



College Council

Meeting Minutes for March 10, 2022

12:50 pm to 1:50 pm

Zoom Link: <https://rccd-edu.zoom.us/j/97745079301>

Meeting ID: 977 4507 9301

Council Members (total# 19)

Ms. Natalie Aceves, Dr. Laura Adams, Ms. Paula Barrera Partida, Ms. Kimberly Bell, Dr. Courtney Buchanan, Ms. Leona Crawford, Dr. Kevin Fleming, Ms. Vivian Harris, Ms. Gerlene Ariel Aquino, Dr. Tenisha James, Ms. Ruth Leal, Dr. Samuel Lee, Dr. Virgil Lee, Dr. Kaneesha Tarrant, Dr. Sigrid Williams and Ms. Patty Worsham

Council Members Absent

Dr. Michael Collins, Mr. Jethro Midgett and Mr. Chris Poole

Guest (s)

Mr. John Moore, Ms. Ashley Etchison, Ms. Monica Esparza, Ms. Tricia Hodawanus, Ms. Denise Terrazas, Dr. Maureen Sinclair and Dr. Quinton Bemiller

Quorum: # 10

Subject to Brown Act: No

1. Call to Order

- Time: 12:52pm

2. Action Items

2.1 Approval of Agenda (Lee/ Lee)

- Approved by consensus

2.2 Approval of December 9, 2021, Meeting Minutes (Worsham/ Buchanan)

- 2 Abstain, Ms. Leona Crawford and Ms. Paula Barrera Partida.
- Approved by consensus.

2.3 Annual Budget Priorities for 2022-2023 (Worsham/ Tarrant)

- Document revisions:
 - Paragraph 1: Confirm dates for academic year are accurate: "2023-2024 academic year" and "2024-2025 hold harmless period".
 - Paragraph 1 and "Student Transformation" bullet 1: strike "hold harmless" and replace with "emergency condition provisions".
 - "Student Transformation" bullet 1: Rephrase "Fund the development and implementation of a strategic enrollment management plan to rebuild.
 - "Student Transformation" bullet 2: strike "we currently serve".

- “Student Transformation” bullet 4: add “cultural competency” and capitalize “Guided Pathways”.
- “College Transformation” bullet 1: Rephrase and separate the first bullet into two separate bullets.
- “College Transformation” bullet 1 and 4: strike “a comprehensive” and replace with the word “more”.
- “College Transformation” bullet 3: Rephrase, separate, and add a new 4th bullet to read: “Strategically evaluate personnel, replacements and additions.”
- Request to send revised document to CC membership
- Accepted amendments and approved by consensus

2.4 Reorganizing the Counseling Discipline into the Counseling Department Fall 2022 (Adams/ Worsham)

- Discussed the concept proposal to reorganize the Counseling discipline to become their own academic department.
 - Goal is to expand the access to student and colleagues.
 - Implementation is planned for Fall 2022.
 - Approved proposal will be sent as a recommendation to the Office of the President.
- Approved by consensus

3. Information Items

3.1 DSPC Update

- Chancellor reported RCCD has strengthened connections with advocates in Washington.
 - There is a need to obtain additional support for our students due to low enrollment and continue to work on closing equity gaps. They plan on executing this with Dual Enrollment, partnering with other schools, colleges and universities and making this a priority.
 - Recruitments continue in order to fill vacancies throughout the district in all classifications.
- Additional presentations and updates given
 - Inland Empire Technical Trade Center
 - District Equal Employment Opportunity
 - RCCD Marketing
- Presentation given on Economic Impact Study
- Report from Facilities Planning and Development Council
- All three Presidents reports: the entire college community throughout the district has done a wonderful job of coming together by means of teamwork.

4. Good of the Order

5. Adjournment

- Time 1:49 pm

Next Meeting

Date: April 7, 2022

Time: 12:50pm to 1:50 pm



2022-2023 Norco College Budget Priorities

In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.

