



College Council

Meeting Minutes for September 8, 2022, 12:50 pm to 1:50 pm

Location: In person - CSS 217

Zoom Link: <https://rccd-edu.zoom.us/j/94521015664>

Meeting Participants

Council Members Present

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Makenna Ashcraft, Dr. Courtney Buchanan, Dr. Kevin Fleming, Ms. Patricia Gill, Ms. Vivian Harris, Ms. Azadeh Iglesias, Ms. Ashlee Johnson, Dr. Tenisha James, Ms. Ruth Leal, Dr. Kaneesha Tarrant, Ms. Leona Vassale, Dr. Sigrid Williams and Ms. Patty Worsham

Council Members Not Present

Ms. Kimberly Bell, Dr. Michael Collins, Mr. Jethro Midgett, Dr. Jason Parks

Guest(s)

Ms. Paula Barrera, Ms. Monica Esparza, Mr. Joshua Fleming, Dr. Monica Green, Ms. Trisha Hodawanus, Ms. Denise Terrazas, Ms. Leslie Vargas, Mr. Aldo Yanez, Mr. Alex Zadeh

Recorder

Ms. Desiree Wagner

Quorum: # 10

Subject to Brown Act: No

1. Call to Order

- 12: 51 pm

1.1 Welcome New Members

- College Council welcomed: Dr. Hayley Ashby, Ms. Makenna Ashcraft, Ms. Patricia Gill, Ms. Ashlee Johnson and Dr. Jason Parks to the council.

2. Action Items

2.1 Approval of Agenda (Dr. Tarrant / Dr. Buchanan)

- Approved by consensus

2.2 Approval of May 12, 2022, Meeting Minutes (Dr. Buchanan / Dr. Tarrant)

- Approved by consensus
- 4 Abstentions

2.3 Recommendation: 2022-2023 NC Committee/Council Hybrid Meeting Roles (Ms. Worsham / Dr. Williams)

- Dr. Fleming presented a recommendation on behalf of the administrative assistant team of meeting recorders and instructional media classified professionals
- Motion – add to the SPGM as an addendum
- Discussion - Recommendation from College Council to delete the following:

- Delete: Co-Chair from titles
- Delete: Records official meeting
- Delete: Records meetings as an aid to memory for official meeting minutes only, votes, polls and breakout rooms.
- 8 Nay, 6 Yay, 1 Abstention

2.4 **Review of the Leadership Council Reports of Effectiveness (Ms. Worsham/ Ms. Johnson)**

- Approved by consensus

2.5 **Tentative 2022-2023 College Council Agenda Items (Dr. Buchanan / Ms. Johnson)**

- Motion to amend document to include the following edits:
 - Note that these agenda items align with the SPGM annual planning calendar and cycle of effectiveness
 - Add hyperlinks to each individual KPI page on the SPGM
 - Invite data coaches and operational areas to be in attendance for discussion through Institutional Effectiveness
- Approved by consensus

3. Information Items

3.1 NC Equity Audit Recommendations and Rankings: 1-2 Priorities for the year

- The council was asked to prioritize 1-2 recommendations that the College Council would act upon this year.
- Ms. Wagner will email College Council members the rankings spreadsheet and provide the agreed upon deadline of September 29th, 2022

3.2 RCCD Board of Trustees [Resolution No. 64 - 21/22](#)

- Ms. Leal shared that the Board of Trustees passed Resolution 64-21/22 on June 21, 2022, recognizing the term “classified professionals” with the abbreviations “classified pros” and “CPROS.”
- The term “staff” is recommended to be used when referring broadly to all employees of Norco College and/or RCCD.
- Norco College classified professionals spearheaded this change and with the support of President Monica Green, faculty colleagues, and the Institutional Planning Council, used the term throughout the SPGM and in its definitions section.

3.3 New Norco College Website

- Dr. Fleming briefed the College Council on the new Norco College website that is tentatively scheduled to go live in Spring 2023. SharePoint is at its end-of-life and the new platform, Modern Campus, is used by RCC and MVC. The new website will have an equity lens.

3.4 DSPC Update

- Co-chairs were unable to attend the August meeting. A DSPC update will be given at the October College Council meeting.

