

#### **College Council**

#### Meeting Minutes for December 8, 2022, 12:50 pm to 1:50 pm Hybrid: CSS 217 / Meeting ID: 894 3097 1091

Zoom Link: https://rccd-edu.zoom.us/j/89430971091?pwd=S0tganhGdXV2Z1pxU1NCODZPNy9WUT09

#### Council Members (total# 18)

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Makenna Ashcraft, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Ms. Vivian Harris, Ms. Azadeh Iglesias, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Ruth Leal, Mr. Jethro Midgett, Dr. Kaneesha Tarrant, Ms. Leona Vassale, Dr. Sigrid Williams and Ms. Patty Worsham

#### **Council Members Not Present:**

Ms. Patricia Gill and Dr. Jason Parks

#### Guest(s):

Dr. Monica Green, Alex Zadeh, Ms. Charise Allingham, Kevin Baccari

Quorum: #10

**Subject to Brown Act: No** 

#### 1. Call to Order

Time 12:54 PM

#### 2. Action Items

#### 2.1 Approval of Agenda (Ms. Aceves/ Ms. Bell)

• Approved by consensus.

#### 2.2 Approval of November 3, 2022, Meeting Minutes (Ms. Aceves/ Ms. Johnson)

Approved by consensus.

### 2.3 Acceptance of the Recommendations of Leadership Councils and Technology Committee Prioritization of Program Review Items (Dr. Tarrant/ Ms. Bell)

- Approved by consensus.
- Academic Council recommendations are still outstanding.

#### 3. Information Items

#### 3.1 Annual Budget Update (Dr. Michael Collins)

• Dr. Collins presented on the Annual Budget. The 2021/2022 general fund had a positive balance with savings due to HERF funding that also helped with expenses. Grant funds covered 19.25% of total institutional salaries/benefits for 21/22. The 2022/2023 adopted budget reflects substantial one-time funds and ongoing revenue increases in Prop 98 funds. One-time funds will be used for scheduled maintenance, retention/enrollment, common course numbering, etc. The district is working on an expenditure plan for COVID-19 Recovery Block Grant of \$17.6 million for RCCD.

#### 3.2 Accreditation Update (Dr. Hayley Ashby)

• Dr. Ashby presented on the accreditation update. ACCJC has updated their standards. This update included revising guiding principles and changing standard names as well as removing subsections. The updated standards now have questions under each standard with a checklist. Norco College's midterm report is due in 2024. The college will get started in January 2023 and provided a timeline.

#### 3.3 LFM Update; Canvas Assessment Process (Ms. Ashlee Johnson)

• Dr. Ashby and Ms. Johnson presented the recommendation on the new assessment process that development using Canvas. The assessment of SLO's using Canvas Gradebook and integrates Canvas and Nuventive. This aligns with the EMP Goals 3, 8, and 11. Guiding principles and an action plan were developed which involved faculty.

#### 3.4 DSPC Update (Ms. Vivian Harris)

The District Strategic Planning Council, Committee & Sub-Committee: Operational Guidelines and Structure will have its
fourth read at the next meeting on December 9, 2022. At the November meeting, DSPC was provided with an Emergency
Conditions Allowance Recovery Plan and a report from the Scheduling Task Force.

#### 4. Good of the Order

#### 5. Future Agenda Topics

5.1 Clarification on membership/voting rights of ex-officio council members as listed on the charter.

#### 6. Adjournment

• Time: 1: 56 pm

#### **Next Meeting**

Date: March 9, 2023

Time: 12:50pm to 1:50 pm



# College Council Budget Update December 8, 2022

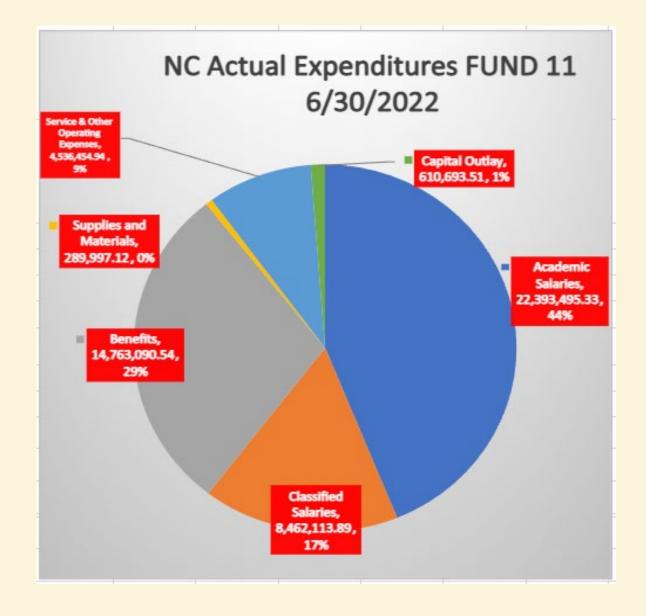
Dr. Michael T. Collins, VP Business Services

