



College Council
Minutes for September 9, 2021
12:50 pm to 1:50 pm

Meeting Participants

Committee Members Present

Natalie Aceves, Dr. Laura Adams, Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Dr. Kevin Fleming, Vivian Harris, Samia Irfan, Dr. Tenisha James, Ruth Leal, Dr. Samuel Lee, Dr. Virgil Lee, Jethro Midgett, Chris Poole, Dr. Kaneesha Tarrant and Patty Worsham,

Committee Members Not Present

Andy Aldasoro and Dr. Sigrid Williams

Guest(s)

Charise Allingham, Hayley Ashby, Dr. Greg Aycock, Mark DeAsis, Monica Esparza, Ashley Etchison, Dr. Monica Green, Tricia Hodawanus, Daniela McCarson, Dr. Gustavo Ocegüera, Denise Terrazas and Alex Zadeh

Recorder

Desiree Wagner

1. Call to Order

- 12:53 pm

2. Action Items

2.1 Approval of September 9th Agenda (Collins/Adams)

2.1 Conclusion

- Approved by consensus

2.2 Faculty co-chair selection

- Vivian Harris was identified by the CC faculty representatives as the faculty co-chair for 2021-2022

2.3 Approval of revised IEGC Charter (Tarrant/ Buchanan)

- The Charter for the Institutional Effectiveness & Governance Council (IEGC) was revised/approved to include Academic Senate in the Purpose statement as an entity to receive recommendations from the IEGC.

2.3 Conclusion

- Approved by consensus

2.4 Reaffirmation to follow Robert's Rules of Order Procedures (Collins/ Dr. Virgil Lee)

- The College Council reaffirmed to follow Robert's Rules of Order.
- Academic Council members will revise gender bias language in the document and post revised document on the Governance Resources webpage.

2.4 Conclusion

- Approved by consensus

2.5 Annual meeting schedule (Worsham/ Bell)

- College Council will move to week 1 in November and April due to the holidays.

2.5 Conclusion

- Approved by consensus

3. Information Items

3.1 Overview of College Council Charter

- Reviewed College Council Charter. Any future edits will go to Dr. Monica Green for approval.

3.2 Review ISPC Survey of Effectiveness

- Dr. Greg Aycock presented ISPC Survey of Effectiveness PPT

3.3 Institution Set Standards Procedural Response Update

- Dr. Greg Aycock presented ISS Procedural Response PPT
- ISS Procedural Response will go to Academic Senate for revision. Academic Senate to add to the Strategic Planning and Governance Manual (SPGM) by the IEGC.

3.4 DSPC Update

- Meeting Date Calendar was shared
- Melissa Bader will serve on behalf of Dr. Virgil Lee
- Dr. Monica Green shared DSPC has created a sub-committee to go over the charge, structure and membership and will reconvene later this month to present their recommendations.