4. Good of the Order

4.1 **2022- 2023 College Council Meeting Schedule**

- ❖ September 8, 2022
- ❖ October 13, 2022
- ❖ November 3, 2022 (Date shift due to Thanksgiving Holiday)

- ❖ December 8, 2022
- ❖ March 9, 2023
- ❖ April 6, 2023 (Date shift due to Spring Break)
- ❖ May 11, 2023

4.2 Ms. Aceves shared Career Transfer updates

- University week at Norco College September 19-22, 2022
- Fall Transfer Fair Thursday, September 22, 2022, from 10am – 1pm.

5. Future Agenda Topics

- None

6. Adjournment

- Time 1:51 pm

Next Meeting

Date: October 13, 2022

Time: 12:50pm to 1:50 pm

Hybrid Meeting: In person: CSS 217 or Zoom: <https://rccd-edu.zoom.us/j/94521015664>



Recommendation: 2022-2023 NC Committee/Council Hybrid Meeting Roles

Meeting Facilitator Co-Chair	Zoom Facilitator Co-Chair	Summary Note Taker Co-Chair	Meeting Recorder Administrative Assistant
<p>Facilitator runs the meeting.</p> <p>Displays agenda, minutes, handouts, & presentations via Zoom.</p> <p><i>Tip: Bring all meeting materials on a flash drive for back up. Save to the desktop for easy loading.</i></p> <p>Calls for motions/votes.</p> <p>Repeats questions and summarizes comments for virtual audience.</p> <p>Monitors time.</p>	<p>Monitors waiting room.</p> <p>Sound checks for virtual audience.</p> <p>Monitors and facilitates chat comments during discussion.</p> <p>Records meetings as an aid to memory for official meeting minutes only, captures virtual attendance, votes, polls, and breakout rooms.</p>	<p>Prepares the summary notes to send to Nor-all post within 5 business days of meeting.</p>	<p>Uses 25 Live to reserve meeting rooms with AV (Owl, web camera, tv screen, microphones, room layout and adding additional time before and after to reset the room).</p> <p>Sends out Outlook invites to attendees and ASNC student Representatives. As they do not receive NOR-ALL emails.</p> <p>Prepares sign-in sheet for in-person attendees.</p> <p>Create Zoom meeting links with registration required. Add all co-chairs as co-hosts.</p> <p>Prepares agenda with handouts to send NOR-ALL 72 hours prior to the meeting.</p> <p>Records official meeting minutes.</p> <p>Posts meeting minutes and handouts to the website.</p>



Report of Effectiveness 2021-2022

Governance Entity:

Institutional Effectiveness & Governance Council

Charge:

The Institutional Effectiveness & Governance Council (IEGC) coordinates, discusses, and makes recommendations regarding functions, plans, and activities related to mission, academic quality, institutional effectiveness, institutional integrity, leadership, and governance. The IEGC provides leadership and retains responsibility for ACCJC Standards I and IV, while serving as a communication link to the rest of the college regarding strategic and operational matters associated with their assigned Educational Master Plan objectives. The IEGC makes recommendations to the College Council, Academic Senate and the Vice President of Planning & Development.

Sponsoring Council/Senate:

College Council

Co-chairs:

Kevin Fleming, Kimberly Bell, Ruth Leal

Members:

Dr. Greg Aycock, Ms. Gerlene Ariel Aquino, Ms. Kimberly Bell, Dr. Greg Ferrer, Dr. Kevin Fleming, Dr. Mark Hartley Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Tim Russell, Mr. Alex Spencer, Ms. Leona Vassale, Ms. Caitlin Welch and Ms. Dana White

Evaluation of the Survey of Effectiveness:

The Review the Report of Effectiveness results for the Council was discussed at our April 28, 2022 meeting.

Q2: Please rate your level of agreement with the following statements for the governance entity selected above:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
Agenda and minutes are provided far enough in advance of meetings	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Agenda items are completed within the meeting time	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9
Members are given adequate information to make informed recommendations or decisions	22.22% 2	33.33% 3	44.44% 4	0.00% 0	0.00% 0	9
All members are encouraged to be actively involved	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	9
Discussions are collegial	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Differing opinions are respected	55.56% 5	44.44% 4	0.00% 0	0.00% 0	0.00% 0	9
Participation is meaningful and important to me	44.44% 4	55.56% 5	0.00% 0	0.00% 0	0.00% 0	9
I regularly communicate with members of the constituent group I represent regarding key issues discussed and actions taken during meetings	33.33% 3	44.44% 4	22.22% 2	0.00% 0	0.00% 0	9