# FUND 11 21/22 End-of-Year Budget Performance Report

	FY 21/22 Adopted	FY 21/22	Actual Revenue and Actual Expenses
Description	Budget	Revised Budget	6/30/22
Revenue 8XXX	53,601,851.00	53,651,851.00	54,616,933.81
Expenses 1XXX-7999	48,374,204.00	53,031,747.00	51,055,845.33
Revenue minus Expenses Bal. >	·>>>	»>>>>>>>>	3,561,088.48
	Carryover-Holdin	g Accounts >>>>	9,427,372.00
	Carryover 22/23 E	Expenditure Plan	8,413,351.00



• NC FUND 11 ACTUALS 6/30/2022



# 21/22 End-of-Year Budget Performance Report

- Part Time & Overload, Academic, Inst. Salaries.
  - Budget \$7,229,540.00
  - Actual \$7,972,179.68
- 13xx's accounts overspent by \$-742,639.68

		1				
		Prior Year 2020-21	Current Year 2021/22	Actuals		%
Object	Object Description	Actual	Revised Budget	YTD 06/30/22	Balance	Used
1330	INSTRUCTORS, PART TIME FALL	2,321,308.41	2,236,091.00	2,455,229.86	(219,138.86)	109.80%
1331	INSTRUCTORS, PART TIME SUMMER (ODD YR)	247,990.55	527,163.00	296,298.30	230,864.70	56.21%
1332	INSTRUCTORS, PART TIME WINTER	539,652.70	526,618.00	378,243.43	148,374.57	71.83%
1333	INSTRUCTORS, PART TIME SPRING	2,008,518.53	1,857,407.00	1,976,144.23	(118,737.23)	106.39%
1334	INSTRUCTORS, PART TIME SUMMER (EVEN YR)	332,874.22	46,582.00	275,552.59	(228,970.59)	591.54%
1335	INSTRUCTORS, FULL TIME OVERLOAD FALL	574,888.43	431,506.00	675,615.40	(244,109.40)	156.57%
1336	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (EVEN YR)	663,311.16	33,808.00	675,625.36	(641,817.36)	1998.42%
1337	INSTRUCTORS, FULL TIME OVERLOAD WINTER	619,048.98	554,075.00	597,069.76	(42,994.76)	107.76%
1338	INSTRUCTORS, FULL TIME OVERLOAD SPRING	544,010.43	390,906.00	537,882.86	(146,976.86)	137.60%
1339	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (ODD YR)	15,370.79	366,054.00	-	366,054.00	0.00%
1360	INSTRUCTORS, SUBSTITUTES	11,078.48	-	57,495.69	(57,495.69)	
1370	INSTRUCTORS, EXTRA DUTY	12,349.99	71,051.00	41,652.48	29,398.52	58.62%
1371	INSTRUCTORS, LARGE LECTURE STIPENDS	12,392.51	188,279.00	5,369.72	182,909.28	2.85%
13xx	PT & Overload, Academic, Inst Salary	7,902,795.18	7,229,540.00	7,972,179.68	(742,639.68)	110.27%

## NORCO COLLEGE

- Part Time & Overload, Academic, Non-Inst. Salaries.
  - Budget 547,434.00
  - Actual 846,842.06
- 14xx's accounts overspent by \$-299,408.06