The 2021-2022 academic year ~~was fundamentally~~ continued to be impacted by COVID-19 restrictions that resulted in a loss of approximately ~~12.8~~ 28.08% of our full-time equivalent students (a disproportionately high number of which are historically underserved students) since 2019-2020. The 2023-2024 academic year is expected to be the last “hold harmless” year, after which the College will need to enroll the same number of students as our previous three-year rolling average (or risk having our base FTES reset to a significantly lower level). As such, the below budget priorities reflect our goal to efficiently and equitably restore headcount (access) and enrollment to the 7366 credit FTES range. ~~The 2021-2022 year will also be marked by a large influx of state and federal one-time funds to be used as direct student aid as well as COVID-19 mitigation and institutional restoration. These one-time funds are restricted but may qualify to be used to achieve some of the priorities listed below.~~ In alignment with our ten-year Educational Master Plan goals, College Council recommends the following budget priorities:

Student Transformation

- Restore headcount and maximize efficient FTES generation to meet established targets and provide access. We must be mindful of budgetary impacts, and emergency condition provisions ending, after the 2024-2025 hold-harmless period and prioritize outreach to potential students and enrollments.
- Scale Guided Pathways framework to support students we currently serve, addressing basic needs and insecurities, as well as our FTES goals.
- Continue to close student equity gaps.
- Implement employee professional development in alignment with our Quality Focus Essay (e.g. Leading from the Middle, equity-mindedness, and guided pathways).

Regional Transformation

- Continue to reduce working poverty and the skills gap.
- Pursue, develop, and sustain collaborative partnerships. Focus on relationships and growing our reputation within the community.

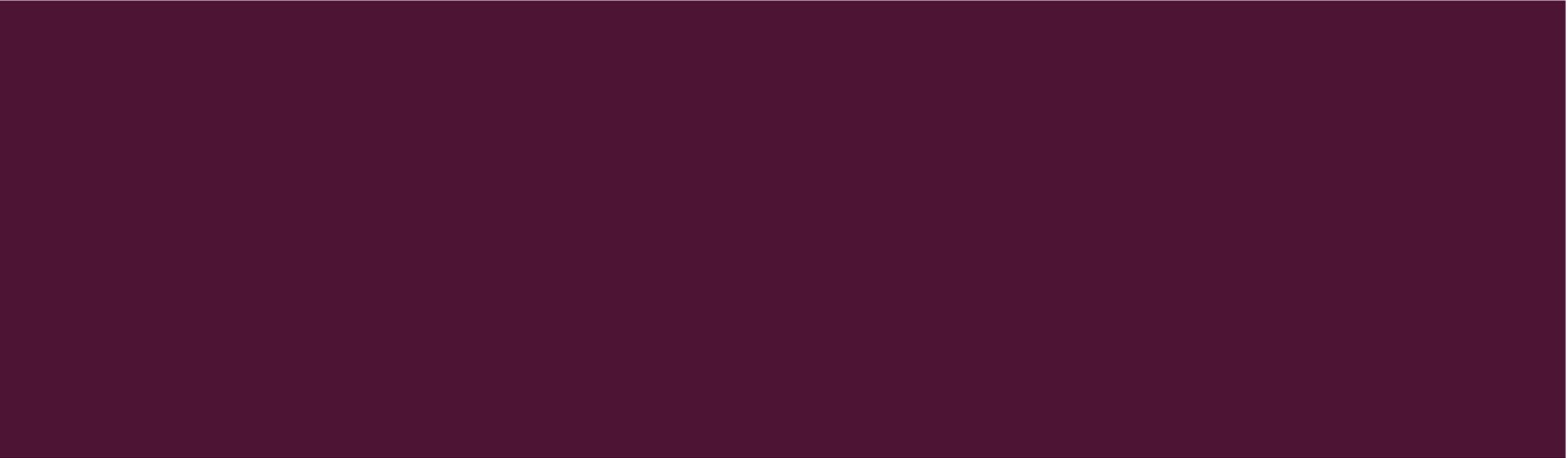
College Transformation

- Invest strategically to offer a comprehensive range of programs. Emphasize short-term and noncredit certificates.
- Support integrated planning, effective governance, continuous improvement.
- Strategic investment in college personnel to sustain an excellent workplace culture.
- Develop/improve physical facilities to build a comprehensive and inspiring campus.
- Implement technology-enhanced operational systems.
- Strategic investments to increase resource capacity and revenue generating projects.