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DOES NOT APPLY	TOTAL
The charge is understood by the members	22.22% 2	66.67% 6	0.00% 0	11.11% 1	0.00% 0	9
Members work toward fulfilling the charge	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9
The work of this governance entity has made an impact on its assigned EMP Goals or KPIs	11.11% 1	66.67% 6	11.11% 1	0.00% 0	11.11% 1	9
The purpose of the governance entity aligns well with the college mission	44.44% 4	55.56% 5	0.00% 0	0.00% 0	0.00% 0	9
Overall I am satisfied with this governance entity's performance	33.33% 3	55.56% 5	11.11% 1	0.00% 0	0.00% 0	9

Survey comments (Q3) included:

"It seems like there are times where we focus on the "rules" (Robert's Rules of Order) more than the content/charge. I recognize that having some type of formalized procedure process is important, and we are "getting to the meat" on many topics/issues. However, there have been a handful of times the conversation devolved into, "is this the right process/are we on the correct agenda item, does someone need to motion before we can discuss that?" I, again, appreciate the formal process, and maybe and just not a huge fan of Robert's Rules. Also, I do believe there are some areas where we need more training, before addressing a particular agenda item. But we have recognized the need for additional training and will be providing/developing these trainings."

"Clarify the long-term direction and purview of the group. Prioritize activities and agenda items to maximize group effectiveness. Allow more time to consider actions and obtain constituent feedback before voting on strategic changes. Send a call for agenda items to members. Include a standing update on status and progress towards goals and deliverables at meetings. Develop a timeline including milestones. Include more details on actions and voting items sent for consideration in preparation of meetings."

"Sometimes more clarity and explanation can go a long way for those who aren't as familiar with the formality of councils. People tend to stay quiet when they aren't sure about the structure and correct way to address something."

"Workgroups were slow to get moving this year. Needs to be a stronger commitment from members to advance our work outside of meetings."

In discussion, members suggested some ways to improve such as: Formal request for agenda to include brief descriptions with agenda item, Outline appropriate items – mapping, Allow first and second reads, and Prioritize activities – overall and within the agenda.

EMP Goal Alignment and Objective Alignment:

- Objective 4.1 - Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)
- Objective 4.2 - Increase percentage of employees who complete Racial Micro aggressions certificate from 1% to 60% (285 out of 472 employees)
- Objective 5.4 - Establish the Center for Workforce Innovation to create and expand apprenticeships & work-based learning opportunities
- Objective 6.2 - Contribute to regional economic and workforce development by creating and expanding relationships with business and civic organizations
- Objective 6.7 - Help establish a distinct regional identity, organization, and communication amongst our local communities
- Objective 8.1 - Make program, student, and effectiveness (including assessment) data available, usable, and clear so critical data is visible in real time.
- Objective 8.2 - Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.
- Objective 8.3 - Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.
- Objective 8.4 - Develop, evaluate, and monitor our governance, decision- making, and resource allocation processes on the basis of the college mission and plans.
- Objective 9.2 - Develop systems and provide resources to preserve and foster a positive workplace culture for all constituent groups including full-time faculty, part-time faculty, classified professionals, student workers, and managers.
- Objective 9.4 - Develop strategy to maximize the number of classified, faculty and managers involved in college governance without compromising mission-critical work

- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes

The IEGC is responsible to:

- Ensure the evaluation and review process of the college's mission, vision, core commitments, institution-set standards, brand; ensure alignment with strategic planning documents (e.g. Strategic Planning and Governance Manual) and Educational Master Plan.
- Coordinate the review and evaluation of both the assessment and the program review plans, templates, and process
- Coordinate the development, review and evaluation of the Strategic Planning and Governance Manual, Student Equity Plan, marketing and communications plans. Evaluate and recommend updates/amendments to the Strategic Planning and Governance Manual.
- Support advances to student communication systems/structures with an equity and guided pathways lens.
- Support the use of data, research, and analysis to inform planning and the alignment of college strategic goals
- Coordinate the review and evaluation of college planning structures/processes/ operations.
- Evaluate and communicate college performance related to student achievement; and recommend actions toward improvement
- Establish and maintain a document control system that includes a repository, establishes responsibilities, and ensures accurate organizing, routing, and tracking of documents.
- In the 2020 ISER, Norco College designed two action projects. One of which is to be coordinated by this Council: ISER Quality Focus Essay (QFE) Project #1: *Implement Equity-Focused Professional Development Plan with a Teaching/Learning Emphasis*

Assessing the progress of our Charge and EMP goals was not completed by IEGC in spring 2022.

