

**Norco College
Committee of the Whole
March 23, 2017**

MINUTES

Faculty

Bader, Melissa (co-chair)
Adams, Laura
Andacheh, Khalil
Anderson, Kris
Beck, Rex
Bell, Kimberly
Bemiller, Quinton
Boelman, Peter
Brotherton, Cathy
Buchanan, Courtney
Campo, Peggy
Covarrubias, Araceli
Dobson, Jessica
Friedrich Finner, Teresa
Gray, Alexis
Kazsuk, Tracy
Kerr, Brady
Kramer, Amy
Kyriakos, Stephany
Miter, Carol
Olaerts, Ana Marie
Park, Stephen

Russell, Tim
Spurbeck, Erin
Stevens, Walter
Thomas, Jim
Tyler, Jody
Van Hulle, Paul
Warsinski, Jeff
Wimer, Beverly
Worsham, Patty
Zamiska, Kara

Staff

Leal, Ruth (co-chair)
Terrazas, Denise
(recorder)
Anderson-McDade, Meriel
Boling, Susan
Castro, Miguel
Gundersen, Cyndi
Hankins, Laurie
Lambros, Daniel
Martinez, Leticia
Molina, Ana

Perez, Roxana
Rodriguez, Monique

Administrators

Dieckmeyer, Diane (co-chair)
Aycock, Greg
DeAsis, Mark
Fleming, Kevin
Hartley, Mark
Henkels, Charles
Lopez, Jesse
McAllister, Lisa
McCarson, Daniela
McGraw, Shirley
McMahon, Jim
Molko, Colleen
Parks, Jason
Reece, Bryan
Sinclair, Maureen
Uesugi, Koji

Melissa Bader opened the meeting at 12:54pm

Approval of December 8, 2016 Minutes

Motion to Approve: Quinton Bemiller
Seconded: Tim Russell
Corrections/Discussion: none.
Vote: approved with 2 abstentions

Information Items

Strong Workforce Update (Colleen Molko)

Colleen provided an update on the Strong Workforce Initiative reviewing funding metrics and the planning process for the creating the proposals organized around our college's strategic plan and representing the collective vision for CTE at Norco. Included in the presentation was the timeline for vetting, Board approval, and final Board summary of the plan. Colleen also highlighted work based initiatives at the college.

Function Maps (Diane Dieckmeyer)

Dr. Dieckmeyer announced the Norco College's representatives at the District Strategic Planning Committee: Peggy Campo, Melissa Bader, Ruth Leal, Dr. Dieckmeyer, and Dr. Reece; and reminded the group that these representatives attend DSPC to speak to the needs of the college. Part of the effort to revise the District Strategic Plan is to review and vet our function maps, which serve to help ACCJC see District/College responsibilities and resources needed. Please look for these in your upcoming college committee meetings for review and feedback.

Completion Initiative Update (Melissa Bader)

Last Monday, the Senate approve the Schools for the Completion Initiative. The soft launch will begin with summer advantage students through a What's Your School campaign where students will be introduced to their people. The conversation will continue through welcome day where School booths will be set up. Each School has a faculty advisor and counselor. Question: In identifying a School, is there a physical place for them to go? This is in the plan for the future. Diane asked for volunteers interested in faculty advisement, Jethro, Quinton and Dr. Fleming, will be doing workshops, if you are interested you can get some information and attend one of the two workshops planned.

Announcement

Marl Hartley introduced and congratulated the new RCCD Student Trustee, Luis Velazco.

Food Pantry Update (Mark Hartley)

Food insecurity is not unique to community colleges and we have a group of student leaders who want to do something about it. With the help of Dr. Green, Dr. Ocegüera, and Beth Gomez a food pantry space has been located in STEM with roll top door to serve as Norco's Food Pantry. We are in the implementation phase, and we are open to your feedback. The pantry will be open two days a week 3 hours a day with a sign posted on who to contact if a person is in need. This will be launched in the next 30 days.

Mark provided a list of desired items for those interested in donating to this important effort. The name of the food pantry will be voted on; this is a community opportunity. Food packages are available to departments to have on hand if they encounter a student who is hungry. ASNC has developed a card for students who receive food from the pantry to complete in order to follow-up and be sure they are receiving the services they need throughout the term and as long as they are in need. Also provided is a pamphlet of community resources.

Good of the Order

Jim Reeves, interim director of facilities, announced the spring initiative spring cleaning at Norco. Please complete the form for any minor cleaning, small repairs, or shredding and return to the facilities office. Cleaning will be done over spring break.