4. Good of the Order

5. Future Agenda Topics

- Reaffirmation of ed code for all constituency groups

6. Adjournment

- Time 1:57 pm

Next Meeting

Date: October 14, 2021

Time: 12:50pm to 1:50 pm

ISPC 2021

SURVEY OF EFFECTIVENESS

PRESENTATION TO COLLEGE COUNCIL

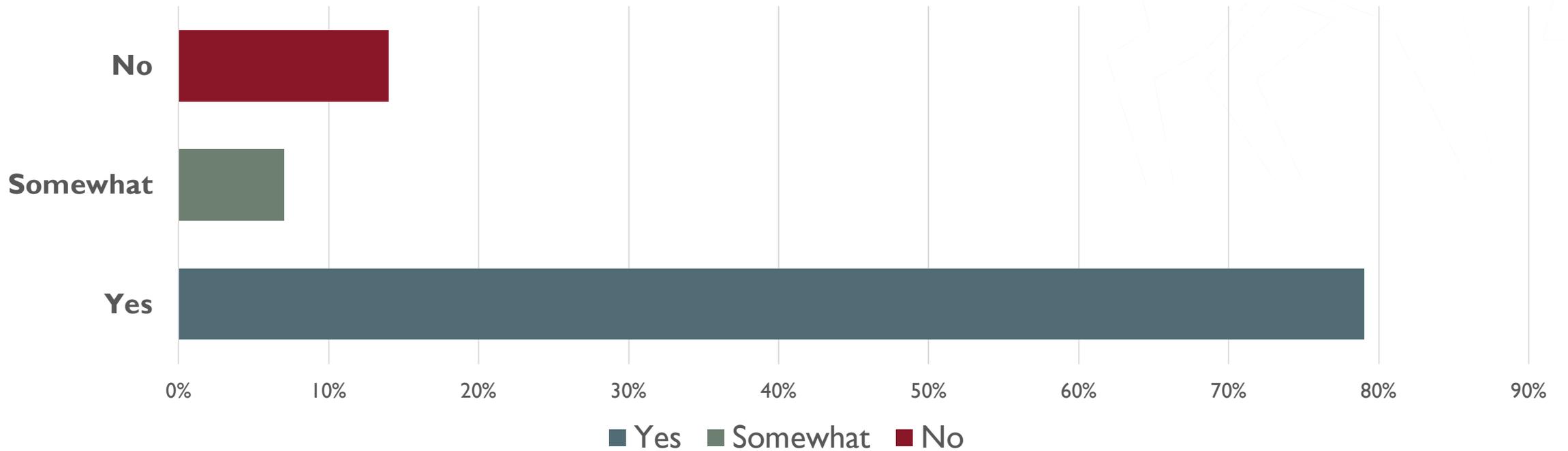
DR. GREG AYCOCK



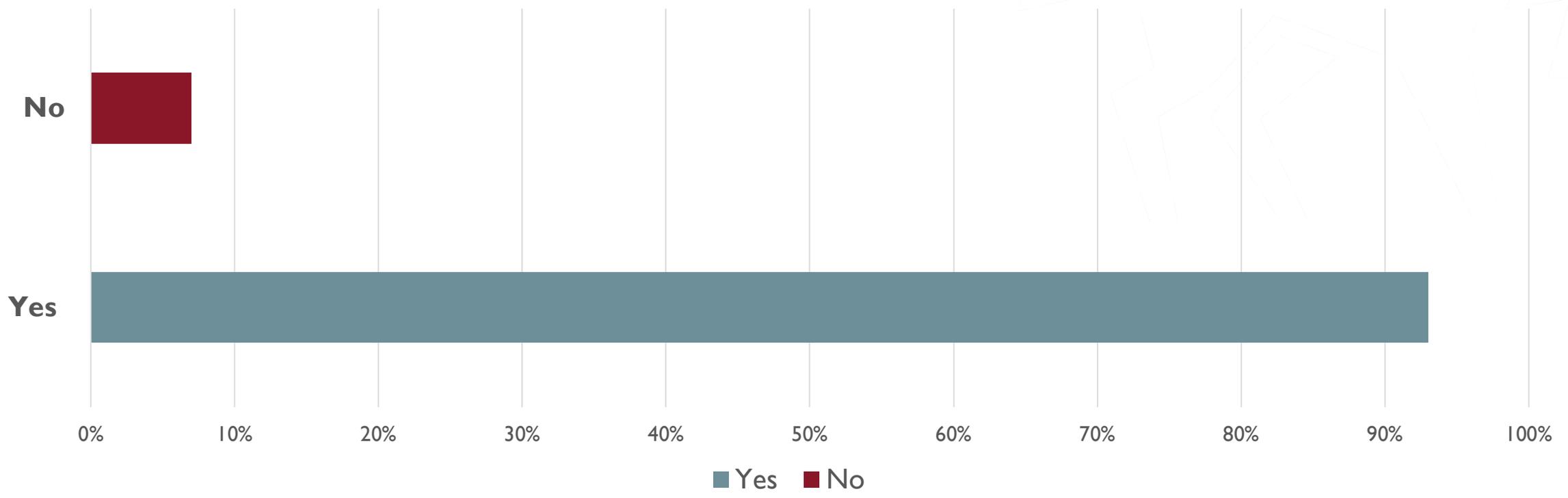
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DO YOU FEEL YOU HAVE A CLEAR UNDERSTANDING OF THE STRUCTURE AND PURPOSE OF THIS COMMITTEE?