Assessment of Scope and Deliverables:

In 2021-2022, IEGC accomplished:

- (Re)affirm IEGC rubric for the 2022-23 Program Review prioritization process
- Revision to "Charter Template with Instructions"
- Approval of Marketing Committee Charter 2022-2023
- Approval of adding equity question to [Charter Template](#)
- Approval of Amendment to the SPGM Page 64 and Co-Chair Rotation Template
- Approval of Program Review Prioritizations
- Institutional Set Standard Procedural Response: Update to the Process
- Approval of ISS Procedural Response Project Team Charter
- Approval of Reaffirmation Right of Appointment
- Established Formal vs Informal Meeting Norms
- Reaffirm to follow Robert's Rules of Order Procedures
- Approved Appeals Process to Amend the SPGM



Report of Effectiveness 2021-2022

Governance Entity:

Resources Council

Charge:

The Resources Council (RC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives. Operational items are to be handled at the departmental, task force, project team, or workgroup level often determined by job title or functional area of responsibility.

Sponsoring Council/Senate:

College Council

Co-chairs:

Paula Barrera Partida, Courtney Buchanan, Michael Collins

Members:

Michael Collins, Esmeralda Abejar, Mike Angeles, Paula Barrera Partida, Courtney Buchanan, Teresa Friedrich Finnern, Refugio "Jr" Lopez, Steve Marshall, Gustavo Ocegueda, Edwin Romero, Jim Rossum, Makenna Ashcraft (ASNC Student Rep).

Evaluation of the Survey of Effectiveness:

At the April 28, 2022 meeting, the Resources Council reviewed the Survey of Effectiveness data, and discussion ensued regarding what is needed to better fulfill our goals and meet our mission. The survey was provided to the Council in advance of the meeting.

- The survey had 50% of the voting members respond.
- Discussion points included:
 - It is very hard (almost impossible) to get everything done in a 1-hour meeting per month. Previously, BFPC had met for an hour and a half every month, and still struggled to get through the agenda items. One comment suggested that we can start our meeting at 12:50 with the other Councils, but go until 2:30 or so to give us enough time.
 - It was also noted during the evaluation that the committee/task forces should be given a template on what to report on.
 - There was discussion regarding clarifying the approval role of the Resources Council, and a desire to discuss that topic, when the Council reviews its charter next.

EMP Goal Alignment and Objective Alignment:

- Objective 9.1 - Plan and advocate for the funding augmentations needed to meet staff requirements to achieve the vision for a more comprehensive college.
- Objective 10.1 - Plan and advocate for the funding needed to meet facilities growth to achieve the vision for a more comprehensive college.
- Objective 10.2 - Develop and maintain Facilities Master Plan.
- Objective 10.3 - Buildout funded projects.
- Objective 10.4 - Finish Veterans Resource Center Phase 1 by Spring 2021
 - This project was completed.
- Objective 10.5 - By Fall 2020, open the Early Childhood Education Center.
- Objective 10.6 - Develop plans and strategies to capitalize on state facilities funding to maximize local project funding availability.
 - The Council voted to recommend resubmittal of the 2021-22 FPP/IPP projects to the State Chancellor's office.
- Objective 10.7 - Build 2nd access road.
- Objective 10.8 - Explore and pursue land acquisition adjacent to college property.
- Objective 10.9 - Develop and start implementing sustainable campus.
 - The Council has been engaged in the planning of the District Sustainability Plan, as well as establishing a Norco College Sustainability Task Force.
- Objective 10.10 - Design spaces that intentionally build community.
- Objective 10.11 - Install immediate/temporary facilities to address current capacity needs by summer 2021.
- Objective 10.12 - Enhance transportation infrastructure.
- Objective 10.13 - Develop and implement plans for off-campus facilities for instructional purposes.
- Objective 12.1 - Plan and advocate for the general fund budget augmentations needed to meet operational demands to achieve the vision for a more comprehensive college.
 - The Council receives regular reports on resources required to build new facilities on the Norco College campus.
- Objective 12.2 - Coordinate with RCCD to establish a BAM that allocates funding equitably
 - The Council receives quarterly updates on the BAM working group, and revisions that are being proposed.
- Objective 12.4 - Develop 30% of the overall budget from non-general fund revenue sources.

