



Minutes
Norco Academic Senate Meeting
February 28, 2022
1:30 - 3:30 PM via Zoom

Meeting called to order at 1:30 PM.

I. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Laura Adams, Melissa Bader, Kimberly Bell, Michael Bobo, Courtney Buchanan, Sarah Burnett, Vivian Harris, J. Marie Hicks, Dominique Hitchcock, Ashlee Johnson, Kim Kamerin, Amy Kramer, Virgil Lee, Barbara Moore, Lisa Nelson, Jody Tyler, Dana White, Sigrid Williams, Patty Worsham, Cameron Young

Guests: Hayley Ashby, Peter Boelman, Araceli Covarrubias, Elisa Chung, Torria Davis, Ashley Etchison, Susan Finley, Monica Green, Aneesa Kashif, Samuel Lee, Christopher Lugo, Susanne Ma, Susan Mills, John Moore, Gustavo Ocegüera, Jason Parks, Carlos Vasquez, Lijuan Zhai

II. Review of Agenda

M/M. Hicks, S/D. Hitchcock

III. CTA Report- P. Boelman and A. Covarrubias

- Radical, right-wing stickers from the Patriot Front were found throughout campus and placed on faculty doors; the police department was notified.
- Payroll was supposed to provide detailed sick leave reports to every faculty member by January 31st, but the Payroll department has had problems meeting that target. It is now working on getting detailed sick-leave reports to faculty sometime in April.
- The Governor extended COVID leave, and the Faculty Association is working on an MOU to determine how this leave will be implemented for RCCD employees.
- The Faculty Association, Dr. Green, and other management leaders provided training on the new contract. It is hoped that this training will provide administrators throughout the district a better understanding of the contract. The session was recorded, and the link will soon be sent to the Norco stakeholders.

IV. Discussion Item:

Dr. Mills and Associate Vice Chancellor Zhai will presented a draft of the RCCD noncredit strategic plan (2022-2027) for the Senate's review and discussion: [Adult Education, Noncredit, and RCCD: Status, Outlook, and Planning for 2022-2027](#) and [Noncredit Planning Timeline](#)

- V. Review of [December 6, 2021](#) meeting minutes
Approved by Consent
- VI. Open Hearing
None
- VII. Action Items:
The Senate approved the CTE faculty appointments (Sigrid Williams and Patty Worsham) made by the Senate President to the IETTC Visioning Group at the request President Green.
M/K. Kamerin, S/K. Bell – Approved
- VIII. The Senate approved Dominique Hitchcock as the NC Senate Representative to the RCCD Diversity, Equity, and Inclusion Committee.
M/K. Kamerin, S/M. Hicks – Approved
- IX. The Senate reviewed the [Charter for APC](#) as a first read.
- X. Norco College’s is [scheduled](#) to give the next *Five to Thrive* Topic to the Board of Trustees in April, and Senate members were asked to solicit suggestions from the constituents. The selection will be made at a Senate meeting in March.
- XI. The Senate approved to extend the Charter Due-Date Deadline for Senate Subcommittees to the April 4, 2022.
M/K. Bell, S/K. Kamerin- Approved
- XII. Officer Reports
A. Secretary/Treasurer (Kim Kamerin), No Report
B. Vice-President (Kimberly Bell)
 - A call for nominations for Faculty Commencement Speaker concluded today, and four faculty members were nominated and accepted the nomination.
 - One more participant is needed for the Nominations Committee. Barbara Moore agreed to serve.
 - Votes out will go out tomorrow to Nor-Fac and will run for a week.
 - The winner should be selected by the next meeting.
C. President (Virgil Lee)
 - a. [Clarification on the Legality of Virtual Meetings in Spring for the Senate and Its Subcommittees](#)
 - b. Dominique Hitchcock [Nomination Letter](#) for the *Regina Stanback-Stroud Diversity Award*
- XIII. College Reports
A. Associated Students (Aneesa Kashif)
 - In the February 25th meeting, four new officers the ASNC were selected for the positions of VP of Admin, Senator of Finance, Activities Representative, and Relations Representative.
 - ANSC members voted to continue holding meetings online.
 - VPRA Galinato spoke to us about SSCCC and the general assembly
 - ANSC is planning to host a student services fair with an In-N-Out truck.
 - ANSC members talked about the textbook loaner program.

- Need to encourage more students to utilize this resource.
 - Zuzu Acrobats event recently took place on February 17th
 - Joloff Rice Cook Off recently took place on February 24th
- B. College President (Monica Green)
- Spring enrollment hit 70% of FTES target, but was at 68.9% of our target this morning.
 - We are having some issues with our late-start enrollment and our vaccination requirements. A&R and IT are helping resolve those issues.
 - As of Thursday afternoon, we calculated that we had about 508 Norco College enrolled students in face to face/hybrid classes that were booster eligible but had not completed testing.
 - We have a dashboard, but it does not eliminate some of our off-site classes, so it takes time to calculate.
 - It's all hands-on deck in trying to inform students and get them compliant as we come into Spring and beyond.
 - We have 49 outreach and retention strategies, probably more that are going on across the institution, so it's all of our responsibilities to help increase college access.
 - The District is currently in a hold-harmless position, so our low enrollment isn't impacting our funding, but it will if our low enrollment continues into the 2024-2025 academic year.
 - It is expected that in 2024-2025 fiscal year, a new base will be established.
 - This is the first time in 30 years that the College has experienced declining enrollment.
 - During Winter time, we had numerous meetings with State and Federal legislators to discuss our enrollment concerns. We are growing region and growing service area and access is critically important for our Community College access.
- C. Vice President of Academic Affairs (Sam Lee)
- During an ACCCA last week, college administrators were asked who has significant enrollment losses; all but one college had. During this same meeting, we were also who had an increase in an enrollment; only one college (Santa Ana College) had.
 - Santa Ana College is paying their students \$50 per unit to attend college using their HERRF funding.
 - It's an interesting strategy, but it's not sustainable
 - We need to be in a position to build back our enrollment.
 - The Apprenticeship Program has the construction trade coming on board.
 - Carlos Vasquez and Dean Parks met with them.
 - 600-800 carpenters joining in the Fall (significant FTES boost)
 - The College was awarded a new California Apprenticeship Initiative grant for \$500K, which will help support our ongoing activities in this growing area.
 - Deans and Chairs are working on the Summer schedule and planning the Fall schedule. We are targeting for 60/40 (online/F2F-hybrid) split for Summer.
 - Once the schedule is set, we will be adjusting it to meet student demand.
 - Fall will likely be planned with a similar 60/40 (online/F2F-hybrid) split.

