



**Minutes**  
**Norco Academic Senate Meeting**  
**On April 15, 2024**  
**1:30 - 3:30 PM | CSS-217 & via [Zoom](#)**

Meeting called to order at 1:32 PM.

1. Attendees

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

Guests: Carol Farrar, Rebecca Goldware, Monica Green, Lisa Hernandez, Chancellor Isaac, Tenisha James, Jeffrey Kaatz, Susan Mills, Kaneesha Tarrant

2. Approval of Agenda

M/K. Kamerin, S/M. Hicks; Approved by Consensus

3. Approval of [Meeting Minutes from March 18<sup>th</sup>](#).

M/M. Hicks, S/Steff Warsinski; 2 Abstentions; Approved by Consensus

4. Comments from the Public

None

5. **Information Item: RCCD Foundation Update** (R.Goldware, J.Kaatz)

Vice Chancellor Goldware and Executive Director Kaatz provided the Senate with an update about the RCCD Foundation. ([Senate #10 & 11](#))

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

The Senate ratified the appointments made by the Senate President.

M/K. Kamerin, S/M. Hicks; Approved by Consensus

7. **Action Item: [Revision of Senate By-laws Regarding the Election of the Part-Time Senator](#) - 1st Read** (D.Reade or designee) **POSTPONED**

The Vice President asked the Senate to consider a revision to its by-laws regarding the election of the part-time Senator. This served as a 1st read with 2nd read and action on April 22, 2024. ([Senate #7](#))

8. **Action Item: [RCCD District Educational Master Plan](#) - 1st Read** (S.Mills, W. Isaac)

Vice Chancellor Susan Mills and Chancellor Isaac presented the RCCD District Educational Master Plan and [summary of changes](#) to the Senate. This served as a 1st read with 2nd read and action on April 22, 2024. ([Senate #1, 10,& 11](#))

9. **Action Item: [Student Survey](#) - 1st Read** (P.Worsham or designee)

The Senate had the first read and approved the current revision of the Student Survey. This is the third revision of this survey based on feedback from this body provided in November and December 2023. ([Senate #5](#))

M/M. Hicks; Approved by Consensus

10. **Information Item: [Independent Study](#)** (B. Johnson or designee)

The Curriculum Chair is seeking input on independent study. ([Senate #1,4, & 5](#))

11. **Action Item: [Norco College Strategic Enrollment Management \(SEM\) Plan Re-Draft - 1st Read](#)** (P. Worsham, C. Farrar, or designee)

The Senate approved the final draft of the NC SEM Plan. This version includes feedback from this body provided in March 2024. ([Senate #10 & 11](#))

M/K. Kameran- Accept as 2<sup>nd</sup> draft given the minor edits, S/E. Spurbeck;  
Approved by Consensus

12. **Information Item: [Humphrey's Fellows Visit to RCCD](#)** (C. Farrar)

Vice President of Academic Affairs presented on [The Humphrey Fellow program](#) which is a Fullbright Exchange Program funded by the US Department of State and administered by the Institute of International Education. They will visit Norco College on Tuesday, April 30. A tentative schedule of activities has been developed with consultation of Business faculty and Political

13. **Action Item: [Artificial Intelligence Faculty Guide - 1st Read](#)** (L. Hernandez)

The Senate asked the Teaching and Learning Committee (TLC) to develop recommendations and guidance for faculty regarding Artificial Intelligence (AI). TLC presented on the [Artificial Intelligence Faculty Guide](#). This served as a 1st read with a second read on April 22, 2024. ([Senate #3 & 5](#))

14. **CTA Report** (Araceli Covarrubias, Norco College Faculty Association Representative, & Virgil Lee, Norco College Faculty Association Vice President)

1. The Faculty Association is currently holding elections for its Officers including the President, Secretary, Treasurer, and the Norco College Vice President. The elections are being conducted electronically by Simply Voting, and they started today and will run through Monday, April 29th. All Faculty Association members are eligible to vote. The results of these elections will be announced in an email to the RCCD community on Wednesday, May 1st.

