

---

**Norco College**  
**Industry & Advisory Breakfast, March 17, 2023**  
**School of Business and Management**  
**Meeting Minutes**

---

**Norco College Faculty Present:**

Patty Worsham, Eric Doucette

**Industry Partners Present:**

Dr. Thoibi Rublaitus, Principal, Corona-Norco Adult School. [trublaitus@cnusd.k12.ca.us](mailto:trublaitus@cnusd.k12.ca.us)

Lisette Free, Finance Director, City of Norco. [lfree@ci.norco.ca.us](mailto:lfree@ci.norco.ca.us)

Lizeth Vega, City Council Assistant-Ward 7, City of Riverside. [lvega@riversideca.gov](mailto:lvega@riversideca.gov)

Sandra Romero, Recruitment Manager, California Conservation Corps.

[Sandra.romero@ccc.ca.gov](mailto:Sandra.romero@ccc.ca.gov)

David Lechuda, Co-Owner, World System Builder, financial literacy company

**Guidelines for Today's Discussion**

1. Introductions:

**Thoibi Rublaitus**- Corona-Norco Adult School, Principal.

**David Lechuda**, Achieve- WSB (World System Builder) designed to provide financial literacy

**Sandra Romero**-California Conservation Corps, Recruitment Manager over Northern and Southern California

**Lizeth Vega**- City Council Assistant-Ward 7. Works for Steve Hemingway, council member. Serves on the school board for Alvord Unified School District

**Lisette Free**- Finance Director with City of Norco

2. Faculty to review curriculum changes and any hardware/software upgrades.

a. **Curriculum:**

1. Seeking approval to reactivate the Retail Management Certificate with modifications  
**(M/S/P Lechuda/Romero)**

- a. Retail Management Certificate (WAFC Program). Cherie Phipps, Founding Director with the WAFC, reached out to us about reactivating the Retail Management certificate at Norco College. This program is active at RCC but not at MVC (I believe) or Norco College. For years we offered it and for year is floundered. Seven-ish years ago WAFC revised their requirements which meant revising ours and that seemed to kill the certificate entirely UNTIL RCC put forth ACC 40. ACC 40 can replace the ACC 1A and BUS 20 math

requirement making it easy to reactivate this program. This is a very large program at Cerritos College with over 1,000 students/completers so we're hopeful this could help bolster enrollment for us as well. This is what I need in order to move forward:

1. Revise the certificate to add ACC 40, take out ACC 1A/ACC 55, BUS 20, COM 1/COM 9/MAG 57, BUS 24. If you think we should remove MAG 51 and just make it MAG 44 that's fine with me too. The simpler the better for students.
  1. Reactivate this program at Norco College.
  2. The previous 10 course certificate looked like this:
    1. 30 units required:
      1. ACC 1A or ACC 55
      2. BUS 22 or BUS 24
      3. CIS 1A or CIS/CAT/BUS 3
      4. COM 1 or COM 9 or MAG 57
      5. MAG 44 or MAG 51
      6. MAG 53
      7. BUS 20
      8. MAG 56
      9. MKT 20
      10. MKT 42
    3. The revised 8 course certificate would look like this:
      1. 24 units required:
        1. ACC 40
        2. BUS 22
        3. CIS 1A or CIS/CAT/BUS 3
        4. MAG 44 or MAG 51
        5. MAG 53
        6. MAG 56
        7. MKT 20
        8. MKT 42
  2. Patty: Request approval of including ACC 40 in our catalog at Norco College (**M/S/P Rublaitus/Free**)
  2. What else should we consider to remain current with equipment, hardware, and software used in industry?
    - Students should learn QuickBooks and other accounting software. Often find clients who have done their own Quickbooks but have done them wrong. They don't understand accounting.
  3. Annual Recap

- a. Patty- talked about our growth and programs. Spoke about the i3 project, VITA, our new faculty that have come on board and the initiatives they are working on.
  - b. Eric-Shared the work he's doing on the ACBSP accreditation.
4. LMI Data Update- shared broad data
5. Instruction and Curriculum changes
  - a. Workplace trends
    1. Younger workers and their style of working is different than that of older generation workers. Generational differences in terms of communication, attention spans
    2. Emerging Technologies
    3. Current skill expectations
      1. Sandra shared with us the need for new hires to know how to analyze, process and structure their work. Perhaps we would work with Sandra to develop a non-credit class that could assist people with this.
    4. Link to High School Programs
      1. Dr. R would like to partner with our non-credit accounting for dual enrollment at her adult school. Our ACC 801-803 have taken from their enrollment. Work with Dean of Educational Partnership to establish a dual enrollment program at her school.
6. Equipment Needs: nothing identified
7. Program Funding: nothing identified
8. Outreach and Recruitment
  - a. Students
  - b. Advisory Council members
9. Final thoughts, What could we do to improve real world, on-the-job, work experience that students receive during their program?
  - Organization skills
  - Communication Skills
  - Group projects/Group Work