		Prior Year 2020-21	Current Year 2021/22	Actuals		%
Object	Object Description	Actual	Revised Budget	YTD 06/30/22	Balance	Used
1439	ACADEMIC - PT COUNSELORS / LIBRARIANS / COORDINATORS	902,203.10	367,958.00	718,090.09	(350,132.09)	195.16%
1460	LONG TERM SUBSTITUTES FOR COUNSELORS / LIBRARIANS / COO	-	-	-	-	
1469	SHORT TERM (DAILY) SUBSTITUTE COUNSELORS / LIBRARIANS / C	14,934.16	8,442.00	2,929.65	5,512.35	34.70%
1470	NONINSTRUCTIONAL SALARIES, OTHER EXTRA DUTY	-	-	-	-	
1479	EXTRA DUTY STIPENDS	98,466.79	98,457.00	104,571.31	(6,114.31)	106.21%
1490	ACADEMIC SPECIAL PROJECTS	6,434.94	72,577.00	21,251.01	51,325.99	29.28%
14xx	PT & Overload, Academic, Non-Inst Salary	1,022,038.99	547,434.00	846,842.06	(299,408.06)	154.69%

## FUND 12 Year-End Budget Performance Report FY 21/22

Norco Exper	nditures FY 2021/	/22 (Fund 12)		
	Revised Budget	Actuals		
Description	FY 21/22	6/30/22	Balance	%
Academic Salaries	3,169,938	2,901,133.70	268,804.30	12.4%
Classified Salaries	6,714,075	4,779,651.32	1,934,423.68	20.5%
Benefits	4,449,476	3,194,171.76	1,255,304.24	13.7%
Supplies and Materials	1,938,589	717,407.86	1,221,181.14	3.1%
Other Operating Expenses and Services	13,253,697	4,601,462.86	8,652,234.14	19.7%
Capital Outlay	12,131,841	4,069,619.65	8,062,221.35	17.4%
Other Outgoing	1,491,394	3,096,919.63	(1,605,525.63)	13.3%
Total amounts	43,149,010	23,360,366.78	19,788,643.22	100%
TOTAL SAL	ARIES AND BENEFITS	10,874,957		46.55%
TOTAL NON PI	12,485,410		53.45%	

Fund 12 covered 19.25% of total Institutional Salaries and Benefits in 21/22

NORCO COLLEGE



# FY 2022-23 Adopted Budget Update



# Good News First- Ongoing Revenue Increases!

- Prop 98 Guarantee
- FY 2022-23 Governor estimates the guarantee at \$110.3 billion. –
   An increase over the 2021 Budget Act of \$16.6 billion, 17.72% –
   Community College share of Proposition 98 10.93% 89.85% increase since 2012-13
- Increased Unrestricted Ongoing Revenue- Growth (.50%), COLA (6.56%), Basic Allocation increase (approx. \$5.5m for RCCD- focus on technology), Base Funding Increase (approx. \$11m for RCCD)



# Ongoing Revenue Increases!

- Modernize Technology and Data Protection (\$75m one time, \$25m ongoing)
- PT Faculty Health Insurance
- Increased support for Financial Aid, Promise, NextUp, EEO best practices, A2MEND, MESA
- Augment Student Success Completion Grants
- Augment SEA, DSPS, EOPS, CARE, Puente, Foster Care, UMOJA
- Student Housing Assistance & Basic Needs Centers

## NORCO COLLEGE

# Substantial One-Time Funding

- Scheduled Maintenance
- Retention and enrollment
- Common course numbering
- COVID 19 Recovery Block Grant (\$17.6m for RCCD)- should be used to support students and mitigate learning losses related to COVID-19.
  - Student basic needs and mental health services
  - Support for students who were challenged academically
  - Support more broad access for high schools
  - Faculty development/professional development
  - Technology infrastructure
  - Cleaning/PPE



# Funding Protections Update 2022

- 2022 Budget Act extends the hold harmless protection through 2024-25 FY
- 2025-26 hold harmless will no longer reflect cumulative COLAs over time. The district's 24-25 Total Computational Revenue will represent the new "floor" for funding, below which it cannot drop
- The "emergency conditions protection" from apportionment declines related to the pandemic is not applicable in the 2022-23 FY



# Scheduled Maintenance & Instructional Equipment

- No local match required
- •Water conservation and energy efficiency projects are allowed
- •\$19 million for RCCD
  - •District will allocate \$4.9m in Scheduled Maintenance and Instructional Equipment funding to the District Solar Projects at each college.
- 2022-23 PPIS funding for Norco- estimated at \$3,057,863



# Affordable Student Housing

- •\$750 million in FY 22-23 and FY 23-24 for the Higher Education Student Housing Grant Program.
  - Provide one-time grants for construction of student housing and the acquisition and renovation of commercial properties into student housing.
- •Norco College's planning grant received Department of Finance approval in March 2022 in the amount of \$590,000 (business analysis, programming, schematic design)- currently under design.
- •The District will submit student housing construction applications for all these colleges in July 2023.