Responses



ARE COMMITTEE MEMBERS GIVEN ADEQUATE INFORMATION TO MAKE INFORMED RECOMMENDATIONS AND DECISIONS?



PLEASE RATE YOUR LEVEL OF AGREEMENT WITH THE FOLLOWING STATEMENTS:

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree
All members are encouraged to be actively involved.	57%	36%	7%	0%
Discussions are collegial, and differing opinions are respected.	57%	36%	7%	0%
Participation in the committee is meaningful and important to me.	64%	14%	21%	0%
The committee charge is understood and the members work towards fulfilling the charge.	54%	15%	31%	0%
The purpose of the committee aligns well with the college mission	57%	29%	14%	0%
Overall I am satisfied with the committee's performance.	50%	29%	21%	0%

IS THERE SOMETHING THAT YOU WOULD RECOMMEND TO HELP THE COMMITTEE FUNCTION MORE EFFECTIVELY?

- With any committee, norms, charge and an outline of responsibilities would be helpful. This would potentially lower the learning curve for those joining established committees.
- The committee does a great job staying on track. I believe that when it comes to students they have their best interest.
- While agendas and minutes are usually included, supporting documents are, at times, forgotten and the website is not maintained with current information. "Discussions are collegial, and differing opinions are respected." This is only true for those whose "status" within the college is respected and fully recognized. "All members are encouraged to be actively involved." Only if administrators "approve" of particular participation.
- Looking forward to transitioning to the new structure in 2021-2022 academic year.

IS THERE SOMETHING THAT YOU WOULD RECOMMEND TO HELP THE COMMITTEE FUNCTION MORE EFFECTIVELY?

Should focus discussion items on our master plan goals.

- I am looking to the new direction that the college is moving so that this council can focus on strategic matters. Over the course of the year, there was a lack of engagement by committee members and the meetings took on the disposition of a conversation between 3-4 individuals. I would recommend that agenda items be directly connected to the charge of the council and in alignment with the district and college EMP goals and objectives.
- Allow for more diverse opinions to be digested before shutting them down. Brainstorming and conversations are supposed to be open. Difficult when they are devalued by those running the meeting with their own agenda/opinions.
- This should be a collaborative effort of all. Not two people dominating the meeting and having to counter someone else's input and pushing their own thoughts or agenda.



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THANKS!



SENATE RECOMMENDATION REGARDING INSTITUTIONAL SET STANDARDS- PROCEDURAL RESPONSE

PRESENTATION TO COLLEGE COUNCIL

DR. GREG AYCOCK



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INSTITUTION SET STANDARDS

- Institution-Set Standards (ISS) are comprised of two elements: floor performance and stretch goals.
- The floor performance is the level that marks when the institution is moving into a “danger zone” for a specific outcome area.
 - Floor Performance Methodology- Floor set by calculating the value of one-half a standard deviation below a 5-year mean. Floor is stable for the time of the Strategic Plan (established in ISPC Spring 2019).
 - Stretch Goal Methodology – aligning with established framework (e.g. Vision for Success, Guided Pathways, local goals).
- When values fall below the ISS for at least 2 years, a procedural response which addresses what will be done to raise outcomes in the area is required by ACCJC.

PROGRAMS REQUIRING A RESPONSE

Employment rates for Career and Technical Education students:

Job placement rates for students completing certificate programs and CTE (career-technical education) degrees.