2. We want to remind faculty members who take on additional work, such as teaching at another institution or taking classes, that they need to schedule that work outside of the hours for RCCD, which are Monday through Friday, 8 AM to 5 PM. This is a contractual requirement, and it is being enforced by administration.

3. The Faculty Association is encouraging faculty members who are planning to retire this year to submit written notice of their intent to retire to RCCD administration, since the college cannot begin a replacement search until such notice has been received. The Faculty Association believes this is especially important this

year given the economic uncertainty in the 2024-2025 budget. Be advised, however, that once a faculty member submits a letter stating their intent to retire and the letter is received by the Chancellor, it cannot be undone.

4. The Faculty Association has negotiated an MOU with RCCD Administration for the District to pay 100% of the health insurance premiums for eligible associate faculty members and their dependents. To be eligible for the program, an associate faculty members must have a 0.4 TA or greater, must not be eligible for Medicare, and must not be covered by any medical insurance outside of RCCD. The program will start on May 1st, and the District is currently in an Open Enrollment period for those associate faculty members who are interested in participating. As part of the MOU, the District also agreed to refund all the money that was spent by associate faculty members this academic year on health insurance premium for RCCD health insurance options. This is a big win for our associate faculty members, and the Faculty Association thanks administration for bringing healthcare equity to this last remaining group of RCCD employees.

15. **Officer Reports**

A. Secretary/Treasurer (Hayley Ashby)

- No Report

B. Vice-President (Dan Reade)

- The Elections Committee of the Norco Academic Senate is holding an election to select the General Representative - Faculty for the College Council; see the email from Dan Reade sent out today, April 15, about the election that included information and candidate statements; the election is open from Monday, April 15, through the end of the day on Monday, April 22; all Norco faculty are encouraged to vote using [Microsoft Forms](#)

C. President (Kimberly Bell)

- Senators are encouraged to look through the resolutions packet the Academic President sent out via email; all three Senate officers will be attending the Spring Plenary this week; please reach out to any of the officers with any feedback you would like voiced on the resolutions

16. **College Reports**

A. Associated Students Senate Representative (Cheryl Kumar)

- The Eid Mubarak event will be this Thursday, April 18, 12:50-1:50 pm in the CSS Upper Lounge; the [registration](#) QR code will be sent to the Senate President

B. President (Monica Green)

- In the process of hiring the Vice President of Academic Affairs with an anticipated fill date of July 1, 2024; please thank Dr. Farrar for her service; there will be a short recruitment for the position currently filled by Dr. Samuel Lee, who is on loan
- More to come on resource allocation; the Business Office is looking at budgets that have not been touched in the last three years and those funds may be

reallocated to support strategic priorities such as Tutorial Services; no budget is off limits for review and potential reallocation

- C. Vice President of Academic Affairs (Carol Farrar)
  - Thanks for the stellar enrollments for this semester; updates in the Monday Memo
  - Bookstore has indicated that it has received 2% of Fall Semester adoptions and 14% of Summer Semester adoptions; adoptions need to be submitted through an app in the single sign-on; Kristine Clark has taken over management at the bookstore; links on the college website will be updated; Patty Worsham will share her tutorial for submitting adoptions
- D. Vice President of Planning and Development (Tenisha James)
  - IEGC workgroup is working on the process for updating, writing, and revising the SPGM; looking at how to make this a useful resource for everyone; an updating retreat is planned for after commencement and before the Summer Term
  - District Guided Pathways Team is working to re-imagine a Standard of Care that is consistent across the district
- E. Vice President of Student Services (Kaneesha Tarrant)
  - Commencement is coming; new contact at the bookstore who will communicate with faculty about renting regalia and deadlines
  - Interim Dean of Student Life will be taking over commencement and other aspects of Student Life
  - April 22-26 will be Black Student Success Week; college activities and state-sponsored activities during that week

17. **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, District Safety and Security, Equity, PGSL

18. Meeting adjourned at 3:25 PM.