Assessment of Scope and Deliverables:

1. Annually review the proposed college budget, including components for the development of the adopted budget, and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans.
 - a. This work will happen when the adopted budget is developed after the State budget is approved in the fall.
2. Annually review the district Budget Allocation Model and provide recommendations for continuous improvement.
 - a. This review occurs each quarter during the Quarterly Budget Performance Report, and is noted in the meeting minutes.
3. Recommend and monitor long-range fiscal plan with consideration of priorities consistent with district and college planning. (Multi-year projections, contingency reserves).
 - a. Multi-year projections are developed at the district level, and local contingency reserves (holding account) balances are provided each quarter to the Council.

4. Reviews State and Federal legislation for local budget impact.
 - a. Budget information is provided to the Council and the college community as a whole on a regular basis when updates are available.
5. Reviews general fund revenues and expenditures on a quarterly basis.
 - a. Quarterly Budget Performance Reports are provided to the Council.
6. Communicate, through its members, with the college community on fiscal and physical resource issues and recommendations.
 - a. Regular communication and updates are provided in the Council that are intended to be carried back to constituency groups. Also, regular meeting “notes” are provided immediately after the Council meetings to update the entire college community.
7. Prioritize annual resource requests for Business Services operational area.
 - a. This work is completed in the Council, with recommendations made to the Executive Cabinet.
8. Oversee the development of the College’s Safety and Emergency Preparedness Master Plan, and review of the District’s Safety and Emergency Preparedness Master Plan every three years.
 - a. Regular updates and safety issues are brought to the Council via the Safety Task Force, and recommendations are made on issues.
9. Oversee the development of the College’s Technology Master Plan, and review of the District’s Technology Master Plan every three years.
10. Support the implementation of the Facilities Master Plan.
11. Review the financial, human resource, and facilities impact of potential grant and college development opportunities.
 - a. The Grants Advisory Panel (GAP) vets the potential impact of grants on the college and the Dean of Grants & Equity provides bi-monthly reports regarding development opportunities that involve financial, human, or facilities resources.
12. Receive reports from Business Services operational areas.
 - a. Reports are provided from Business Services operational areas, typically in writing as informational items.

Governance Entity:

Student Support Council

Charge:

The Student Support Council (SSC) is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below. Operational items are to be handled at the departmental, task force, project team, or work group level often determined by job title or functional area of responsibility. The Student Support Council is responsible for 20 EMP objectives.

Sponsoring Council/Senate:

College Council

Co-chairs:

Natalie Aceves, Jethro Midgett, Dr. Kaneesha Tarrant

Members:

Natalie Aceves, Educational Advisor, Transfer Center; Gerlene Ariel Aquino, ASNC Student Representative; Melissa Bader, Associate Professor, English; Janelle Brekke, Senior Academic Evaluator; Patti Brusca, Student Success and Support Program Assistant; Mark DeAsis, Dean, Admissions and Records; Lilia Garcia, Placement Coordinator; Dr. Dominique Hitchcock, Professor, Spanish and French; Dr. Tenisha James, Dean, Student Services; Lisa Martin, Assistant Professor, Counseling; Leticia Martinez, Student Financial Services; Daniela McCarter, Dean, Special Funded Programs; Jethro Midgett, Associate Professor, Counseling; John Moore, Associate Professor, Counseling; David Schlanger, Program Manager, Title V Grant; Dr. Kaneesha Tarrant, Vice President, Student Services

Evaluation of the Survey of Effectiveness:

On April 28, 2022 the Student Support Council reviewed its' Survey of Effectiveness Data.

Discussion included:

- Total of 11 survey respondents
- 1 survey respondent indicated that they were not regularly communicating with members of the constituent group they represent regarding key issues discussed and actions taken during the meeting.
- Level of agreement for all survey items were in the strongly agree and/or agree category
- Recognition of a positive shift in survey results from prior years.