COUNSELING

REORGANIZING THE COUNSELING DISCIPLINE INTO THE COUNSELING DEPARTMENT



WHO ARE WE?

- GROWTH

- 13 full time counselors
 - 7 (6 - 1.0, 2 - 0.5) GENERAL COUNSELORS
 - 5 CATEGORICAL: EOPS (1.0), DRC (1.0), Puente (.5) , Umoja (.5), Career (1.0), STEM (1.0)
 - 1 Articulation Officer (1.0)

- FUNDING

- General vs Categorical, Grant (soft money)
- 5 of 13 General Fund
 - +1 GENERAL FUND (SPRING 2022)
 - -1 CATEGORICAL FUND (SPRING 2022)
- 27 Associated Faculty Pool

WHAT DO WE DO?

- Counselors are actively working with every department, discipline and school
- Responsible for providing advisement to each college student
 - On-boarding, career decision making and education planning, referrals to appropriate campus and community resources, special programs, case management, early alert follow up, academic/personal/career counseling, transfer planning, community outreach, and program planning.
- Counseling Faculty are both academic (instructional) and student (support) services oriented
- Dedicated Counselors to the current 4 schools
- 1 Academic Council (Zena)
- 3 Student Support Council (John, Jethro & Lisa)
- 1 Senate SBS Rep (Amy)
- Student contact data
 - General: 2020-21 – Total Counselor Contacts: 5,457 Unduplicated Counselor Contacts
 - Guidance: 2020 – 2021 – 76 Sections (41 Fall, 6 Winter, 29 Spring) serving 1700 students
 - DRC: 2020-21 – Total Counselor Contacts: 1,180; Unduplicated Counselor Contacts: 752
 - EOPS: 2020-21- Total Counselor Contact: 1,648 student contacts, not including groupme, emails, google voice...

REASONS TO HAVE A COUNSELING DEPARTMENT

- Need to be seen as not part of one School or Academic Department, but all.
 - A department focused on providing training, support, and scheduling for both Guidance instruction and individual counseling needs for students.
 - Counseling has one of the largest adjunct faculty pools (27) and one of the most active full-time faculty groups which creates a bit of a scheduling issue. More leadership is needed. Consistency in working on building up Counseling
 - Better representation of Associate Counseling Faculty who oversee key campus programs (i.e. JFK, MOC, CRC, etc.)
 - Guidance continues to expand due to Dual Enrollment, CRC, and anticipate future increased emphasis on Career focus (GP).
- QUESTIONS?



Report of Effectiveness 2021-2022

Governance Entity:

College Council

Charge:

The College Council oversees institutional planning, monitors institutional progress in achieving the College's Key Performance Indicators (KPIs), ensures integration of institutional strategic plans, and provides recommendations to the President.

The College Council receives recommendations/plans/proposals from the four Leadership Councils that involve institution-wide impact, college-wide strategic plans, and/or those that may impact the District/region. The College Council will deliberate and consider proposals and recommendations received from the four Leadership Councils, the Academic Senate, and/or the College President deemed to have strategic, College-wide impact. After College Council input, college-wide strategic plans or proposals will then be accepted and forwarded to the College President. It will also coordinate the common agendas and communication items that are to be shared/addressed at subsequent Leadership Council meetings

Sponsoring Council/Senate:

Office of the President

Co-chairs:

Dr. Kevin Fleming, Ms. Vivian Harris, Ms. Ruth Leal

Members:

Ms. Natalie Aceves, Dr. Laura Adams, Ms. Gerlene Ariel Aquino, Ms. Paula Barrera Partida, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Ms. Leona Crawford, Dr. Kevin Fleming, Ms. Vivian Harris, Dr. Tenisha James, Ms. Ruth Leal, Dr. Samuel Lee, Dr. Virgil Lee, Mr. Jethro Midgett, Mr. Chris Poole, Dr. Kaneesha Tarrant, Dr. Sigrid Williams and Ms. Patty Worsham

Evaluation of the Survey of Effectiveness:

On May 12, 2022 the College Council reviewed it's Survey of Effectiveness data.