Greg Aycock- CCSSE is here, those of you involved have already received an email. If you have not received an email, please know that we will be coming next week. We use this data for our strategic planning goals, and in determining how efforts influence success.

Bryan Reece – through talking and listening, meeting with many people, district, state reps, federal reps, and in talking about Norco all that time, the common theme that comes across is growth. We are feeling the pressure for growth as our HS populations are continuing to grow and the college going rate goes up in the region. Opportunities for growth continue with the grant writing and fundraising. There is a lot of interest, we want to organize that interest to focus on the opportunities available to us.

Peggy Campo – Buck Stevens and Peggy Campo are available to come to classes to talk about Study Aboard Spring 2018 – Argentina.

Thanks to Brady Kerr for his leadership with the Feeding America concert.

Congratulations to Dr. Parks for his appointment as Interim Dean of Instruction.

March 30th - 12:50 - IT117 Honors Panel

Adjourned: 1:40PM

**Norco College
Committee of the Whole
March 23, 2017
CSS 217 – 12:50pm**

AGENDA

Action Items

1. Approval of December 8, 2016 Meeting Minutes

Information Items

1. Strong Workforce Update (Colleen Molko)
2. Function Maps (Diane Dieckmeyer)
3. Completion Initiative Update (Melissa Bader)
4. Food Pantry Update (Mark Hartley)

Good of the order

Next meeting: May 18, 2017

Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.

**Norco College
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December 8, 2016**

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DeGuzman, Joseph
Gray, Alexis
Kamerin, Kim
Kazsuk, Tracy
Kerr, Brady
Kyriakos, Stephany
Midgett, Jethro
Miter, Carol
Mulari, Jeffrey
Olaerts, Ana Marie
Parks, Jason
Popiden, Sandra
Reade, Dan
Russell, Tim

Setmanant, José
Shirinian, Margarita
Spurbeck, Erin
Stevens, Walter
Tyler, Stan
Van Hulle, Paul
Wallstrom, Tim
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Lambros, Daniel
Molina, Ana
Parra, Carmen
Poole, Chris
Santa Cruz, Elena

Welch, Caitlin

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DeAsis, Mark
Etchison, Ashley
Gomez, Beth
Green, Monica
Henkels, Charles
Lopez, Jesse
McCarson, Daniela
McGraw, Shirley
Molko, Colleen
Monsanto, Steve
Nance, Damon
Oceguera, Gustavo
Uesugi, Koji

Students

Cali, Jasmine
Novelo, Bryanna
Talbert, Adam

Melissa Bader opened the meeting at 12:53pm

Approval of September 22, 2016 Minutes

Motion to Approve: Paul Van Hulle
Seconded: Dan Reade
Corrections/Discussion: none.
Vote: approved with 3 abstentions

Midterm Report 2nd Reading (Kris Anderson, Diane Dieckmeyer)

MSC (Gray/Adams) Approved.

Kris Anderson reviewed the changes to the report from the first reading. This second reading includes the trend analysis which was requested by ACCJC to include a review and analysis of our annual report. This reading contains the assessment of learning outcomes and job placement for CTE and the last section is from the annual budget report. The final update noted is an easy to read chart of analysis with our responses, followed by a description of each plan. Once approved, the plan will be vetted through the District Strategic Planning Committee, followed by Board approval.

COTW Guiding Principles (Melissa Bader, Diane Dieckmeyer, Ruth Leal)

MSC (Gray/Zwart) Approved.

COTW Guiding Principles are a result of feedback over the years. There is a concern about the logistics of implementing item number 4, confidential voting. Please share your suggestions for confidential voting via email to one of the chairs. These guiding principles mark the beginning of the conversation, not the end.

Information Items

College Budget Report (Beth Gomez)

At the last COTW meeting Beth provided an update on the District budget, the following presentation is an update on the college's budget. The presentation is available on the website and we will explore drilling down further for a future meeting. Please direct any questions or comments to the Business Services office.

Annual Progress Report on Strategic Planning/Educational Master Plan Goals, Objectives and "Dashboard Indicators" (Greg Aycock)

Greg shared a report that outlines the progress on our strategic planning goals and objectives. The report is posted on the strategic planning website. A summary of what we have found in the 2015-16 goals: 20 of the 44 have met their 5 year goal; 14 are within 90% completion; 5 are less than 90% complete; and 5 of them are in progress and more info is needed. The committees who have reported out and provided the feedback for this report have been very helpful. Your good work has been memorialized in this report and your efforts in reporting are going to good use.

Looking ahead the new plan is 2018-19, begin thinking of how we can simplify goals and reduce our objectives in order to keep them all in perspective. Questions can be directed to Greg Aycock in Institutional Effectiveness.