# **Budget Allocation Model Update**

The Revised Budget Allocation Model was developed to allocate resources around the following core principles:

- Fair Resource allocation decisions will be informed by objective, predictable, verifiable, and easily accessible data and will be made in an impartial and consistent manner.
- Equitable Resources will be distributed in an manner that adequately supports the full array of programs offered at each college while ensuring compliance with statutory and regulatory requirements; efficient and strategic use of resources is expected, and inefficiencies will not be subsidized or supported.
- Transparent Resource allocation decisions will be made in an open and consultative manner with representative stakeholder groups and that it is simple, easy to administer and communicate as possible.

## NORCO COLLEGE

# District Budget Allocation Model Split

### FY 21/22 split

- •NC 21.894%
- •MVC 22.712%
- •RCC 55.394%

#### FY 22/23 split

- •NC 21.763%
- •MVC 21.971%
- •RCC 56.266%

#### This is a change of

- •NC <0.13094%>
- •MVC <0.74067%>
- •RCC 0.87161%

## Budget Allocation Budget (BAM)

ВАМ	% FTES SPLIT	% Revenue Split
NC	22.96%	21.76%
MVC	22.14%	21.97%
RCC	54.90%	56.27%

# Revised BAM FY 2022-23 FINAL BUDGET BASED ON FY 20/21 DATA

22/23 Revenue Allocation
Direct Instructional, Academic Affairs,
Student Services, Business Services and Other Costs

Norco College	
Total FTES	6,685
Direct Instructional & Academic Affairs Costs	37,615,224
Student Services, Business Services, and Other	17,907,084
Total Norco College	\$ 55,522,308
Moreno Valley College	
Total FTES	6,448
Direct Instructional & Academic Affairs Costs	38,783,115
Student Services, Business Services, and Other	17,271,170
Total Moreno Valley College	\$ 56,054,285
Riverside City College	
Total FTES	15,985
Direct Instructional & Academic Affairs Costs	100,729,941
Student Services, Business Services, and Other	42,818,293
Total Riverside City College	\$ 143,548,234



## Adopted Budget Comparison FY 21/22 vs FY 22/23

FUND 11					
	FY 21/22 Adopted		Actual Expenses	FY 2022/23	Diff. vs 21/22 and
BUDGETED EXPENSES FY 2021-22	Budget	Revised Budget	6/30/22	Adopted Budget	22/23
Academic Salaries	22,081,537.00	21,927,336	22,393,495.33	24,418,191.00	2,336,654.00
Classified Salaries	6,214,108.00	5,930,764	8,462,113.89	6,816,536.00	602,428.00
Benefits	11,645,581.00	11,605,194	14,763,090.54	13,276,263.00	1,630,682.00
Total Salaries & Benefits	39,941,226.00	39,463,294.00	45,618,699.76	44,510,990.00	4,569,764.00
Supplies & Materials	1,838,141.00	1,634,479	289,997.12	1,472,232.00	(365,909.00)
Services & Operating Expenses	6,203,692.00	10,891,520	4,536,454.94	11,417,052.00	5,213,360.00
Capital Outlay	391,145.00	1,042,454	610,693.51	673,023.00	281,878.00
Total Non-Salary	8,432,978.00	13,568,453.00	5,437,145.57	13,562,307.00	5,129,329.00
Total Budgeted Expenses					
(includes holding accts)		53,031,747.00	51,055,845.33	58,073,297.00	9,699,093.00
EOY- District Expenses		-	(6,373,392.52)	(6,373,392.52)	
Total NC Expenses		53,031,747.00	44,682,452.81	51,699,904.48	9,699,093.00



# HEERF FUNDING

### FY 22/23 HEERF EXPENDITURE PLAN

Resource Type	Sum of Estimated B	Notes
1. Technology	919,901	District and College Technology upgrades
10. Wifi jetpacks/Hotspots	45,636	cover July, August and (FALL for Faculty hotspots)
12. IT - Streaming - meetings	260,000	Audio and Visual Equipment
13. Basic Needs	82,312	Hunger Free/Housing NeedsProgram
15. Safety Supplies	98,636	Shield T3- Onsite Covid Testing, Smiota, HVAC filters
18. Academic Supplies	4,480	(microscope maintenance)
2. Supplies - Non-Instructional	1,000	
20. Other	873,400	IDC
21. Other IDC adjustment (prior years)	148,823	IDC previous years
3. Staff/Personnel	1,367,363	includes 800K in Counseling
6. Facilities - Upgrades	821,468	HVAC related
9. Software	84,780	
Grand Total	4,707,799	

