

Student Services Planning Council

April 25, 2018

1:30pm-3:00pm

ST107

MINUTES

Present: Natalie Aceves (co-chair), Eva Amezola, Patti Brusca, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Maria Gonzalez, Mark Hartley, Monica Green (co-chair), Monica Huizar, Tenisha James, Pam Kollar, Leticia Martinez, Daniela McCarson, David Schlanger, Maureen Sinclair

Absent: Bowen Fei, Maria Jurado, Lisa McAllister, John Moore (co-chair)

Guests: Rochelle Cook, Marshall Fulbright, Steven Gonzalez, Daniel Landin, Sam Lee, Cecilia Ramirez, Shadon Sanders

Approval of 3/20/18 minutes

Motion to approve by Patti Brusca

Seconded by Mark DeAsis

Motion passed with one abstention

Institutional Reorganization (discussion based on draft sent to nor-all April 23 18)

Motion to approve with corrections by Maureen Sinclair

Seconded by Pam Kollar

Yays-11, Nays-4, Abstentions-1

Motion passed

Last Wednesday, VPs met with President Reece and looked at recommendations of the proposals that were submitted by numerous constituency groups. As a result, the guiding principles related to the reorganization were articulated. The document differentiates between the positions that are needed in this immediate reorganization versus those that we know we need through the program review process. See reorganization process for the guiding principles discussed.

Dr. Samuel Lee

- Expecting to hire a new full-time IDS as a result of the reorganization; not sure where the funding will come from yet; will be in the next draft. There is a small ad hoc workgroup looking at the IDS position and working through what the recommendations would be for which disciplines or programs the IDS's would serve with another IDS.
- As a result of this reorganization process, we realize the usefulness that a comprehensive organizational chart needs to be imbedded into Program Review.
- Also, a fulltime administrative assistant for Dr. Fulbright's position and funding source is needed.

Dr. Monica Green

Student Services – four areas of immediate need

1. Increase in hours from 50% to 100% for Admissions & Records Operations Assistant. Funding not determined-related to move for the Cashier's office Student Accounts to Business Services and addressing the workload for one of the staff members. Part of the workload will remain in Admissions and Records and additional staffing hours needed to absorb the load.
2. Increase of hours from 50% to 100% for the Administrative Assistant III for the Dean of Student Life-funding still needs to be determined. Area has been without a fulltime assistant, have added hours throughout the year, but the need is there for a 100% fulltime.
3. The re-classification for the Dean of Admissions & Records to the Dean of Enrollment Services will reflect the addition of Financial Aid as a direct report and additional functions that are more in line with the Dean of Enrollment Services.

4. A new position for a DRC Director. Anticipate this position, will probably use International Student Fees, which is a new funding source for the college and is contingent upon the number of International students enrolled at Norco College. Maria Gonzalez asked-Were they previously funded to the District and now coming to Norco. Dr. Green-they were going to Riverside. The services rendered specifically for International students and all reporting happens at RCC, when here at Norco, we provide support of services for them through programs. It has been righted, if you will.

Strategic Development

This is a new area, there is a work group made-up of a variety of constituents working to develop that area and what the job description would look like –this area geared at helping us to garnish the resources we need to support our programs. This is an area being developed and includes a new position. It makes sense the position is a Vice President, particularly working with the community in this high level capacity-the proposal as it sits right now.

- Why an Interim and why not just go to a VP position?
Interim positions still needs to be flown, but a more condensed process, can have an interim up to two years. This is a new concept and we want to make sure it's working well and is a self-sustaining position so the funds have to come in to fund the position.
- Push back would be, this position works with the President, and if not working out, and not raising funds, could go away. If it were an interim or a VP, it duplicates the work of the search committees that we put out there. Continue to do searches all the time.
Part of it is the uncertain nature in developing that department. The other piece is it-only have so much funds and it's a short period of time. We need to wrap up as quickly as possible in hiring a permanent position which is hopeful, going forward. Will do a national search, and want the best person for Norco College in that position. Do what we can to generate those funds to make it a self-sustained and tweak as we go before we commit to a permanent position.
- Follow-up question under Strategic Development. Debra Mustain name is listed under Community Partnerships and Workforce Development and Marketing and Outreach, but under Marketing and Outreach; am I understanding that it is a temporary assignment?
Yes. We had Ashley Etchison on there but Ashley is really paid 100% through Regional Strong Workforce Marketing. Debra stepping in for a season to oversee part of it in addition to her work. We could have put Marketing under Strong Workforce but wanted to keep it separated out to can see a lot of emphasis needs to go in that direction.
- Is the intent to hire another person for that in the future when we're funded?
Not necessarily, one of the principals is trying to use existing people.
- Second question is on Strategic Initiatives and Partnerships –noticed under high school partnership resource development, there's dual enrollment; is that supposed to read dual enrollment or dual enrollment south Corona location is at one or two separate initiatives?
Two different things as one is related to resource development and the other is related to operations.
- The second bullet, there is a job description change for the Associate Dean of CTE/NSF Project Director to Associate Dean of Grants Administration.
There is no impact to general fund, as it is categorically funded.
- Have we identified where the funding will come from for the A & R Dean of Enrollment?
Jim is working on that, most areas say they are looking for funding sources and are not listed by importance.
- Going to be voting on this, but this isn't the final draft, so why are we voting on it now?
There may be some other iterations, but expecting them to be minor. If major, would need to bring them back. Will have on agenda next time, so can review from this iteration to the next. Logistically, it's going to different counsels at different times and Senates, then all the recommendations going to ISPC and final recommendations going to the President. We have had 44 public discussions, this draft is near finished.
- Name correction, Steven Gonzalez in EOPS/CARE, last name has 2 z's.

