

# MEMO



**DATE:** August 10, 2022  
**TO:** Norco College  
**FROM:** Dr. Monica Green  
**RE:** 2021-2022 College President Memorandum

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The 2021-2022 academic year was a productive year for our college. Through the program review and authentic assessment process you provided important information, insight, and recommendations so that leadership can make sound and informed decisions to best support student success. This year was further impacted by COVID-19 restrictions that resulted in a loss of approximately 18.8% of our full-time equivalent students (a disproportionately high number of which are historically underserved students). Simultaneously, we continued to benefit this year from an infusion of one-time federal funds to provide emergency financial support directly to students and institutional support related to COVID-19 mitigation and institutional restoration. Throughout the year, our new governance structure recommendations and operational team feedback helped us set our priorities resulting in our allocation of resources to be based on our collective wisdom. We cannot thank you enough for your coordinated and collaborative contributions. In this College President Memorandum (SPGM Evaluation of the Planning and Decision-Making Process #3), the following funded resource requests are based on the priorities we developed together. Congratulations Mustangs!

## **Prioritized Personnel Additions 2021-2022**

Faculty: Based on program review request, funds were used to substantially increase counseling services (over 6,300 hours) this past year. Faculty hires were also recommended and endorsed by Academic Planning Chairs during the program review prioritization process. The following twelve (12) approved faculty positions for FY 21/22 were newly hired or filled replacement positions. Many are underway and still pending hiring process completion:

<b>First Name</b>	<b>Last Name</b>	<b>Discipline</b>	<b>Type</b>	<b>Start</b>
Nicole	Capps	English (WRC)	New Hire	Fall 2022
Miguel	Castro	Librarian (Instructional Design)	New Hire	Fall 2022
Nancy	Quinones	Ethnic Studies	New Hire	Fall 2022
Erin	Spurbeck	Counselor	New Hire	Fall 2022
TBA	TBA	Electronics	New Hire	Spring 2022
Svetlana	Borissova	Math (STEM)	Replacement	Fall 2022
Rosalio	Cedillo	Sociology	Replacement	Fall 2022
Weining	Cui	Chemistry	Replacement	Fall 2022
Timothy	Mount	Communication Studies	Replacement	Fall 2022
Sara	Nafzgar	Communication	Replacement	Fall 2022

Michelle	Ramin	Studio Art / Gallery Director	Replacement	Fall 2022
TBA	TBA	Psychology	Replacement	Spring 2022

Classified Professionals: The new/replacement classified professional positions added to the Norco College roster during the last year, included twenty-nine (29) positions from which six (6) are new positions and ten (10) are part-time positions.

First Name	Last Name	Department	Type	Title (Percent on General Fund)
Kaytlyn	Blank	Competitive Athletics	New Position	Certified Athletics Trainer (100%)
Nataly	Phariss	Admissions and Records	New Position	Educational Advisor -PT (0%)
Paula	Barrera Partida	Career Technical Education	New Position	Employment Placement Coordinator (0%)
Cynthia	Aron	Admissions and Records	New Position	Enrollment Services Assistant (0%)
Lisa	Myers	Planning and Development	New Position	Grants Administrative Specialist (0%)
Christopher	Castillo Gonzalez	Student Services	New Position	Student Resource Specialist – PT (0%)

Additionally, based on program review requests, funds were approved to add or partially institutionalize four (4) permanent employees with a percentage increase to the general fund: Education Advisor (25%), Planning & Development Admin Assistant IV (30%), Institutional Research Specialist (15%), and a Custodian (100%). Additionally, there were several personnel shifts, increased hours, employees on differential, and hours were temporarily increased this past year across many classified job categories to better serve students online and on campus, to provide outreach, and to seamlessly ensure continued success for our students.

Administration: The 2021-2022 year is also concluding with one management position being partially shifted to the general fund (Apprenticeship Director; 15%), two new positions, and five replacements management positions.

First Name	Last Name	Department	Type	Title
Juan	Alvarez	Educational Partnerships	New Position	Associate Dean
Sheree	Summers	Health Services	New Position	Mental Health Services Supervisor
Jasson	Baker	Facilities Custodial Services	Replacement	Custodial Manager

Travonne	Bell	Facilities, Grounds and Utilization	Replacement	Manager
Ashley	Etchison	CTE	Replacement	Associate Dean
Jason	Parks	Academic Affairs	Replacement	Interim, VP Academic Affairs
Carlos	Vasquez	Apprenticeship	Replacement	Apprenticeship Director

**Retirements in 2021-2022**

This year we say goodbye to one faculty member retiree, Rex Beck, and two classified professional retirees, Malia Lilly and Victor Goldbaum, totaling 52 years of combined service to our college and district! Their contributions to Norco College are long-lasting and very deeply appreciated.

**Instructional Equipment Expenditures in 2021-2022**

The College invested a considerable amount of restricted lottery funding in instructional supplies. Restricted lottery revenue in 2021-2022 was budgeted at \$462,680 in addition to \$581,406 carryover from 2020-2021. Actual expenses and encumbrances are estimated at \$525,418 which leaves an estimated balance of \$518,667 to be carried over to FY 22/23.

Instructional Equipment revenue in 2021-2022 was budgeted at \$585,063, while the actual expenses and encumbrances are estimated at \$419,594.08 which leaves an estimated balance of \$165,468.92 to be carried over to FY 22/23. Some examples of instructional equipment purchases include instructional computers, audio visual upgrades to classes, instructional software, music equipment, a new deionized water system for the biology labs, and significant science lab equipment.

**Prioritized Equipment Needs and Facility Improvements**

Our strategic planning councils ranked equipment, technology, and facility improvements request from each area program review. Before making purchase recommendations, leadership determined if grant or categorical funds could be used for purchases. The college started the year with a hybrid schedule, as classified professionals and managers were working from home and onsite. Thus, the College was very active in 2021-2022 with facilities upgrades and reinvestment in our physical plant. Due to the pandemic, our scarce 2021–2022 general fund purchases were conservative this past year focusing on safety, student success, facility maintenance, and direct expenses related to COVID mitigation. Some examples of funded and completed projects include:

- Replacement of concrete walkway trip hazard (Scheduled Maintenance)
- Roof replacement – STEM 100-300 & EEQ Building (Scheduled Maintenance)
- Library Footing – Water Repair Filling
- VRC Irrigation and Landscape Improvements
- Health Center Improvements
- Parking Lot B Crack Fill Project
- STEM 200 Faculty Offices
- Sidewalk Repair & Replace Repair ST & HUM

- Veterans Resource Center building completed
- Replace HVAC filters with MERV 13 high effectiveness filters
- Programming and schematic design of the Center for Human Performance and Kinesiology

As a result of the efforts by our college community, all 2021-2022 resource allocation decisions followed the established prioritization process with an eye towards our core commitments, budget priorities, and our strategic planning goals of student transformation, college transformation, and regional transformation. We will continuously assess and measure how our allocation of resources impacts student completion and our learning environment.

It is so rewarding to be part of this great community of educators and passionate equity-minded life changers. The list of innovations and advancements made this last year are simply incredible: new program/course adoption, instructional advances, DEI events, Equity Audit, Distance Education improvements, disaggregation of data, Guided Pathways discussion of our Schools, holistic survey results, virtual student services, and the impressive list goes on and on. Let's continue to celebrate our student success and the difference Norco College made during the last academic year in advancing the trajectory of our students' lives.