# FALL 2022 ACCREDITATION UPDATE PRESENTATION TO COLLEGE COUNCIL

PRESENTED BY DR. HAYLEY ASHBY, FACULTY ACCREDITATION LEAD IN COORDINATION WITH DR. JASON PARKS, ALO



## ACCJC UPDATED DRAFT STANDARDS

## Why did ACCJC revise the Standards?

- To align with accountability requirements based in federal regulations (CFR 602.21) and commission *Policy on Review of Accreditation Standards*
- Models continuous learning and improvement
- Respond to member feedback about usability and effectiveness
- Reflect an evolving higher education landscape

## PRINCIPLES GUIDING REVISION

- Balance accountability and improvement
- Emphasize equity and inclusion
- Use clear language and minimize redundancy
- Reflect and be appropriate for the diversity of ACCJC's membership
- Focus on outcomes and improvement rather than processes
- Support a systems approach to institutional elevation
- Remain grounded in broader norms for higher education

CURRENT STANDARD	REVISED STANDARD
Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity A. Mission (4) B. Assuring Academic Quality & Institutional Effectiveness (9) C. Institutional Integrity (14)	Standard 1: Institutional Mission and Effectiveness
Standard II: Student Learning Programs & Support Services A. Instructional Programs (16) B. Library and Learning Support Services (4) C. Student Support Services (8)	Standard 2: Student Success
Standard III: Resources A. Human Resources (15) B. Physical Resources (4) C. Technology Resources (5) D. Financial Resources (16)	<ul><li>Standard 3: Governance and Decision Making</li><li>Questions 1-8</li><li>Checklist</li></ul>
Standard IV: Leadership and Governance A. Decision-Making Roles and Processes (7) B. Chief Executive Officer (6) C. Governing Board (13) D. Multi-College Districts or Systems (7)	Standard 4: Infrastructure and Resources
128 Responses Required	34 Responses Required

## FEEDBACK PROVIDED TO ACCJC

- More explicit language about libraries and learning support resources including tutoring and counseling (<u>ASCCC Resolution 02.01</u>)
- Clarify/strengthen expectations for institutional decision-making bodies other than the governing board including communicating decisions
- Clarify/strengthen expectations for outcomes assessment in student support and administrative areas
- Strengthen alignment with policy on social justice in Standards 3 and 4
- Revise Standard 4.3 (employee evaluations) to include growth mindset

MIDTERM 2024 REPORT TIMELINE					
College	Gathering Evidence/Preparing Draft	1/02/2023-06/05/2023			
College	Pull Together Final Draft	06/06/2023-07/31/2023			
College	Draft #1 for College Leadership	8/31/2023			
College	1st Read CC	10/9/2023			
College	1st Read Academic Senate	10/2/2023			
College	2nd Read CC	11/13/2023			
College	2nd Read Academic Senate	10/16/2023			
District	Item Due for District Strategic Planning Agenda	10/16/2023			
District	District Strategic Planning	10/27/2023			
District	Item Due for Chancellor's Cabinet	11/6/2023			
District	Present at January Board Meeting	1/10/2024			
District	Approval January Board Meeting	1/24/2024			
College	Submit Midterm Report to ACCJC	2/1/2024			
College/ACCJC	Submission Deadline	3/15/2024			

## CURRENT ACCREDITATION FOCUS

To prepare for the Midterm Report, Norco College is ...

