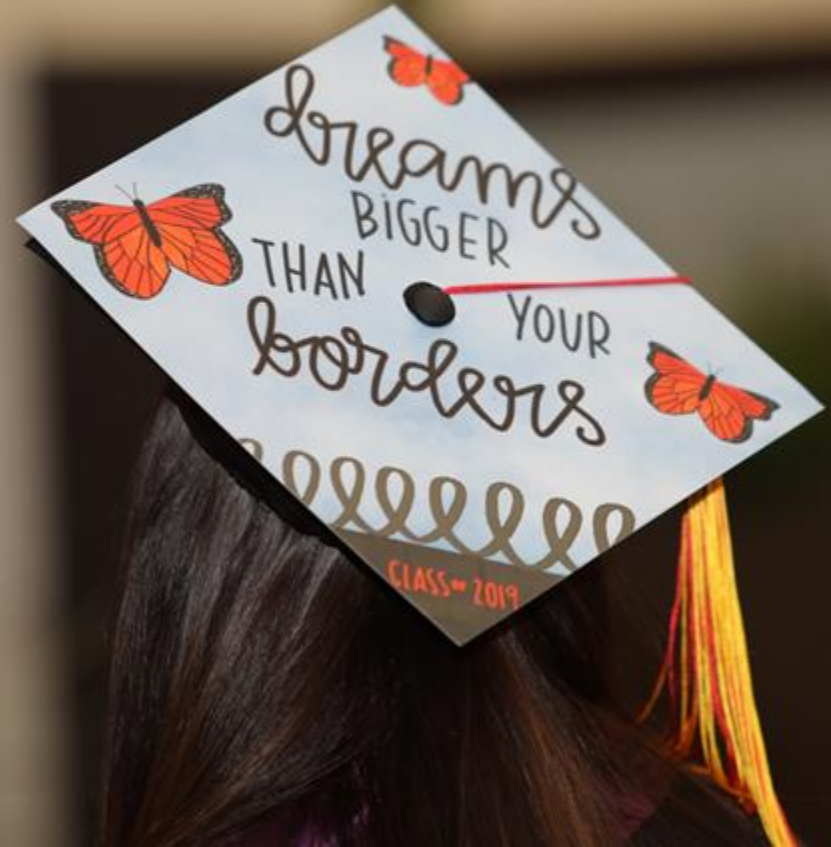
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# HOTEP

## Overview of Norco College Equity Audit

*with Hotep Consultants*





# WHY are we doing it for our Institution?

- Help us assess if equity is embedded in all areas of campus and reflected in policy, practice, and praxis.
- Inform progress being made towards **EMP equity goals**:
  - EMP Goal 3: Close all Equity Gaps
  - EMP Goal 4: Professional Development
- Help us identify equity gaps and promising practices to include in the **2022-2025 Student Equity Plan**
- RCC and MVC completed their Audit in 2020/ 2021: provides a district-wide perspective

# WHO are the Invited Experts?

HOTEP



**Lasana O. Hotep**

Founder & Lead Consultant

Director of Diversity, Equity,  
Inclusion & Belonging,  
UC Berkeley



**Lauren Ford, Ed.D.**

Strategic Consultant

Director Strategic Initiatives &  
Planning, San Mateo  
Community College District



**Katrina Pantig**

Strategic Consultant

Learning and Development  
Strategist | Diversity, Equity,  
Inclusion & Belonging,  
UC Berkeley

## WHO is involved at Norco College?

- Dr. Tenisha James
- Dr. Gustavo Ocegueda
- Dr. Greg Aycocock
- Dr. Dominique Hitchcock

# What is the Hotep Equity Audit?

## The 3 Components

- **Document Review**- Conduct an analysis of institutional documents that reflect policies, practices, and assessments.
- **Campus-Wide Survey**- One survey sent to employees and another survey will be distributed to students.
- **Focus Groups**- Facilitate discussions with the following constituent groups:
  - Administrators
  - Instructional Faculty
  - Students
  - Student Support and Services (Classified Professionals & Counseling Faculty)

**Final Report** - Findings & recommendations from Audit. The report will highlight current promising practices and identify opportunities to strengthen policies and practices



## TIMELINE: Campus Participation

Engagement from all constituents, departments, and groups is critical. This is an opportunity to be an open and honest about your perspective and experiences at Norco College so we can work towards continuous improvement.

### October

**10/4-10/25**

Students and  
Employees  
complete the  
survey

### November

**11/8-11/19**

Students and  
Employees attend  
focus group  
sessions

### February

**Date: TBD**

Presentation of  
Findings with  
campus-community

# Next Steps: What to Expect

- Employees and students will receive a communication from (\_\_\_\_\_) to complete the survey.
- There is an opportunity towards the end of survey to indicate interest in participating in a focus group.
- You will receive a calendar invitation to attend the focus group from Hotep Consultants.
- *For any questions about the process, contact Dr. Tenisha James at [tenisha.james@norccollege.edu](mailto:tenisha.james@norccollege.edu)*