Discussion included:

- Only 4 survey respondents and 1 comment.
- Concern about how little work has been completed in our first year. Need to have more purpose and refocus on our charter and scope.
- A greater focus on institutional planning in support of meeting our KPIs is desired in 2022-2023. A recommendation was made to add 2 KPIs to every CC agenda in 2022-2023 to provide the time/space to more deeply review and discuss our structures to advance each KPI.
- There seems to be a large disconnect between the operational work, particularly student success and equity, and our strategic goals. We have not yet gotten to that place, to place in the CC to better connect the meaningful

work that impacts our broad student/college/community transformation goals.

EMP Goal Alignment and Objective Alignment:

The College Council reflected and discussed the Educational Master Planning objectives for which it is primarily responsible for assessing and coordinating.

• 8.3 Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.

As this is also in the Charter for the Institutional Effectiveness & Governance Council, all SPGM discussions during 2022-2023 have occurred in IEGC.

• 12.3 Support General Obligation bond campaign and implementation

As there have been no General Obligation Bond activity during this academic year, the Council has not engaged this EMP objective.

Assessment of Scope and Deliverables:

Self-assessment of the completion of our charter's scope and deliverables:

- No College-wide strategic plans were presented during 2021-2022 to ensure integration
- Institutional planning documents/proposals reviewed and forwarded include:
 - Reaffirmation to follow Robert's Rules of Order Procedures
 - Approval of revised IEGC Charter
 - Annual Budget Priorities for 2022-2023 were recommended
 - Formal or Informal address of members during meetings
 - Reorganizing the Counseling Discipline into the Counseling Department
- Monitors institutional progress in achieving the College's Key Performance Indicators (KPIs)
 - EMP Objectives by Councils reviewed/discussed
 - KPI annual performance was reviewed/discussed
 - There is an opportunity to do more here

Q 1: Which governance entity are you evaluating today using this survey?

College Council- 4

Q 2: Please rate your level of agreement with the following statements for the governance entity selected above:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Agenda and minutes are provided far enough in advance of meetings	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
Agenda items are completed within the meeting time	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
Members are given adequate information to make informed recommendations or decisions	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4
All members are encouraged to be actively involved	50.00% 2	25.00% 1	0.00% 0	25.00% 1	0.00% 0	4
Discussions are collegial	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Differing opinions are respected	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Participation is meaningful and important to me	50.00% 2	25.00% 1	0.00% 0	25.00% 1	0.00% 0	4
I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings	25.00% 1	50.00% 2	0.00% 0	25.00% 1	0.00% 0	4
The charge is understood by the members	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Members work toward fulfilling the charge	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
The work of this governance entity has made an impact on its assigned EMP Goals or KPIs	25.00% 1	50.00% 2	25.00% 1	0.00% 0	0.00% 0	4
The purpose of the governance entity aligns well with the college's mission	50.00% 2	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
Overall I am satisfied with this governance entity's performance	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	4

Q 3: Is there something that you would recommend to help the committee function more effectively?

A. This body has changed dramatically from its previous iteration as ISPC. It sometimes feels as though the committee exists to simply rubber stamp initiatives and projects from the other councils and committees. The purpose feels a bit more perfunctory or informational. I am not sure how to participate in this council in a meaningful way and I am unclear how our governance structure would change if this council did not exist. That said, it could be a case of giving the new structure time to grow and settle. We're all very new to these structures and processes.