- Reviewing the Quality Focus Essay (QFE) projects and improvement plans submitted as part of the last institutional self evaluation report
- Updating documents to reflect status, progress, and the evolution of plans
- Reviewing evidence submitted through the Regular Update
- Identifying reporting gaps from various workgroups related to Equity and Guided Pathways (Enrollment Management)
- Reviewing Annual ACCJC Reports to identify and reflect on trends

### PLANNING FOR THE FUTURE

Lessons learned from a Fall 2022 accreditation follow-up site visit:

- Use both quantitative and qualitative data for assessment and evaluation
- Formalize and codify dialogue related to institution-set standards and all levels and types of assessment
- Use both direct (authentic) and indirect (automated through systems) to assess at the course, program, and institution levels
- The Formative Summative Peer Review (FSPR) Model still requires a site visit
- The Quality Focus Essay is not required in the updated Standards

# LEADING FROM THE MIDDLE TEAM UPDATE CANVAS ASSESSMENT PROCESS

PRESENTED TO COLLEGE COUNCIL DECEMBER 8, 2022



## MEET THE TEAM

#### NAC Sub-Group Members:

- Leading From the Middle Team: Hayley Ashby, Toren Wallace, Dominique Hitchcock, Lisa Martin, Charise Allingham, Ashlee Johnson (Lead)
- Pilot Study Champions: Dana White, Vivian Harris, Kiandra Jimenez, + LFM Team

#### Strategic Partners:

- Assessment Committee/Institutional Effectiveness: Greg Aycock, IE Team, and NAC Members
- Guided Pathways & Equity: Tenisha James, Melissa Bader, Quinton Bemiller, Project Teams
- District Distance Education: Torria Davis, Derek Moore, District DE Team
- Technology: Lenny Riley
- External: Canvas Instructure, Nuventive
- Faculty: Academic Senate, Standing Committees, Early Adopters (Alexis Gray, Laura Adams, BUS, ENG)

#### **OUR WHY:**

Our current assessment process is failing students by neglecting to consider disaggregated student learning data.

#### **OUR WHAT:**

Institutionalize a practice of using student learning outcome (SLO) and service area outcome (SAO) disaggregated data to support pedagogy, improvement, decisions, resource allocation, and continuous improvement.

#### **OUR HOW:**

Develop a process to assess SLOs using Canvas Gradebook and integrate Canvas and Nuventive.

### **OUR CALL TO ACTION:**

Commit to recognizing and addressing racial inequities and contribute to a change of culture at all levels of the institution.



NORCO C O L L E G E

## EMP GOALS

- Goal 3: (Equity) Close all student equity gaps.
- Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.
  - Objective 8.1: Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.
  - Objective 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.
- Goal 11: (Operations) Implement professional, intuitive, and technology-enhanced systems.

# GUIDING PRINCIPLES

- Prioritize student experience and student needs first (Initially focus on academic assessment, but design will apply to non-academic areas for later implementation)
- Keep equity in the forefront of development and decisions
- Institutionalize practices by designing at scale
- Utilize systems, technologies, groups, and individuals effectively
- Strive for continuous improvement

## **ACTION PLAN**

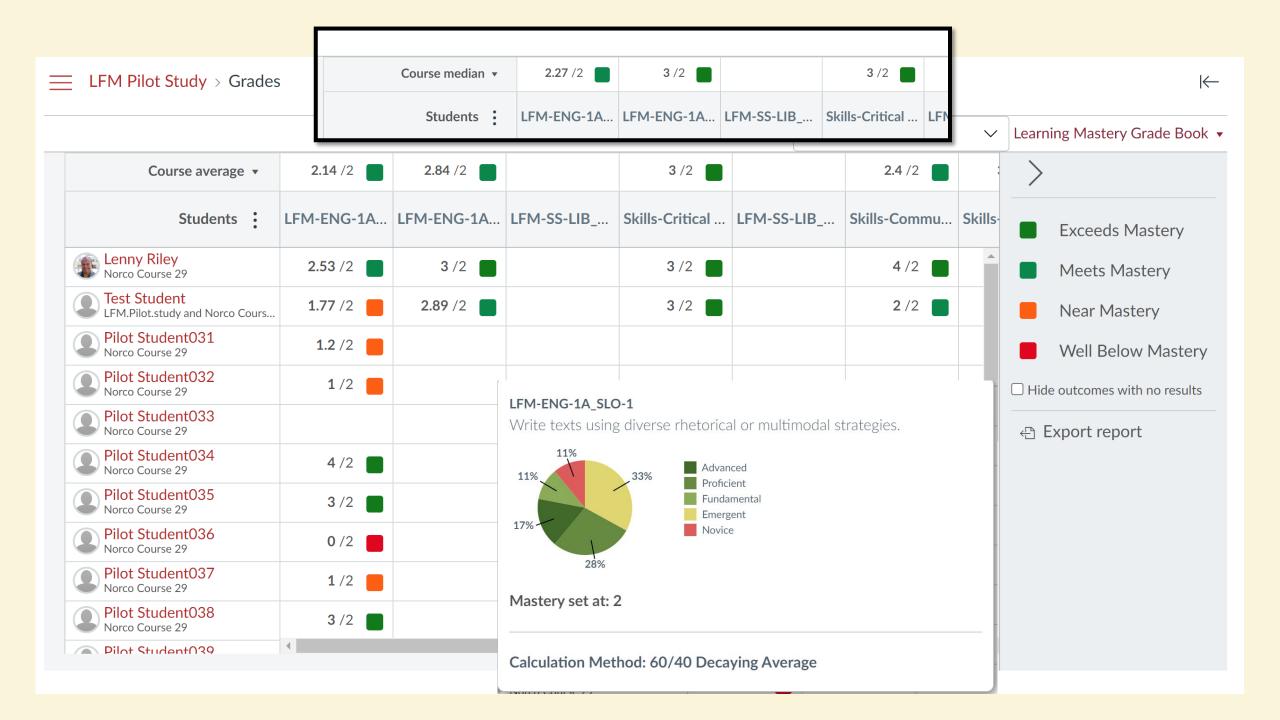
- February 2022 Ongoing: Canvas and Nuventive Integration
- February 2022 Ongoing: Communication
- February 2022 July 2022: Pre-Pilot Study (Short-term goal)
- March 2022 August 2022: Pilot Study (Mid-term goal)
- August 2022 Ongoing: Systemic Pedagogical Change and Practice of Using Disaggregated Outcomes Data (Long-term goal)

