

NORCO
COLLEGE
Norco Academic Senate Meeting
March 5, 2018
1:30-3:30 ST207
Minutes

I. Call to Order 1:31 p.m.

II. Roll Call

Senators, Alternates, and Officers: Kimberly Bell, Quinton Bemiller, Judy Perry, Bob Prior, Jim Thomas, Kim Kameron, J. Marie Hicks, David Mills, Peggy Campo
Reporting members: Melissa Bader, Maria Barragan, Celia Brockenbrough
Guests: Dr. Bryan Reece, Dr. Samuel Lee

III. Approval of Agenda

Jim Thomas moves; J. Marie Hicks 2nd, motion passed (No abstentions)

1:35 IV. Approval of Minutes of 2.26.18

David Mills; Kim Kameron 2nd. Approved. One abstention.

1:45 V. Administrative Reports

College President

- Appropriation request for the Naval research Center for funding for Photonics center
- Support of the National Science Center
- Dual enrollment legislation
- Meeting with Assembly woman Cervantes on Veterans education for development of articulation platform
- CRC legislation: convert upper yard of the prison as a branch campus and lower yard for CTE education.
- Enrollment is stable and FTEs are on target. This is good for the college.
- Due to the security threats made to Cypress College, Norco College is improving communication and requested campus police to have more officers on campus.

3:00 VIII. Officer & Liaison Reports

A. CTE Liaison

No report

B. Guided Pathways Liaison

No report

C. President (Campo)

- A group of faculty, staff, and administrators are working on a reorganization around our schools. In it's early stages (a drafty-draft), but we are looking to align our VP's, Deans, IDS's, disciplines, etc. with our schools.
- Last Friday was the PR camp. It was a success; many disciplines completed their program review for the year.

- The accreditation committee met last Friday as well, work is beginning to analyze college gaps. They have been divided into sub-groups by accreditation standard.
- Chancellor Isaac mentioned restructuring and changes occurring across the district, for example IT will be under Ed Services (now under business) as soon as a VC-AA&SP is hired.
- Discussed the new statewide funding model. Chancellor met with all the three VP-SS to discuss how to award degrees and certificates automatically for students who qualify for them.
- BoT committee meeting structure will change; now will be around the accreditation standards.
- Currently, the chief of staff is on administrative leave.
- District curriculum chair Ann Pfeifle (MoVal) said META is moving forward although do not have any POR's online yet. Even though we do not have a district wide comprehensive list of the programs and certificates available throughout the district.
- Discussed the OEI/Canvas Resolution by each local senate. The district was looking for us to commit to belong to the consortium of colleges being included in the next batch of colleges participating in the OEI course exchange. Participation by faculty was declined. The commitment will be discussed for a decision once the time comes. RCCAS did the same thing, MVAS will be discussing it today at their senate meeting.
- 58th Distinguished faculty lecturer is Ann Pfeifle from Mo Val this year. She will be presenting at Norco College on May 8, college hour in CSS217.

D. RCCDFA/CCA/CTA/NEA

- They had dinner with the two candidates that CTA is supporting and it went well.

E. Secretary/Treasurer

No report

F. Student Liaison

- Students had their region 9 meeting
- Chill-out on March 23rd
- Scholarship to students who participated
- Students would like to be part of the hiring committees for administrators. Peggy Campo will research the legal aspects for having students be part of these committees.
- Students have noticed more police involvement around campus

G. Vice President

No report

VII. Old Business

A. Selection of faculty to serve on the District Safety and Security Committee and the District Casualty Insurance Program Workgroup. Action item (Campo)

- District Safety and Security Committee and District Casualty Insurance Program Workgroup.

Selection of the faculty to serve on the district Safety and Security Committee from the nominations brought forward from the departments.

- Nomination as full time Erin Burbank and as part time representative J. Marie Hicks:
- ***Motion to approve nominations moves Judy Perry; Kimberly Bell 2nd, motion passed unanimously***
- No one was nominated for the Casualty Insurance Program Workgroup. NAS representative will be vacant on that workgroup.

B. Selection of Faculty Commencement Speaker and Readers. Action item (Campo)
Selection of the faculty commencement speaker and name readers from the nominations brought forward from the departments.

- Peggy Campo will elaborate a policy for the selection of a faculty speaker for commencement. It was recommended for students to be included in the process.
- Have the department nominations and vote at the academic senate
- Have the election by Spring April 3rd.
- The following names have been nominated by different departments for election
 - Buck Stevens
 - Bob Prior
 - Monica Gutierrez
- We have time to conduct a faculty-wide election. VP Jim Thomas will run the election.

D. Well-being and Safety of Norco College students, faculty, and staff. Discussion item. (Kamerin)
Discussion regarding Norco College's reaction to and preparation for active shooters.

