

**Norco College
Committee of the Whole
May 24, 2016**

MINUTES

Faculty

Bader, Melissa
(co-chair)
Andacheh, Khalil
Anderson, Kris
Beck, Rex
Bemiller, Quinton
Boelman, Peter
Brockenbrough,
Celia
Burnett, Sarah
Campo, Peggy
De Guzman,
Joseph
Friedrich Finnern,
Teresa
Gutierrez, Monica
Harris, Vivian
Hitchcock,
Dominique
Kamerin, Kim
Kyriakos,
Stephany

Miter, Carol
Palmer, Diane
Parks, Jason
Perry, Judy
Popiden, Sandra
Tran, Phu
Russell, Timothy
Stevens, Walter
Sloniger, Mitzi
Shirinian,
Margarita
Rosales, Carolyn
Thomas, Jim
Tyler, Stan
Van Hulle, Paul
Wimer, Beverly
Worsham, Patty
Zwart, Gail

Staff

Leal, Ruth (co-
chair)
Terrazas, Denise
(recorder)
Alvord, Judy
Betancourt, Eric
Delgado, Bernice
Hodawanus, Tricia
Lambros, Daniel
Molina, Ana
Santa Cruz, Elena
Tiangco, Jefferson
Poole, Chris
Welch, Caitlin

Administrators

Alonso, Miriam
DeAsis, Mark
Etchison, Ashley
Farrar, Carol
Gomez, Beth
Green, Monica

Hartley, Mark
Hendrick, Irving
Henkels, Charles
Nance, Damon
McAllister, Lisa
McGraw, Shirley
Molko, Colleen
Oceguera,
Gustavo
Patton, Lorena
Sinclair, Maureen
Uesugi, Koji

Students

Barragan, Maria
Castillo, Christian
Cordova, Arlene
Hayes, Kevin

Guests

Stone, Sherry
Tracy, Scott

Melissa Bader opened the meeting at 12:55 pm.

Approval of March 3, 2016 Minutes

Motion to Approve: Jason Parks

Seconded: Mark Hartley

Corrections/Discussion: none.

Vote: approved with 4 abstentions

Completion Initiative

Jason Parks and Melissa Bader presented information on the completion initiative.

Peggy Campo motioned to approve the continuation of the completion initiative; Sarah Burnett seconded.

Discussion:

The completion initiative began in July of last year with a series of brown bag meetings and retreats. Through this process the college identified some basic themes: clear and directed pathways, Meta majors, faculty advisement models, linking college to career, and student ambassadors. We would like to keep the initiative going; it has been approved at ISPC and Academic Senate. We are voting to continue our planning during the summer to establish a timeline and necessary resources.

Vote: approved unanimously

Emergency Operations Plan

Lisa McAllister and Sherry Stone presented information on the District Emergency Operations Plan.

Paul Van Hulle motioned to approve the Emergency Operations Plan; Buck Stevens seconded.

Discussion:

- ALL Hazard Plan
- Guides Organization and Response to Emergencies
- Guides RCCD Coordination with Other Agencies
- Captures Critical Roles/Responsibilities
- Contains Pertinent Information for Management of Emergency Events
- Annexes Provide Refinement and Other Actions to Take During Specific Emergency Types
- EOP's are Guidance Documents and Provide for Flexibility with the Incident Command System.
- Plan will be revised to include college specific action plans for Norco

Questions/concerns were raised by members on 1) active shooter barricades; 2) West End Quad cannot hear siren; 3) classroom phones and the expectation that everyone has a cell phone. A recommendation was made to hold safety training during FLEX to address questions like these.

Vote: approved unanimously

Grad Guru App

Gustavo Ocegüera presented information on the Grad Guru app.

Sarah Burnett motioned to approve piloting the Grad Guru app; Kim Kamerin seconded.

Discussion:

- How to use technology to better communication with our students.
- App does not replace how we officially communication with students.
- This app can lead students to the portal to get their information. Info on deadlines, campus events, workshops and services.

- The app features instant messages through push notifications and is free to students. There is no advertising, and students choose the information they want to enter so the information provided is self-reporting. Students may opt out at any time.
- Does not require IT support.
- To pilot in the fall we will need a meeting, we are ready to try it out in the fall with a test group.
- Can purchase a one year or three year agreement with a discount. Cost 22K for 1 year; inexpensive compared to other products currently available.
- Company is working on helping to identify cohorts of students, which would require using their student ID number with no other identifying information.
- Will have a full demo with Rick Herman to make sure we have full clearance.

Vote: approved unanimously

2016 Norco College Diversity Award Recipient

Gustavo Ocegüera and Irving Hendrick presented the award to Stephanie Olguin, Learning Center Assistant in the Counseling Department.

Student Portal

Scott Tracy and Mark DeAsis presented information on RCCD's student portal.

The roll out of the student portal has been in the works for some time. The student portal will introduce the single sign on for Webadvisor, email and Datatel and Colleague. Students do not have to be on campus to access. We are currently in the implementation phase, evaluating and making changes. When the portal is launched, we will start with students first followed by faculty and staff. Key features include: the same functionality as Webadvisor; students enjoy that it has Webadvisor functions in the tabbed environment. Connects, Webadvisor, email, Datatel/Colleague and Office 365 schedule.

2016-17 Tentative Budget Presentation

This presentation was rescheduled to fall due to time constraints. Melissa Bader shared that the tentative budget was approved by ISPC; if members have any questions regarding the revised budget, contact Beth Gomez.

Smoking Legislation

Melissa Bader presented information on changes to legislation with regard to the smoking age and smoking on school campuses.

- Melissa shared changes in June 9 legislation regarding the smoking policies on school campuses noting that Norco College and JFK share space. This topic is brought forward for support from the committee should changes be needed over the summer.

Good of the order

- Welcome Day is August 27, 9am – 1pm
- Open Dialogue is next Wednesday, June 1, 1pm-2pm
- The Assessment Committee Meeting for May 26th at college hour is taking place, the notice that it had been cancelled was sent in error.
- Greg Aycock encouraged everyone to complete the Institutional Effectiveness and Planning Survey.
- Rex Beck shared how impressed he was with Beth Gomez and Peggy Campo in their representation of Norco College with regard to budget matters in the DBAC meetings.

Meeting adjourned: 1:58pm