Feedback to ISPC for why not, would you like to say anything for the record to go to ISPC.

- Our institution is extremely top heavy and we're trying to build all these initiatives with no foundation in sight. So we have no Educational Advisors, no administrative assistants and no IDS's so all the people who are doing the work, not that our upper administration doesn't do the work, but all the ones who are hands on in the field with the students, we keep getting spread. A great example of this is Gaby Cortez, who is an administrative assistant being paid differential as a CalWORKs specialist and another example is Roxana Finley who is a Grants Administrative Specialist being paid differential as an Educational Advisor. So we are asking staff to do multiple jobs; asking us to identify gaps which have already existed for many years within our institution and then continue to build on top of that, which is putting too much pressure on all the staff.
- I have been at Norco in and out and back and forth and for first time I am appreciative of these charts and the time that the administrators and all that's been involved with creating this diagram. I don't remember ever seeing our school laid out so clearly, know where things are supposed to go and the fact that we've had so many changes. I appreciate discussion is being listened to and changes are being made. Appreciate we are going through the process and glad to be a part of it.
- As a voice of classified staff, things keep changing and not being addressed. We're ok with this reclassification but also want our needs to be addressed. See everything in writing before we give our ok to move forward.

Dr. Green

The staff's voice has really been important as we move forward. We started as an academic reorganization for the deans of instruction, as it grew, it not only impacted the needs of instruction and the organization within those schools and how they are aligned, but more individuals. You'll see that with the reorganization, we recognized the role that classified staff play in the institution and there's positions in there and are desperately needed in order for this reorganization to go through. We want you to know the institution would not function without our classified professionals. We hope that the reorganization it reflects that; we know as an institution we have tremendous need, in terms of all levels of positions, we still have those needs. Our hope with strategic development is that we are starting to build our capacity without having to rely on so much of the base budget.

Program /Review Deadline

- Deadline extended from April 20 to May 1
- Daniela extended an offer to help others with their program review.

Athletic Expansion

Looking to revamp this program due to Title IX requirements: says we need to have as many female student athletes percentage wise as we have female percentage on our campus (65/35) and are out of compliance.

- Mark Hartley displayed a new logo, one of the many logos going around, coming to this committee at some point by the Marketing Team to present.
- We have a mission and vision statement; looking to compete at the highest level in the community colleges in the state of California.
- Trying to get female sports and looking to add more sports. Looking to expand, created a women's Cross Country club, about 7-8 women, they're a club, running Tuesday and Thursday mornings.
- Also looking at potential, a Women's Beach Volleyball as a Spring sport. Already have volleyball courts on our campus, next to soccer fields. Two quotes, one \$300,000 and the other \$900,000. The \$900,000 quote includes a path, an ADA access road for emergency vehicles. Want it to happen for Spring 19; may not happen, so back up plan is to start Women's Lacrosse, can play on soccer field in springtime. Will need to realign lines and invest in lacrosse goals. Lacrosse is the fastest growing high school sport.
- In 2020 we are hoping to add an athletic expansion to the ballot of a general obligation bond. The existing facilities master plan has men's and women's basketball and indoor volleyball; with a recreational center for campus and community. Looking at adding a swimming pool to bring

community to the campus. Eventually Track & Field down the road as potential.

- The plan includes a potential conference center and parking structure.

Commencement

Date: June 7, 2018

- Biggest change this year is safety. Safety is the most important factor so we are getting metal detectors and wands. It is proposed that students get wristbands to confirm they have been wanded.
- Want a presence of more security for our biggest event on campus.
- We have employed 15 additional event workers to provide a presence of more security.

Inside Track Advising/Coaching Assessment

- The next meeting on May 23, 2018, we will focus on onboarding and have the report from Inside Track to consider our next steps.
- Everything with OAC is changing, be ready.

Good of the Order

- Tomorrow night, hosting first of 2 Summer Advantage Parent Night in CSS 217, 6-7:30pm.
- The BOG waiver name has been changed to California College Promise Grant. Official name change starts for Summer awarding, and students are already seeing this change on their award letters. Areas were encouraged to look at their publications and update all references to BOG waiver.
- The College will see new, beautiful Dreamers banners on campus soon.