EMP Goal Alignment and Objective Alignment:

Objective 1.2

Objective 1.3

Objective 1.4

Objective 2.4

Objective 2.5

Objective 2.6

Objective 3.1

Objective 3.2

Objective 3.3

Objective 3.4

Objective 3.5

Objective 5.1

Objective 5.3

Objective 6.3

Objective 6.6

Objective 7.4

Objective 7.6

Objective 11.1

Objective 11.2

Assessment of Scope and Deliverables:

1. Provide guidance and recommendations on student services planning and operational issues including onboarding, enrollment management, program development, support services, special programs development, and student services policy matters.
2. Foster the development of programs and services in accordance with the Education Master Plan.
3. Provide guidance and recommendations on implementation activities for Guided Pathways, student equity, retention, and success.
4. Oversee and support the implementation of the college's Guided Pathways Plan and other related plans.
5. Strategic plan development, revision, and activities related to Student Services.
6. Implement, review, and make recommendations to the pertinent sections of the College strategic plan.
7. Provide guidance and recommendation to enrollment management activities related to achieving annual FTES targets; improving student access, success, and program completion.
8. Communicate, through its members, with the college community on issues and recommendations.

9. Prioritize annual resource requests for Student Services operational areas.

DRAFT



Report of Effectiveness 2021-2022

Governance Entity:

College Council

Charge:

The College Council oversees institutional planning, monitors institutional progress in achieving the College's Key Performance Indicators (KPIs), ensures integration of institutional strategic plans, and provides recommendations to the President.

The College Council receives recommendations/plans/proposals from the four Leadership Councils that involve institution-wide impact, college-wide strategic plans, and/or those that may impact the District/region. The College Council will deliberate and consider proposals and recommendations received from the four Leadership Councils, the Academic Senate, and/or the College President deemed to have strategic, College-wide impact. After College Council input, college-wide strategic plans or proposals will then be accepted and forwarded to the College President. It will also coordinate the common agendas and communication items that are to be shared/addressed at subsequent Leadership Council meetings

Sponsoring Council/Senate:

Office of the President

Co-chairs:

Dr. Kevin Fleming, Ms. Vivian Harris, Ms. Ruth Leal

Members:

Ms. Natalie Aceves, Dr. Laura Adams, Ms. Gerlene Ariel Aquino, Ms. Paula Barrera Partida, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Ms. Leona Crawford, Dr. Kevin Fleming, Ms. Vivian Harris, Dr. Tenisha James, Ms. Ruth Leal, Dr. Samuel Lee, Dr. Virgil Lee, Mr. Jethro Midgett, Mr. Chris Poole, Dr. Kaneesha Tarrant, Dr. Sigrid Williams and Ms. Patty Worsham

Evaluation of the Survey of Effectiveness:

On May 12, 2022 the College Council reviewed its Survey of Effectiveness data.

Discussion included:

- Only 4 survey respondents and 1 comment.
- Concern expressed about how little work has been completed in the College Council's first year. Need to have more purpose and refocus on its charter and scope.
- A greater focus on institutional planning in support of meeting our KPIs is desired in 2022-2023. A recommendation was made to add 2 KPIs to every College Council agenda in 2022-2023 to provide the time/space to more deeply review and discuss our structures to advance each KPI.
- There seems to be a large disconnect between the operational work, particularly student success and equity with our strategic goals. We have not

connected the work of the College Council with the meaningful work that impacts our broad student/college/community transformation goals.

EMP Goal Alignment and Objective Alignment:

The College Council reflected and discussed the Educational Master Planning objectives for which it is primarily responsible for assessing and coordinating.

• 8.3 Revise governance process - formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.

As this is also in the Charter for the Institutional Effectiveness & Governance Council, all SPGM discussions during 2021-2022 occurred in IEGC.

• 12.3 Support General Obligation bond campaign and implementation

As there have been no General Obligation Bond activity during this academic year, the College Council has not engaged this EMP objective.

Assessment of Scope and Deliverables:

Self-assessment of the completion of our charter's scope and deliverables:

- No College-wide strategic plans were presented during 2021-2022 to ensure integration
- Institutional planning documents/proposals reviewed and forwarded include:
 - Reaffirmed plan to follow Robert's Rules of Order Procedures in conducting meetings
 - Approved revised IEGC Charter
 - Recommended Norco College Annual Budget Priorities for 2022-2023
 - Discussed formal versus informal manner of addressing members during meetings
 - Approved a plan to create the Counseling Department from the Counseling discipline.
- Monitors institutional progress in achieving the College's Key Performance Indicators (KPIs)
 - EMP Objectives by Councils reviewed/discussed
 - KPI annual performance was reviewed/discussed