- College Safety and Emergency Planning Coordinator, Justin Czerniak will present information about the Emergency Operations Plan and other Safety items here at Norco College.
- March 6th "Understanding Active Shooters and Why Attacks Occur" Training at CSS 217 8:30-10 a.m.
- FBI is coming to the campus to conduct a training next month
- A CERT training will be offer to all staff
- CPR training is schedule on April 11th (8 spaces left) from 8-6p (6hrs long)
- Door locks have been order and will be deliver soon. To be installed campus wide.
- Refer faculty to Justin Czerniak if they would like to register for the CPR trainings
- First Aid Kits-19 total campus wide. Justin Czerniak will send an email of the locations of the first aid kits.
- Faculty would like the installation of signs containing campus police number in case of an emergency all around campus.
- Faculty would like trainings to be offered at different times
- To Promote Rave Guardian
- Students can contact campus police to get escorted to the parking lots
- Have an emergency button to automatically lock doors or panic button to call police in classrooms, especially in the West End Quad.
- Everyone would like to see an emergency drill with a scenario
- Have a Saturday training without students so faculty can get to train
- There is a CARE team. (behavioral intervention team) on campus that students and staff can contact: norcocarenetwork@student.rccd.edu

Motion to move up item VIII-B moves Kim Kameron; David Mills 2nd, motion passed (No abstentions)

2:45 VIII. New Business

A. Appointment of Faculty to the Marketing Committee. Action item (Campo)
Brady Kerr and Vonetta Mixson have stepped forward to serve on the newly approved ISPC Marketing Committee.

- ***Motion for Brady Kerr to and Vonetta Mixson to serve in the ISPC Marketing Committee moves Kim Kameron; Kimberly Bell 2nd, motion passed unanimously***

B. [Business Process Analysis](#). Information item (Blackmore)

Associate Vice Chancellor of IT & LS, Chris Blackmore will explain the district's plan on conducting a business process analysis around the major functions of the colleges and district as part of the move to a new ERP system.

- ERP replacement process:
 - Completed on January
 - Goal stabilized webadvisor and WebUI of Colleague
 - Critical start of the Spring 2018 term
 - No major outages and downtime
 - ERP replacement workgroup
 - 3 vendor submission
 - Evaluated to determine viability of the vendor's product offering
 - Hire a consultant to examine the business process and to provide an analysis
 - They will offer two day workshops with RCCD stakeholders
 - First day is mapping the existing process
 - Second day is optimization of the process
 - Business process analysis-Operational processes (look at the presentation)
- Timeline
 - BPA completed on May of 2018
 - Requested for Proposal (RFP) released in late spring 2018
 - On-site demonstrations fall 2018
 - Vendor award in late fall of 2018
 - Implementation starting early 2019.

Motion to extend the meeting for 10 minutes moves Kimberly Bell; Barbara Moore 2nd, motion passed (No abstentions)

IX. Norco Senate Committee Reports, District Committee Reports, and Liaison Reports

- A. Academic Planning Council (Bader)(#10, 10+1)
No report
- B. Assessment Committee Report (Adams) (#5,#9, 10+1)
No report
- C. Curriculum Committee (Johnson) (#1, #2, 10+1)
No report
- D. Distance Education Committee Report (Wagner) (+1, 10+1)
No report
- E. District PG&SL (Brockenbrough) (+1, 10+1)
 - The PG&SL committee met on Thursday March 1, 2018. Scott Hernandez (Riverside) is the Faculty Co-Chair this semester, Dr. Regino Rolando is the Administrative Co-Chair, and Susan Brucks is the Administrative Assistant who receives paperwork.
 - The next meeting is Thursday April 5th. To get on the agenda for this meeting paperwork needs to be sent to Susan by March 19th.
 - Faculty requests for reclassifications and professional growth plans have to be received 10 days before the committee meets.
 - October 31 is the deadline for professor applications
 - The committee has not received any applications for sabbatical requests
 - There are only two more meetings of the PG&SL committee April 5th and May 3rd.

F. Library Advisory Committee Report (Brockenbrough) (+1, 10+1)

No report

G. Professional Development Committee (Russell/Zamiska) (#8, 10+1)

No report

H. Program Review Committee (Gray) (#9, 10+1)

No report

I. Teaching and Learning Committee (Bemiller) (#5, 10+1)

- TLC would like the College to provide faculty with an updated list of Student Services, perhaps a document that could be shared with students via Canvas/Blackboard or given to students in class
- Develop a list of education apps used by faculty
- The TLC monthly Faculty Forums will continue, however, we are going to have a Teaching & Learning theme for each discussion.
- By majority vote, TLC agreed that Norco College should have a monthly announcement of Faculty News (once a month)
- TLC discussed the importance of having relevant data shared with faculty.

X. Open Hearing

XI. Adjournment 3:40 p.m.

Persons requiring a disability-related accommodation to participate in the Senate meeting, including materials in alternate formats, may request such service from DHRER at 951-222-8039.