



**Minutes**  
**Norco Academic Senate Meeting**  
**On March 4, 2024**  
**1:30 - 3:30 PM | CSS-217 & via [Zoom](#)**

Meeting called to order at 1:34 PM.

1. Attendees

Officers, Senators, Alternates, and Committee Chairs & Liaisons: Maria Adams, John Alpay, Hayley Ashby, Melissa Bader, Michael Bobo, Kimberly Bell, Jake Drainville, Vivian Harris, Marie Hicks, Brian Johnson, Virgil Lee, Dan Reade, Tim Russell, Erin Spurbeck, Jim Thomas, Jody Tyler, Steff Warsinski, Sigrid Williams, Patty Worsham

Guests: Quinton Bemiller, Kristine Clark, Ashley Etchison, Carol Farrar, Monica Green, Tenisha James, Michael Peterson, Sandra Popiden, Kaneesha Tarrant, William Whalen, Michael Washington

2. Approval of Agenda

M/J. Alpay, S/M. Hicks; Approved by Consensus

3. Approval of Meeting Minutes from [December 4, 2023](#) & [February 12, 2024](#)

M/J. Alpay, S/S. Warsinski; Approved by Consensus

4. Comments from the Public

Happy Birthday, Kim!

Melissa Bader has been asked about “Incomplete” forms and inquired about the process.

Michael Bobo announced an event taking place in CSS-217 about Study Abroad.

Dean Bemiller announced a training opportunity through a Pathways Grant from Cal State San Bernardino; full-time and part-time faculty are all welcome to apply.

**Action Items:**

5. **Action Item:** [Senate President Appointments](#) (K. Bell)

The Senate ratified the appointments made by the Senate President.

- Grants Advisory Panel  
Megan Chandler
- Interim Faculty Coordinator for the College Corps  
Edwin Romero

M/T. Russell, S/M. Hicks; Approved by Consensus

6. **Information Item:** [Updates about the Inland Empire Trade Technical Center \(IETTC\)](#) (R. Goldware, D. Mustain)

Vice Chancellor Goldware and Dr. Mustain, Dean, Workforce and Economic Development & Entrepreneurship provided the Senate with an update on IETTC. ([Senate #11](#))

7. **Information Item: Promoting Achievable College Transitions (PACT) Program for Neurodiverse Students** (M. Peterson or designee)

The Executive Director, Adult Education shared information about the [K-16 Inland Empire Regional Consortium grant award](#) to fund the PACT (Promoting Achievable College

Transitions) program and shared the opportunity to develop curriculum to support college transitions for neurodiverse students (autism spectrum disorder, etc.). This would be a \$1M, three-year grant with two aspects; Counseling and the development of a non-credit pathway for students with disabilities to help students on the spectrum. ([Senate #1, 2, & 4](#))

8. **Information Item: [Bookstore- adoption portal training & launch, and upcoming events](#)** (S. Weidner, K. Clark, M. Washington)  
Barnes and Noble, the bookstore vendor presented the adoption insight portal that will be launching soon, with campus-wide training via teams on 3/6 @1pm. The training will be recorded for those who cannot attend. ([Senate #11](#))
  
9. **Action Item: [Norco College Strategic Enrollment Management Plan - 1st Read](#)** (P. Worsham or designee)  
The Strategic Enrollment Management team presented the 1<sup>st</sup> read of the Norco College Strategic Enrollment Management Plan. This will come back as the second read and potential action on April 15, 2024. ([Senate #1, 10,& 11](#))
  
10. **Information Item: Library [Guided Pathways and Equity Plan](#)** (H. Ashby, V. Harris, or designee)  
The library discipline developed a Guided Pathways and Equity Plan to better serve the Norco College community and shared the goals of the plan with a focus on the Library Liaison initiative. ([Senate #11](#))
  
11. **Information Item: [Recruitment for Senate Workgroups](#)** (K.Bell)  
The Senate President and Vice President will revisit the recruitment for the workgroups. These workgroups will convene during the Spring 2024 term.
  
12. **Action Item: Senator Election School Rotation** (D. Reade, K. Bell)  
The Senate President and Vice President drew names of schools to determine staggering of Senate representation.
  - Communications, Humanities and Languages
  - Natural Sciences, Health and Kinesiology
  - Business and Management
  - CounselingM/J. Alpay, S/J. Drainville; Approved
  
13. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)
  - Faculty who are planning to retire this year, will not be required to have an IOI; however, they do need to submit a letter to their administrator stating their intent to retire due to the time it takes to get a replacement.
  - The Faculty Association recommends that all faculty who are planning to take the golden handshake this year, apply for the Associate Faculty Teaching Preference in case they are looking to teach after they retire; Such preference is valid only for future terms that have not been scheduled. In other words, an associate faculty member who has preference cannot bump another associated faculty member who has been assigned a teaching load.