# IMPLEMENTATION TIMELINE

- Fall 2022: LFM Team finalized a proposal, rubric, and calculation method
- Fall 2022: NAC and Academic Senate reviewed and approved
- Spring 2023: Transition academic instruction to assessment in Canvas
- Fall 2023: Transition administrative units, student services, and academic support to assessment in Canvas
- Spring/Fall 2023: Training to include Assessment Tuesdays and Videos

# EXAMPLE DASHBOARDS

- Canvas Learning Mastery Gradebook
- Nuventive Dashboards
  - SLO Success per Outcome with Demographic Data
  - Outcome Master and Success





Assessments Represented

171

Assessment Data Points

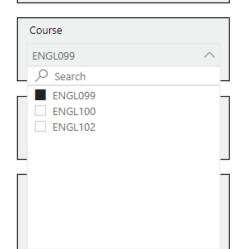
Students Represented

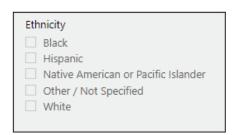
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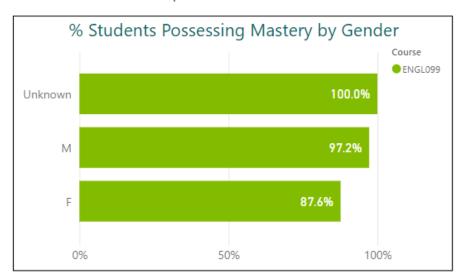
Sections Assessed

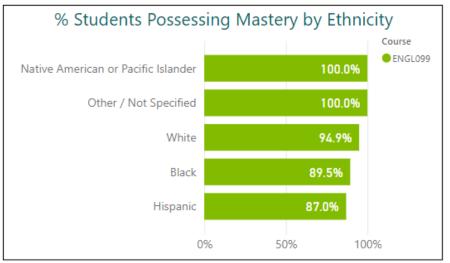
Term
Fall 2018

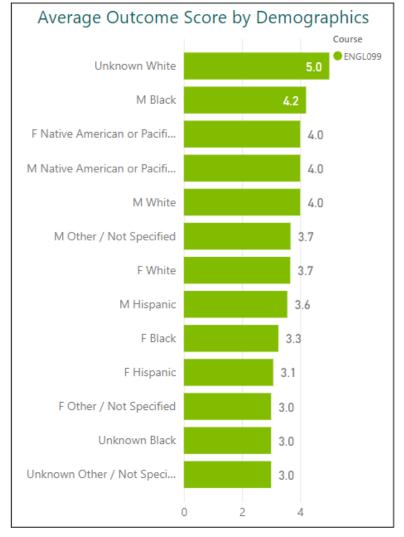
Discipline
ENGL











### Outcome Mastery and Scores

Dataset Refreshed 11/30/2022

Term

Multiple selections

