



College Council

Meeting Minutes for March 12, 2026, | 12:50 pm to 1:50 pm | Location: OC*116

Join via [Zoom Link](#) | Meeting ID: 846 0509 6407 | Passcode: 780166

Council Members (19)

Ms. Natalie Aceves, Dr. Quinton Bemiller, Ms. Vivian Harris, Dr. Tenisha James (Co-Chair), Dr. Virgil Lee (Co-Chair) and Mr. Alex Spencer

Ex-officio Members: Dr. Monica Green (Administrator), Ms. Araceli Covarrubias (Faculty Association), Ms. Melissa Olivieri (CPROS), and Mr. Silvio Castillo (ASNC)

Council Members Not Present:

Ms. Charise Allingham (Co-Chair), Dr. Peggy Campo, Dr. Michael Collins, Ms. Claudia Figueroa, Ms. Azadeh Iglesias, Ms. Ashley Yoon (ASNC), Mr. Dan Reade, Dr. Kaneesha Tarrant, and Ms. Patty Worsham

Guest(s): Dr. Jim Thomas

Recorder: Ms. Desiree Wagner

Quorum: 10

Subject to Brown Act: No

1. Call to Order: 12:55 p.m.

2. Action Items:

- The meeting began with participants joining both in person and via Zoom. Due to lack of quorum, the council did not approve agenda items and proceeded with discussion and information items. All action items will be deferred to our April 9th meeting.

2.1 Approval of Agenda

- Due to lack of quorum, the Council reviewed the agenda; no action was taken.

2.2 Approval of Meeting Minutes, November 13, 2025

- Approval of the meeting minutes was deferred to the next meeting due to lack of quorum.

2.3 2026-27 Norco College Budget Priorities (First Read)

- MSC – Not needed as this is a first read.
- The council reviewed the *2026–27 Norco College Budget Priorities* document.

Key points discussed:

- Budget priorities have been updated to align more closely with educational planning documents.
- The timeline for budget review now occurs in spring to align with fall resource allocation requests.
- Faculty and classified staff feedback on the priorities is encouraged.

Enrollment Trends and Growth Challenges

- The state budget assumes 0.5% enrollment growth, while Norco College is targeting approximately 5% growth.
- Current enrollment growth is approximately 2–3%.

- The closure of the prison education program, which previously represented about 3% of total FTS, will negatively impact future enrollment.
- Dual enrollment now represents approximately 10% of total FTS, helping offset some enrollment loss.

Enrollment data indicates:

- Online enrollment has increased by approximately 10% this semester.
- Online courses now account for nearly 66% of total enrollment at Norco College, with hybrid courses representing approximately 8%.
- Online course success rates remain approximately 10% lower than in-person courses.

Concerns were also discussed regarding:

- Under enrollment in in-person lecture courses and labs.
- Classroom utilization is approximately 47% overall, while some lab spaces remain highly utilized.
- Potential strategies to improve communication about in-person course offerings to students.
- Council members noted that these trends may inform future strategic planning and KPI monitoring discussions.

3. Discussion Items

3.1 College Council Charter

- The council reviewed and discussed a draft revised College Council Charter using a new streamlined charter template developed during the strategic planning cycle.

Key elements of the revised charter include:

- A concise 50-word council description outlining the role of College Council in overseeing leadership councils and monitoring institutional progress toward college goals.
- Charters will now remain active for the full five-year strategic planning cycle, unless significant changes occur.
- The charter includes sections on meeting schedules, membership categories, and required reporting.
- Membership is described by representation categories rather than individual names, allowing flexibility as membership changes.
- The charter confirms that College Council is not subject to the Brown Act.
- Meetings are scheduled during College Hour from 12:50 PM to 1:50 PM.

The council's primary responsibilities include:

- Monitoring Key Performance Indicators (KPIs) aligned with institutional goals.
- Reviewing institutional progress reports.
- Monitoring Institution Set Standards.
- Reviewing annual budget priorities.
- Reviewing Institutional Self-Evaluation Reports (ISER) related to accreditation.
- Discussion also clarified that the council provides recommendations to the Executive Cabinet and the College President but does not make downward recommendations to other governance groups.
- Members were encouraged to review the draft charter and provide feedback, particularly regarding committee membership and representation.

4. Information Items

4.1 DSPC Update

- An update was provided regarding discussions at the District Strategic Planning Council (DSPC).
- Implementation of EV charging stations across the district, expected to be operational in April.
- Development of an administrative procedure to address operations and parking enforcement.
- Updates related to the military articulation platform and district planning alignment.

4.2 Academic Council Co-Chair Membership Update: Ms. Claudia Figueroa replacing Ms. Martha Ramirez

- Ms. Claudia Figueroa will serve as Academic Council Co-Chair, replacing Ms. Martha Ramirez.
- Ms. April Mejia was named Faculty Co-Chair.
- Nikki Ballard was introduced as the new recorder.

4.3 Governance Orientation and Training Recap

- A governance orientation and training session was held over winter semester to support participatory governance.

Topics covered during the training included:

- Updates to the governance resources website
- Strategic goal alignment
- Roles and responsibilities in shared governance
- Updated governance templates and procedures
- The Institutional Effectiveness and Governance Council (IEGC) continues working on updated governance procedures, which will be brought to College Council for review and feedback.
- Recommendation was to have a summer retreat planned to continue the work.

4.4 Accreditation Update

- An update was provided regarding the Norco Institutional Self-Evaluation Report (NICER / ISER).

Key updates include:

- Leadership councils will begin reviewing sections in March and April.
- Board approval is targeted for May–June, with submission by August 1.
- Accreditation teams will send evidence requests to departments and governance groups; prompt responses are requested.

Faculty were reminded to:

- Include communication and monitoring plans in online course syllabi and Canvas sites.
- Ensure Student Learning Outcomes (SLOs) are linked to assignments and rubrics in Canvas.
- Templates for these requirements are available through the Distance Education Committee site.

5. Good of the Order

5.1 Submit program review annual updates by March 18th.

- Members were reminded to submit Program Review Annual Updates by March 18, 2026.

6. Future Agenda Topics

Adjournment: 1:25pm

Next Meeting: April 9, 2026, **Time:** 12:50pm to 1:50pm, **Location:** OC*116

Spring 2026 Meeting Schedule of College Council	Agenda Item Request Deadline
March 12, 2026, from 12:50-1:50PM	5 PM on Thursday, March 5, 2026
April 9, 2026, from 12:50-1:50PM	5 PM on Thursday, April 2, 2026
May 14, 2026, from 12:50-1:50PM	5 PM on Thursday, May 7, 2026