- Dr. Burnett has recruited 20 faculty to participate in Online Educational Resources, Zero Cost Textbooks, who will receive a Special Project to complete the training.
- Zero Cost Textbooks is one of the strategies we can develop that will make Norco College primarily a zero-cost place to study for textbooks in the long term.

XIV. Standing Committees & Liaisons Reports

A. Academic Senate Standing Committees

DE (Sarah Burnett)

- DE had their first meeting and got a really good draft of the charter done.
- DE and TLC will be doing a combined manual handbook resources for HyFlexing for faculty.

Faculty Professional Development Committee (Dana White)

- The Committee has received some emails regarding concerns about FLEX hours and opportunities.
- Requesting ideas from the Senators: if you have ideas or want to put on any kind of training for faculty, please send them to Dana. There is now a revised process to submitting FLEX proposals, which involves a Microsoft form version rather than PDF.

CMAC (Sarah Burnett)

- First meeting will be taking place tomorrow.
- Faculty will be paid a stipend to go through the training, which has five modules. Faculty will also be given a badge upon completion.
- Will be creating FLEX credit to send to Dana, and will have a rough number of hours that can be submitted for FLEX.
- Will be working on the charter for this committee at the first meeting.

Program Review (Laura Adams)

- Tim Russell sent out an email informing everyone that the annual Program Review updates are now open and available for faculty to review. Faculty have two months to complete their reviews.
- Drop-in hours will be held for those who want to learn about Program Review. Keep an out for that email.
- Discussion is taking place about aligning the College's program review cycle with the District's strategic planning cycle to create more alignment between these different types of planning processes.

TLC (Dan Reade)

- TLC made progress on the charter and is hoping to take it for a vote March 22.
- Co-chairs Dan Reade and Starlene Justice will be stepping down at the end of the semester are seeking replacement(s).
- Ideas and discussions about brown bag events to offer this semester include:
 - co-sponsoring a mosaic series from the Racial Justice Taskforce,

- Intercultural Communications part 2 (since part 1 has been given), focused on Latin X populations, and
- Upgrading and/or grading slash assessment ideas.
- DE and TLC would like to collaborate for workshopping of HyFlex methods strategies and resources.

B. Academic Senate Liaisons Reports:

Accreditation (Laura Adams)

- Academic Senate CCC Committee for Accreditation just held its accreditation institute, which occurs every two years.
 - Laura Adams presented Accreditation 101 and Best Practices for Using the ISER.
 - Other good sessions were held, like how we can infuse social justice and equity mindedness into accreditation process.
- Two people from Norco College are serving on ACCJC this semester- Laura Adams is serving on College of the Canyons and Michael Collins is serving on a peer-review team. This is a great way for us to get additional training and professional development.

CSEA (Daren Koch)

- Classified professionals will be hosting HOTEPC Consultants for a presentation of the equity audit findings on March 29th from 2:30-4 PM, all classified professionals have been invited to participate.
- Lenny Riley, the NC 2021 Classified Professional of the Year, been submitted for consideration to the CCD.
- The fourth annual Classified Professional of the Year nominations are now open to all classified professionals, we expect to announce the winner in April.
- IEGC brought forth a proposal to amend the Co-chair section on page 64 of the Strategic Planning and Governance Manual outlining the shared duties and responsibilities of the Co-Chair. It was approved by consensus on February 24.

Guided Pathways (Melissa Bader)

- Having our first big meeting tomorrow.
 - The scale of adoption, which is an annual report, we will be bringing to the Senate for review.
- There is a brown bag series that we will be putting out very soon on the four pillars of Guided Pathways, asking for participation.
 - How did we get where we are and where are we going?
 - General frivolity around guided pathways

DBAC (Courtney Buchanan)

- Governor's budget proposal looks good for colleges. There is more Prop 98 guaranteed funding.
- COLA is estimated at 5.33%, but it could be as high as 6.17%. A more accurate COLA estimate will come in April.
- Expectation that districts offer at least 50% lecture, lab courses sections in person, provided it is consistent with the student demand and health guidelines.

- There is also a roadmap for higher education, which includes better transfer alignments, closing equity gaps, better workforce preparedness, and more interest segmental collaboration.

Equity (Dominique Hitchcock)

- We recommended that the HOTEK consultants present their recommendations directly to specific constituent groups at the College.

Discussion Items

- XV. Susan Ma, Director of IT, Infrastructure, & Systems, gave a [presentation](#) about recent changes to network security and the impact of multi-factor authentication.
- XVI. Ally score issues discussion was tabled until the next meeting.
- XVI. Meeting adjourned at 3:37 PM.