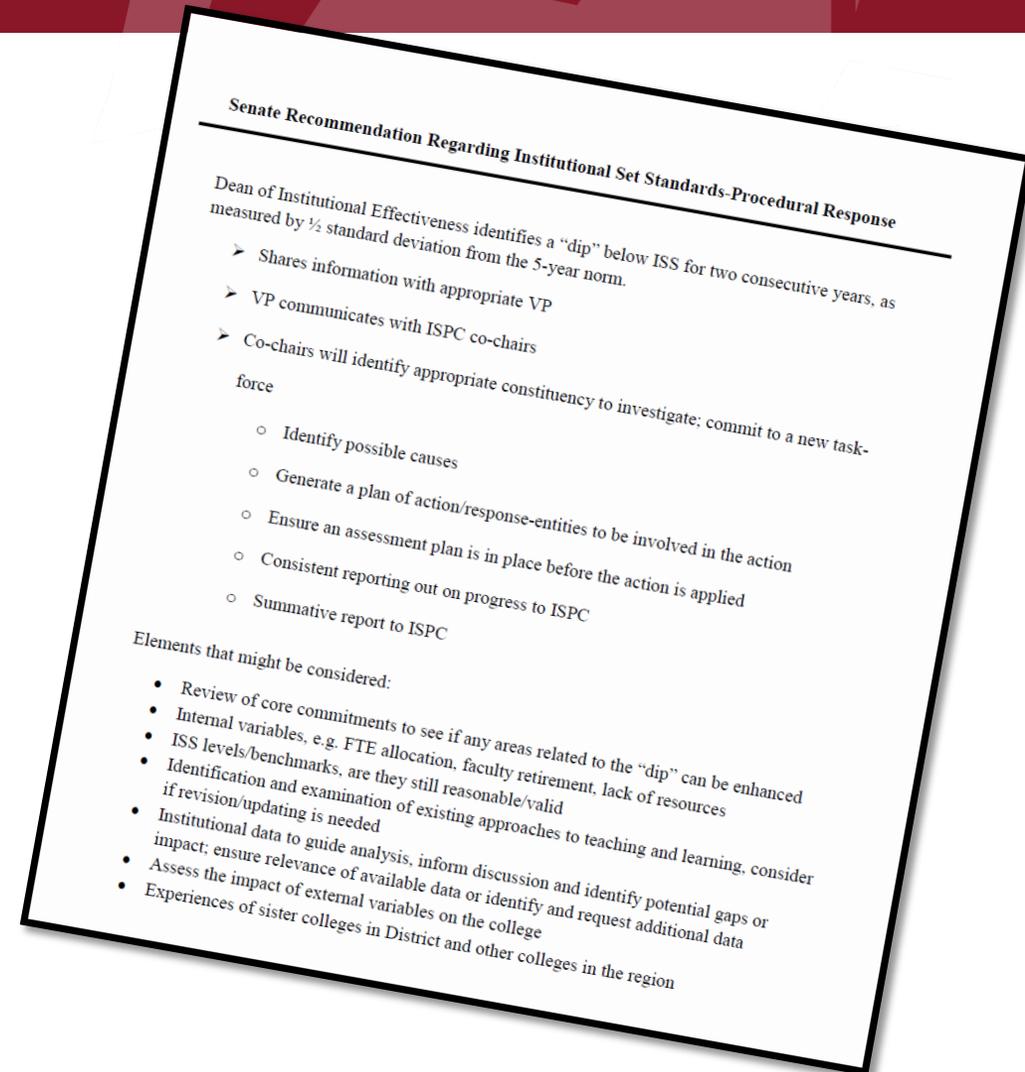
Methodology for Employment: CTE students who receive a degree or certificate or CTE Concentrator in an academic year and then do not enroll anywhere for the successive academic year are compared against the Unemployment Insurance data base to see if they received wages in any quarter during that year.

Program	Institution Set Standard (floor) %	Stretch Goal %	2017-18 Job Placement rate	2018-19 Job Placement rate	2019-20 Job Placement rate
Accounting	82.5%	82.5%	85.71%	75.86%	67.57%
Business Administration	91.2%	91.2%	88%	80.65%	75%
Manufacturing and Industrial Technology	84.8%	84.8%	87.1%	81.82%	81.48%

SENATE RECOMMENDATION REGARDING INSTITUTIONAL SET STANDARDS-PROCEDURAL RESPONSE

Dean of Institutional Effectiveness identifies a “dip” below ISS for two consecutive years, as measured by $\frac{1}{2}$ standard deviation from the 5-year norm.

- ❖ Shares information with appropriate VP.
- ❖ VP communicates with College Council (Previously ISPC) co-chairs.
- ❖ Co-chairs will identify appropriate constituency to investigate; commit to a new task-force.
 - Identify possible causes.
 - Generate a plan of action/response-entities to be involved in the action.
 - Ensure an assessment plan is in place before the action is applied.
 - Consistent reporting out on progress to College Council.
 - Summative report to College Council.





