NORCO COLLEGE

College Council

Meeting Minutes for May 8, 2025, | 12:50 pm to 1:50 pm | Location: OC*116

Join via Zoom Link | **Meeting ID**: 880 9401 6632 | **Passcode**: 615566

Council Members (total# 19)

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Kimberly Bell, Dr. Quinton Bemiller, Dr. Peggy Campo, Ms. Vivian Harris, Ms. Azadeh Iglesias, Dr. Tenisha James, Mr. Yusuf Jilani, Ms. Ashlee Johnson, Dr. Virgil Lee, Mr. Alex Spencer, Dr. Kaneesha Tarrant, and Ms. Patty Worsham, Vacant (Administrator and CPRO)

Ex-officio Members:

Dr. Monica Green (Administrator), Ms. Araceli Covarrubias (Faculty Association), Ms. Melissa Olivieri (CPROS) and Vacant (ASNC Rep)

Council Members Not Present:

Dr. Michael Collins, Ms. Janet Frewing and Ms. Leona Vassale

Guest(s):

Ms. Tricia Hodawanus, Ms. Caitlin Busso, Dr. Lijuan Zhai

Recorder:

Ms. Desiree Wagner

Quorum: # 10

Subject to Brown Act: No

1. **Call to Order**
   - List Time: 12:51 pm

2. **Action Items**

2.1 **Approval of Agenda (12:50 PM- Vote)**
   - MSC (Motion- Dr. Lee /Second- Ms. Natalie Aceves)
   - The agenda for May 8, 2025, was reviewed and unanimously approved by consensus.

2.2 **Approval of Meeting Minutes, April 10, 2025 (12:50 PM - Vote)**
   - MSC (Motion- Dr. Peggy Campo /Second- Dr. Kaneesha Tarrant)
   - The minutes from the April 10, 2025, meeting were reviewed and unanimously approved by consensus without corrections.

2.3 **Resources Council 2024-25 Report of Effectiveness (12:50 PM – Action/ Vote)**
   - MSC (Motion- Mr. Alex Spencer /Second- Dr. Virgil Lee)
   - The Council reviewed and approved the Resources Council's Report of Effectiveness.

2.4 **Academic Council Report of Effectiveness (12:50 PM- Action/ Vote)**
   - MSC (Motion- Dr. Kaneesha Tarrant /Second- Ms. Vivian Harris)
   - The Academic Council's Report of Effectiveness was reviewed and approved.

2.5 **College Council Report of Effectiveness 2025 (12:55 PM - Action)**
   - MSC (Motion- Dr. Peggy Campo /Second- Ms. Kimberly Bell)
   - The 2025 report was reviewed and approved.

2.6   [Mission Vision Core Commitments](#) (1:00 PM - First Read)
- MSC (Motion- Dr. Lee /Second- Ms. Kimberly Bell)
- The Council conducted a first read of the updated Mission, Vision, and Core Commitments.
- During the meeting, Dr. Bemiller raised a concern about the use of the word *"change"* in the mission statement, noting that it could carry a negative connotation. Dr. James clarified that the intent behind the word was to convey *transformation*, which is meant to have a more positive implication. The group also discussed the importance of using common language and the sense of collective ownership conveyed using *"we"* in the statement. Ms. Johnson provided additional context regarding the algorithm used to identify common language.
- Dr. Lee questioned whether *"open access"* should be hyphenated (i.e., "open-access").

2.7   [2025-2028 Student Equity Plan](#) (1:10PM - First Read)
- The draft Student Equity Plan for 2025–2028 was introduced for its first reading. Dr. James explained that the plan integrates qualitative research and storytelling alongside data analysis to identify disproportionately impacted groups and special populations, with a focus on longitudinal outcomes. She emphasized the need to address the newly identified American Indian and Alaska Native student group. The plan will be reviewed again in September and is scheduled for Board approval by November 30th.

2.8   Electronic Vote May 23, 2025 to May 30, 2025 [2025-2030 Strategic Plan and Governance Manual](#) (1:15 PM)
- MSC (Motion- Ms. Kimberly Bell /Second- Dr. Lee)
- Members were notified of an upcoming electronic vote (May 23–30, 2025) to approve the Strategic Plan and Governance Manual.

2.9   Electronic Vote May 23, 2025 to May 30, 2025 [Mission Vision Core Commitments](#) (1:15 PM)
- MSC (Motion- Dr. Kaneesha Tarrant /Second- Ms. Kimberly Bell)
- A separate electronic vote (May 23–30, 2025) was announced for final approval of the Mission, Vision, and Core Commitments.
- **Dr. James called for a motion to extend the meeting for 10 min.**
    - MSC **(Motion- Dr. Lee/ Second- Ms. Kimberly Bell)**
    - Approved by consensus.

3.   Discussion Items
3.1   [KPI (2023-2024) Update](#) (1:20 PM)
- Key Performance Indicators were reviewed and discussed with emphasis on institutional performance and trends. The college has experienced growth in full-time enrollment and overall headcount, but a decline in capture rates from feeder high schools. There has also been a drop in degrees and certificates awarded. While the Strategic Enrollment Management (SEM) plan has supported progress toward KPIs, concerns remain about declining completions. The institution is considering a post-pandemic review of its performance standards. The SEM plan continues to implement its action items, with recommendations to reassess institutional benchmarks.
- Dr. James shared efforts to strengthen transfer services and emphasized the importance of maintaining a strong standard of care to support student transfer readiness. She presented equity data, noting the need to close achievement gaps for African American, Latinx, and men of color students, aiming for a 40% reduction as outlined by the Chancellor's Office. She also highlighted the importance of improving data accuracy for LGBTQ+ students and enhancing support for foster youth. Additionally, students' actual earnings have surpassed projections, with a continued rise in those earning a living wage.
- A recommendation was made to the Institutional Effectiveness and Institutional Research (IE/IR) team to disaggregate data by subject area, specifically to report Math and English outcomes separately for more targeted analysis.

3.2 [Norco College Standard of Care PRT](#) **(1:35 PM)**
- A discussion was held regarding the Standard of Care Peer Review Team (PRT) document and related expectations. Dr. Tarrant shared updates on the implementation of a Standard of Care at Norco College, designed to ensure consistent student experience across all three colleges in the district. The college has received $2 million in district funding to support this initiative, with a focus on enhancing advising, counseling, and tutorial services. To guide this work, the college is developing an Innovation and Effectiveness Plan, which will be reviewed by the Partnership Resource Team in the fall. The team has identified four key focus areas: defining the Standard of Care, improving communication, increasing engagement—particularly through early alert systems—and strengthening data and technology infrastructure. Additionally, the college is developing a new five-year Strategic Plan centered on clear KPIs and achievable targets.

4. Information Item
4.1 [Assessment Report for RCCD 2019-24 Strategic Plan](#) **(1:45 PM)**
- [Assessment Report PPT](#)
- The Assessment Report, including a presentation, was shared by Dr. Zhai for informational purposes.

5. Good of the Order **(1:50 PM)**

6. Future Agenda Topics
6.1 Final Draft 2025-2028 Student Equity Plan

7. Adjournment

Next Meeting: September 25, 2025, **Time:** 12:50pm to 1:50pm, **Location:** TBD

Spring 2025 Meeting Schedule of College Council	Agenda Item Request Deadline
~~March 13, 2025, from 12:50-1:50 PM~~	~~5 PM on Thursday, March 6, 2025~~
~~April 10, 2025, from 12:50-1:50PM~~	~~5 PM on Thursday, April 3, 2025~~
~~May 8, 2025, from 12:50-1:50PM~~	~~5 PM on Thursday, May 1, 2025~~