Prioritization Requests (Melissa Bader)

- Reviewed APC Prioritization List
Our interim president has approved, endorsing the list that is presented. The first one is a general counselor tenure track, the Chancellor has approved the use of SSP funds on a limited basis, and we are able to get a general counselor, tenure track, funded by SSSP.

We have about 8 positions that were in the queue, it's a nice mix of CTE and departments that have only one faculty.

- Reviewed BFPC Prioritization List
- Reviewed SSSPC Prioritization List

Good of the Order

- Dr. Green relayed that it has been an honor to serve this institution as Interim President, our new president will be announced at the Board meeting this week, and you are encouraged to attend.
- Choir concert Friday night at 7:30pm.
- Congratulations were extended to Dr. Margarita Shirinian on her completion of a doctorate degree.
- The College Holiday Party is December 15th from 1:00-3:00pm in the Art Gallery.

Meeting adjourned: 1:50pm

**Norco College
Strong Workforce Program
Local Planning Process**

**Committee of the Whole Presentation
March 23, 2017**



**NORCO
COLLEGE**

Norco College Allocations

FY 2016-17

July 1, 2016 – December 31, 2018

\$595,609

FY 2017-18

July 1, 2017 – December 31, 2019

\$595,609

FY 2018-19

July 1, 2018 – December 31, 2020

\$595,609

... and beyond



Required Outcomes

- Increase Quantity of CTE
 - CTE enrollment
 - Improve Quality of CTE
 - Skills gains
 - Completion
 - Transfer
 - Employment rates
 - Employment in field of study
 - Earnings
 - Median change in earnings
 - Proportion of students who attained living wages
-

Process and Timeline

September 2016

Initial Strong Workforce Program (SWP) planning meeting

October-November 2016

Development of Norco College CTE Strategic Plan

Approval by Academic Senate and ISPC

SWP sub-workgroup identified high-impact proposals

Survey sent to CTE stakeholders for ranking

Recommendations submitted to Norco College Executive Cabinet

Process and Timeline

December 2016

Executive Cabinet approved SWP plan

Follow-up meeting for CTE stakeholders to provide update

Final approval by ISPC

Norco College SWP plan submitted to Board of Trustees

January 2017

Board approved Norco College SWP plan

Plan entered into online application system

Plan submitted by the district

Process and Timeline

March 2017

Presentations to Academic Senate and COTW

April 2017

Implementation begins

QUESTIONS ?

Fall “Soft” Launch—Completion Initiative

- **Summer Advantage**

- School Groups for Students
- College to Career Workshops
- Peer Mentors
- Pathways (ADTs and Certs.)

- “What’s your school?” Campaign

- Welcome Day
- Emails to new students

- Designated Faculty Advisors and Counselors for all schools
- Online Resources
- Office Signage
- Peer Mentors

Schools

- Arts & Humanities
- Business & Management
- Social & Behavioral Studies
- STEM
 - Science & Health
 - Technology, Engineering & Math
- School of Exploratory

Arts & Humanities

Art/Art History

Communication Studies

English

English as a Second
Language

Humanities

Journalism

Library

Music Industry
Studies/Music

Philosophy

Reading

Theater

World Languages

Social & Behavioral Studies

Administration of Justice

Anthropology

Early Childhood Education

Economics

Guidance

History

Political Science

Psychology

Sociology

STEM

Science & Health

Anatomy and Physiology

Biology

Chemistry

Geography

Health Science

Kinesiology

Physics

Technology, Engineering &
Math

Architecture

Computer Applications

Computer Information
Systems & Computer
Science

Construction Technology

Drafting Technology

Electronics & Electrician

Engineering

Game Development

Manufacturing Technology

Mathematics

Supply Chain Technology

Business & Management

Accounting

Business Administration

Logistics Management

Management

Real Estate



Delivering Emergency Nourishment for Norco Students

No perishable food, No glass containers, No expired food

- 1. Meals in a Can (chili, beans, soups) - 1 can per bag
- 2. Canned Meat (tuna, chicken, corned beef) - 2 can per bag
- 3. Canned or Dried Fruit - 1 per bag
- 4. Instant Oatmeal - 1 box per bag
- 5. Peanut Butter - 1 per bag
- 6. Meals in a Box (mac & cheese, rice a roni) - 3 per bag
- 7. Snacks (nuts, granola bars, cheese crackers, popcorn, etc) - 1 per bag
- 8. Canned Vegetables (peas, corn, carrots & peas) - 2 cans per bag