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QUESTIONS



ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"I'd like to ask a process question" or "Point of Order"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*
- If the motion is not seconded: the motion dies.

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if they claim it properly – meaning should they want to speak first.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."
- The request to move it to be referred to committees will be voted upon.

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "I move to limit discussion to two minutes per speaker."
- This does not need to be voted upon. The chair can decide, or get agreement from the members, to set a time limit for debate on a particular motion.

POSTPONE INDEFINITELY TO KILL THE MOTION

You want to kill a motion that is being discussed.

- After recognition, "I move to postpone the question indefinitely."

POSTPONE INDEFINITELY WHO IS ON WHAT SIDE

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The co-chair is not following the order of the approved agenda.

- Without recognition, "Call for order of the meeting."
- The proper item of the agenda is resumed.

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

REQUEST INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of Order," or "I'd like to ask a process question".
- How it is addressed: Group will pause and address the question or concern. Typically, clarity of process is provided and regular discussion/action resumes.

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, a person would say: "Point of parliamentary inquiry."
- How it is addressed: Group will pause and address the question or concern. Typically, clarity of process is provided and regular discussion/action resumes.

APPEAL THE DECISION OF THE CHAIR

- Without recognition, "I appeal the decision of the chair."
- How it is addressed: Motion; second; discussion; vote

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as provided by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote



SPGM Summary Reference Sheet | Robert's Rules of Order Citations

Page 51 Parliamentary Procedure

Following basic rules of order and parliamentary procedure may contribute to more effective and efficient decision making. Though strict adherence to parliamentary authority (e.g. Robert's Rules of Order) may not be necessary, it is important to adhere to the fundamental concepts and general practices to assure an open and fair process.

- Everyone has the right to participate in deliberations and discussions
- Do not dominate discussion
- Get recognized before speaking
- Do not interrupt without permission
- Every member has the right to vote
- Everything is debatable – don't need to debate everything
- Protect the minority position
- Majority rule
- Protect quorum
- Maintain minutes
- Respect the Chair

Page 56 Minutes or Notes

Recorded minutes/notes of meetings for our governance entities are not only in alignment with our core commitments of inclusiveness and integrity, but they also serve as institutional memory and are important evidence for accreditation ([Robert's Rules of Order, 12th ed. 2020. 48:1, \(446\)](#)). All councils and committees are to take meeting minutes, which will provide an accurate reflection of the actions of the council or committee. Minutes are not intended to be a detailed account of all items discussed, just an account of the main points and any relevant context. Minutes are reviewed and approved by the membership at a subsequent meeting ([Robert's Rules of Order, 12th ed. 48:9 \(450\)](#)) and posted on the entity's respective webpage within three business days following their approval.

All other governance entities may opt to take notes instead of minutes. Notes are brief synopses of meetings that summarize the main themes of discussions. Notes should be distributed within five business days to all members, who will proof them for accuracy. They should then be posted either publicly online or internally in a shared-file repository within ten business days of the meeting. Notes do not need to be approved at a subsequent meeting before sharing, thus facilitating more rapid communication. Links to ADA compliant templates and best practices for both notes and minutes are provided within the appendix.

Page 61 Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure ([Robert's Rules of Order 12th ed. 2020 44:12 \(384\)](#)). ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the College Councils are voting members. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Robert's Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meetings are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 62 Voting & Quorum (Continued)

Our five councils are technically considered "deliberative committees" as defined by the American Institute of Parliamentarians (AIP) Standard Code of Parliamentary Procedure. As such, according to the AIP, "Unlike the

presiding officer of an assembly, the chair of a committee takes an active part in its discussion and deliberations and has all the rights of the other members, including the right to present motions and vote.” (2012, p. 189). Robert’s Rules of Order concurs in this regard and states the (co)chair may, “speak in informal discussions and in debate, and vote on all questions” (49:12, p.465). Thusly, all co-chairs may vote as members of the council and they count towards quorum.

Page 63 Voting & Quorum (Continued)

Leadership Council meetings are open to the college community. They are expected to produce an agenda ([Robert’s Rules of Order 12th ed, 2020 41:1 \(333\)](#)) and recorded minutes.