- The Faculty Association is preparing for elections this Spring; openings include President, Vice President, positions at every college, Secretary, and Treasurer; Nominations will be taken from March 22- April 29. Results will be announced May 1<sup>st</sup>.

### 13. **Officer Reports**

- A. Secretary/Treasurer (Hayley Ashby)
  - No Report
- B. Vice-President (Dan Reade)
  - No Report
- C. President (Kimberly Bell)
  - The three Senate officers will be attending the ASCCC spring plenary in April. It is in San Jose, and we're looking forward to representing the college; It will be the first time that all 3 of us are able to attend and there are a number of different ASCCC sponsored events coming up, and so we'll be sending those out to see if there is anybody that is interested in attending.
  - Curriculum Institute is happening in July; If anyone is interested (succession planning) please let us know.

### 14. **College Reports**

- A. Associated Students Senate Representative (Jesus Andrade Robles)
- B. President (Monica Green)
  - This Friday, March 8<sup>th</sup> at 3:30 pm will be the STOKOE grand opening and we will be charting a new course of teaching and learning; would like to give thanks to Maria Adams and Sarah Burnett for their leadership and getting this project that's been going, in a successful area of need within the community; thank you to Ashley Etchison for her leadership, without these three and the Alvord Unified School District and numerous meeting this would not be possible; All are invited!
  - Thanks to the Senate, Faculty, Administration, and Classified Professionals for their work in moving forward our five priorities for this year, enrollment growth; all are encouraged to read the Strategic Enrollment and second would be fiscal and operational efficiency; Thank you for all the work that going on efficiencies and knowledge; Third, focus of safety.
    - Our college invests in a number of safety trainings; we know that incidents happen on campus and we want to be prepared for them.
  - The equity in guided pathways is the fourth area and many faculty are involved in equity inquiry teams and the work that they are doing is based upon student feedback.
  - Fifth is the area on community engagement; if you have a desire to attend the community based meetings with me, please reach out to me and I'm happy to bring you along and would love for the community to meet you; and if you have organizations that you belong to, that, you would likely to come and speak to, please reach out to me, and I'd be happy to do that. It's important that we engage the community in this conversation; Affordable quality education to get their feedback and figure out ways that we can improve. And to really see if we can realize our Facilities Master Plan.

- C. Vice President of Academic Affairs (Carol Farrar)
- You will be getting the Monday Memo soon, but we are still in pretty good shape here in Norco; Thank you to the faculty for all their work with that; While we are definitely hitting our targets, we need to do a little bit more work on being efficient and doing so and so we thank you for any effort you can put into that area.
  - I would like to draw your attention to an email that went out recently. That was forwarded from the bookstore on my behalf.
  - I do wish to stress along with the Senate Vice President about that the elections with a nod to our CTA reps in the room; contractually, it's really really important, especially for my office for those elections, as well as those for department chairs, to happen in April. It is called out in the contract as an April activity. But it's really important that the Vice President's office and your deans understand who your department chairs are based on your April elections; the information for the stipends needs to be forwarded from our office to the district.

- D. Vice President of Planning and Development (Tenisha James)
- There is a work group that started meeting in January to start working the process of how we're going to facilitate the rewriting and revising of both our Governance Manual and our 5 Year Plan, that's the SPMG is in both with the 5 Year Governance Plan; there will be some information coming to the Senate about an orientation retreat.
  - We are moving into a new cycle of accreditation; So this spring in April we will be hosting a training workshop; As we move into a new cycle we have new standards that we have in 2024; We just successfully submitted our midterm report all of you heard about that in the fall term; We will be doing a training workshop on-site here on site with a liaison from ACCJC; The team will be working to put together an invitee list of all of those will be involved in the writing and facilitating of our new **Iser**; that process will begin in this in the spring; ACCJC will be hosting their first in-person conference since the pandemic, in Orange County which the accreditation team will be attending which includes myself, Dr. Ashby, Cherise Allingham, Desiree Wagner.
  - Shout out and thank you to all the faculty who attended our CAP hour retreat that we held the day before flex.
  - Lilia Garcia is the contact for logistical resource CAP events.

15. **Standing Committees & Liaisons Reports**

- A. Academic Senate Standing Committees: APC, Assessment, CMAC, Curriculum, DE, FPDC, LGBTQ+ Advocates, Library/LRC, Program Review, TLC
- B. Academic Senate Liaisons: Accreditation, CSEA, CTE, DBAC, DEMC, DSPC, Guided Pathways, Prison Education Program, Equity, PGSL

16. Meeting adjourned at 3:31 PM.