

**Norco College
Committee of the Whole
March 3, 2016**

MINUTES

Faculty

Bader, Melissa (co-chair)
Adams, Laura
Andacheh, Khalil
Anderson, Kris
Beck, Rex
Bemiller, Quinton
Boelman, Peter
Brotherton, Cathy
Comstock, Tami
Covarrubias, Araceli
De Guzman, Joseph
Friedrich Finnern, Teresa
Gray, Alexis
Gutierrez, Monica
Harris, Vivian
Hines, Dean

Hitchcock, Dominique
Kamerin, Kim
Kyriakos, Stephany
Lewis, Mark
Makin, Deborah
Muto, Jan
Palmer, Diane
Parks, Jason
Perry, Judy
Rosales, Carolyn
Russell, Tim
Shirinian, Margarita
Stevens, Walter
Thomas, Jim
Van Hulle, Paul
Wallstrom, Tim
Zwart, Gail

Staff

Leal, Ruth (co-chair)
Creswell, Debra (recorder)
Delgado, Bernice
Esparza, Monica
Etchison, Ashley
Hodawanus, Tricia
Lambros, Daniel
Molina, Ana
Power, Erin
Santa Cruz, Elena
Terrazas, Denise
Thursby, Diann

Administrators

Alonso, Miriam
Farrar, Carol
Fleming, Kevin
Gomez, Beth
Gonzalez, Maria
Green, Monica
Hartley, Mark
Hendrick, Irving
McCarson, Daniela
McGraw, Shirley
Monsanto, Steve
Oceguera, Gustavo
Sinclair, Maureen
Uesugi, Koji

Students

Barragan, Maria
Hayes, Kevin

Melissa Bader opened the meeting at 12:55 pm.

Approval of December 3, 2015 Meeting Minutes

Motion to Approve: Gail Zwart

Seconded: Alexis Gray

Corrections/Discussion: none

Vote: approved with 6 abstentions

Technology Committee Recommendations (attachment)

Ruth Leal presented the technology prioritization recommendations from the Technology Committee.

Paul Van Hulle motioned to approve the recommendations; Jason Parks seconded.

Discussion:

- The technology requests are submitted through Program Review. The Technology Committee prioritizes the requests using criteria from the Technology Plan.
- The request are ranked high, medium or low priority based on age of the equipment to be replaced and programmatic need.
- After the requests have gone through the strategic planning committee process, the recommendations are forwarded to the President who, along with the Vice Presidents, determines which items to purchase based on available funding.
- The committee is also working on a refresh plan, proposing to replace 25% of equipment each year. A survey of employee equipment and inventory lists are included in planning.
- The priority lists are for planning only; funding is a different discussion. They have been vetted through BFPC and ISCP.

Vote: approved unanimously

Accreditation Midterm Report (attachment)

Kris Anderson, Accreditation Co-Chair, reported that in February ACCJC sent an action letter to the President that our Follow-up Report was accepted and the recommendations have been met.

A Midterm report is due March 2017, so planning has already begun. The first part of the report will document how we are continuing to address the recommendations from the last Self Evaluation. The second part is to show we are addressing the Action Plans from the last Self Evaluation. There are five Action Plans; we have made progress on them, and some are completed. As with all the other reports we have submitted to ACCJC, evidence will be provided in support of the Midterm Report.

Budget Update

Beth Gomez gave an overview of the District and College budget in light of the Governor releasing the state 2016-17 budget proposal.

- The Governor's proposal includes 'access' funds which used to be called 'growth.' Norco's portion is around \$800,000, which is 23% of the District's portion.
- The District has committed to filling 20 new FT faculty positions.

- Prop 39 funds are for energy upgrades. Norco has replaced the outside LED lights and is now in the process of working on the interior lights.
- ‘Deferred Maintenance and Instructional Equipment’ funds can be divided by the college as needed. This year, we have elected to spend 60% on deferred maintenance due to the number of roofs that need to be fixed.
- There are funds in the Governor’s budget for ‘Apprenticeship Program.’ We don’t know exactly how much funding will be available, but Norco is the only college in the district with an apprenticeship program.
- There will be a state facilities bond measure on the ballot in November. If the bond passes and our project makes the cut, we could be able to build the Multimedia Arts building.
- Budget trailer bill:
 - Strong workforce budget – set the consortiums up like the adult education (AB86); everything will be run locally
 - Student Success for Basic Skills – new conditions on that money; resubmission of the basic skills plan and implement multiple measures (what we already do)
 - Zero cost textbook degree – associate degree with a no text book cost; looking for innovation in technology
 - Adult Education Block Grant; widened the consortium to include input from classified staff and student input

Proposed Reserve Calculations Changes/Budget Stability Plan (attachment)

Beth Gomez presented the District’s plan to revise how the mandated reserve is calculated. Currently, the beginning balance plus revenue are used to determine the 5% reserve balance. The recommendation by the Vice Presidents of Business Services and the Vice Chancellor of Business and Financial Services is to calculate the reserve on the revenue only.

Currently we budget to spend more than we bring in, but we never end the year in a deficit. We need to budget more realistically. A three-year plan will be put in place to keep a restricted holding account and eliminate the budget shortfall.

These items will continue to be discussed at the District and College levels.

OPEB Update

Other Post-Employment Benefits (OPEB) are health benefits for retirees. Prior to this year, RCCD did not have an account and it was noted in the ACCJC reports. The District has addressed the recommendation and now has a \$250K irrevocable trust with CalPERS for OPEB funds. Beth Gomez serves on the District Investment Committee along with Aaron Brown, Amber Casolari, Gustavo Segura and community member Dwight Tate which oversees the trust. The investment risk is ‘medium’ and the trust should grow over time.

Program/Unit Review Data

In preparation for Program Review submission in April, Program Review Co-Chairs Alexis Gray and Kevin Fleming provided an update on the data that is available on the Program Review webpages to assist in the preparation of unit Program reviews. Included is data on retention and success, efficiency, and program specific data. The college data sheets and template can be found here:

<http://www.norcocollege.edu/about/president/strategic-planning/programreview/Pages/Annual-Instructional-Program-Review.aspx>

Kevin and Alexis demonstrated how to use the data sheets. Greg Aycock is going to include a legends/definition tabs. He can also provide an assessment or analysis of the data by discipline upon request.

New email address to submit is programreview@norcocollege.edu. A new question this year is to list the resources (personnel and equipment) you received from last year's request and how it affected student learning. This is also the opportunity to ask again for the resources you didn't get, and document the impact of not receiving those resources.

Good of the Order

- Dr. Irving Hendrick was introduced as Norco's Interim President.
- Carol Farrar recognized the new one-semester faculty—Nancy Duong, Math; Steven Han, Chemistry; Carolyn Rosales, English.
- Monica Green reminded everyone of the Silver Jamboree event on March 12 to celebrate the college's 25th anniversary.