Each leadership council will be supported by committees, sub-committees, project teams, and workgroups to address specific issues or to accomplish a designated task. All Councils and Committees, except those connected to the Academic Senate, CTA, or CSEA, should have a clearly defined and posted charter, including the group’s charge, membership from each constituency group, meeting frequency, deliverable expectations, EMP objective assignments, and the expiration date of the charter.

The membership composition of committees shall be decided by the respective Leadership Council and should have the expertise necessary to complete the assigned task. Membership should not be established based on solely on parity but rather on functional expertise. Committees, sub-committees, project teams and workgroups shall make decisions by consensus and either implement the decision or forward their recommendation(s) to the appropriate leadership council or Vice President. All voting council members are encouraged to serve on at least one of the council’s major sub-committees in order to facilitate communication and integration. The strategic planning leadership council and committee structure is outlined in Chapter six. The membership and structure of the Academic Senate committees that report to the councils shall reflect the Constitution and Bylaws of the NCAS.

Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure. ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the Leadership Councils are voting members. Any voting member of a Leadership Council cannot concurrently serve as a voting member on another Leadership Council. The proper parliamentary definition of quorum is “a majority of members” (i.e. 50 percent, plus one of voting membership) ([Robert’s Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 65 Voting & Quorum

Unless otherwise noted in the charter as ex officio members, all members of standing committees are voting members. Committee charters should specify both the membership composition as well as those with voting rights (e.g. ASNC may appoint alternate members to ensure effective participation without an additional vote). The proper parliamentary definition of quorum is “a majority of members” (i.e. 50 percent, plus one of voting membership) ([Roberts Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 67 & 68 Decision-Making Process of all Governance Entities

All action items brought before each governance entity will be added to the agenda by the chair/ co-chairs, and the agenda shall be approved openly at its meetings. Individuals should contact their representatives and/or the chair/co-chairs regarding the process for adding an item to a meeting agenda, and this process should be published on each entity’s webpage and within its charter. Action items do not require first and second readings so long as information is disseminated in advance for member review. Meeting material requiring action shall be distributed at least 72 business hours before meetings thusly only necessitating a single read. It is recommended that decisions will be made through discussions resulting in consensus ([Robert’s Rules of Order 12th ed 2020 xlvii](#)). Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible ([Robert’s Rules of Order 12th ed 2020 xlvii](#)). Every attempt will be made to arrive at consensus so that all parties can live with the action moving forward. If there is a lack of consensus on an action item, it is recommended to continue discussion at subsequent meetings and/or designate an ad hoc group to conduct further research/analysis to further inform the membership. For action items

discussed where consensus is not reached,, a vote will be taken with the majority decision ([Robert's Rules of Order 12th ed 2020 44:1 \(379\)](#)) as the final decision. Once a decision is made by the group, the decision represents the voice of the body.

Page 69 Governance Entities

Below are descriptions for the different types of governance entities supported at Norco College. Each have nuanced differences in accordance with Robert's Rules of Order and are to be established via an approved charter. Charters should note if the entity is an operational or governance group (the latter of which requires constituency representatives). In alignment with our value of inclusiveness, additional venues are offered for open channels of communication. Examples include "All faculty" meetings, Office of the President office hours, and town hall meetings, all of which can be scheduled as needed (it is recommended for each to occur at least once per primary term).

Page 71 Robert's Rules of Order

All Councils and Committees of Norco College are to follow Robert's Rules of Order. Due to the agile and project-specific nature of project teams, task forces, advisory groups, planning teams, town halls, and networks, these entities do not need to operate exclusively within Robert's Rules. However, they should always function in alignment with our core commitments and provide formative or summary reports as noted in their charter.

The Brown Act

The Brown Act applies to the Academic Senate and all committees recognized by the Board as advisory or decision making in its Board policies. Thus, at Norco College, the only governance groups subject to the Brown Act include:

- Academic Senate
- All Standing Committees of the Academic Senate (e.g. Program Review, Curriculum, etc.)
- The Associated Students of Norco College (ASNC)

College Council and Leadership Council meetings are not subject to the Brown Act however minutes should be taken, verified for accuracy, and posted on the college website.