



### College Council

Meeting Minutes for March 9, 2023

Time: 12:50 pm to 1:50 pm

Zoom Link: <https://rccd-edu.zoom.us/j/89430971091?pwd=S0tqanhGdXV2Z1pxU1NCODZPNy9WUT09>

Meeting ID: 894 3097 1091 Passcode: 175285

#### **Council Members (total# 18)**

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Ms. Patricia Gill, Ms. Vivian Harris, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Ruth Leal, Mr. Jethro Midgett, Dr. Kaneesha Tarrant, Ms. Leona Vassale and Dr. Sigrid Williams

#### **Ex-officio Members:**

Dr. Monica Green (Administrator), Dr. Virgil Lee (Faculty), Paula Barerra-Partida (CPROS), Vacant (ASNC Rep)

#### **Council Members Not Present:**

Ms. Makenna Ashcraft, Ms. Azadeh Iglesias, Dr. Jason Parks, and Ms. Patty Worsham

#### **Guest(s):**

Ms. Charise Allingham, Dr. Greg Aycock, Ms. Janelle Brekke, Ms. Caitlin Busso, Ms. Zina Chacon, Ms. Graciela Caringella, Mr. Cody Cobb, Dr. Peggy Campo, Ms. Trisha Hodawanus, Mr. David Schlanger, and Ms. Brittnee Quintanar

#### **Recorder:**

Ms. Desiree Wagner

#### **Quorum: # 10**

#### **Subject to Brown Act: No**

#### **1. Call to Order**

- Time: 12:53 pm

#### **2. Action Items**

##### **2.1 Approval of Agenda (Dr. Michael Collins / Dr. Sigrid Williams)**

- Approved by consensus.

##### **2.2 Approval of December 8, 2022, Meeting Minutes (Ms. Leona Vassale / Ms. Kimberly Bell)**

- Approved by consensus.

#### **3. Discussion Items**

##### **3.1 2023-2024 Annual Budget Priorities**

- Dr. Tenisha James presented 2023-2024 Annual Budget Priorities document.
- Budget priorities and allocations are directly aligned with the College's strategic plan, goals, and objectives.
- Norco College has requested funding from the COVID-19 Block Grant to be allocated for:
  - Software and activities to support increased student access.

- Expansion of services and infrastructure to support student success (and guided pathways).
- Activities and support for decreasing student equity gaps.

### **3.2 Spring 2023 Meeting Modality**

- Please note the current tally of in person membership votes for College Council Meeting Modality pending additional votes for absent members.
- College Council will send an email to all members who are not in attendance with a link to SurveyMonkey to capture their vote.

## **4. Information Items**

### **4.1 KPI 4-6 Review**

- Dr. Greg Aycock and team presented KPI's 4-6
- KPI 4 - Increase the number of degrees completed by 15% annually.
  - In 2021-2022, completion was only 508 degrees shy of the original projection. Unfortunately, this was a mere 2% increase from the previous year.
- KPI 5 - Increase the number of certificates completed by 15% annually.
  - In 2021-2022, there was a 19% increase from 2020-21. However, certificate completion was 40% below the original projection 794.
- Summary of KPI 4 & 5 Data
  - The pandemic was devastating for degree/certificate completion and we will continue to see the aftermath for years.
  - The numbers could have been worse; as bad as it has been, there are signs of improvement moving in the right direction.
  - APC had a Scheduling Retreat (Feb. 8/9) centered around Guided Pathways and Student Success. We have moved to year-round scheduling to help students plan and ensure courses are available when they need them.
  - The Pathways & Enrollment Management Workgroup addresses retention, success, and completion strategies.
- KPI 6 - Increase the number of transfers by 15% annually.
  - Fall 2022, there were 631 transfers. However, that number is substantially less than the original projection and demonstrates a 19% decrease from the previous year.
- Action Plan for KPI 6
  - Expand transfer support by incorporating additional educational advisors to support Transfer Center services.
  - Increase support during peak transfer application periods.
  - Increase Transfer Center workshop availability.
  - Enhance Transfer Center reception support by developing one centralized Counseling & Transfer Center reception desk to assist with answering questions, making referrals, and scheduling appointments & workshops
  - Address student concerns about the cost of transferring to a university.
  - Develop case management model to reduce "housekeeping barriers" (applications, FAFSA, TAU, transcripts, IGETC/CSUGE cert deadlines) that impede student transfer.

### **4.2 DSPC Update**

- The District Strategic Planning Council, Committee & Sub-Committee: Operational Guidelines and Structure and RCCD-ALL Listserv Guidelines were approved at the DSPC meeting on 2-24-23.

### **4.3 College Council Communication**

- There is a new College Council email account ([CollegeCouncil@norccollege.edu](mailto:CollegeCouncil@norccollege.edu)) for correspondence regarding College Council related items.

### **5. Good of the Order**

- Dr. Peggy Campo reported discussions are underway on reserving the fifth Thursday of the month during college hour be reserved for college engagement and learning communities.

### **6. Future Agenda Topics**

#### **6.1 HOTEK Equity Audit Assignment**

### **7. Adjournment**

- 1:37pm

### **Next Meeting**

Date: April 6, 2023

Time: 12:50pm to 1:50 pm



## 2023-2024 Norco College Budget Priorities

***In compliance with all regulations and laws, and in alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.***

The 2022-2023 academic year continued to be impacted by COVID-19 that resulted in a loss of approximately 24% of our full-time equivalent students (a disproportionately high number of which are historically underserved students) since 2019-2020. The 2024-2025 academic year is expected to be the last “hold harmless” year under the Student-Centered Funding Formula, after which the College will need to enroll the same number of students as our previous three-year rolling average (or risk having our base FTES reset to a significantly lower level). Implementation of the College’s Facilities Master Plan will be critical in attracting and retaining students, and careful financial planning and advocacy will be important. As such, the below budget priorities reflect our goal to efficiently and equitably restore headcount (access) and enrollment to the 7366 credit FTES range. Contrary to past years, the 2022-23 budget year will not include significant one-time funds to mitigate the effects of COVID-19 on the College. In alignment with our ten-year Educational Master Plan goals, College Council recommends the following budget priorities:

### Student Transformation

- Fund the development and implementation of a strategic enrollment management plan to rebuild headcount and maximize efficient FTES generation to meet established targets and provide access. We must be mindful of budgetary impacts, and emergency condition provisions ending, after the 2024-2025 year and prioritize outreach to potential students and enrollments.
- Scale Guided Pathways framework to support students, addressing basic needs and insecurities, as well as our FTES goals.
- Continue to close student equity gaps.
- Implement employee professional development in alignment with our Quality Focus Essay (e.g. Leading from the Middle, equity-mindedness and cultural competency, and Guided Pathways).

### Regional Transformation

- Continue to reduce working poverty and the skills gap.
- Pursue, develop, and sustain collaborative partnerships. Focus on relationships and growing our reputation within the community.

### College Transformation

- Invest strategically to offer a more comprehensive range of programs.
- Emphasize short-term and noncredit certificates.
- Support integrated planning, effective governance, continuous improvement.
- Strategic investment in college personnel to sustain an excellent workplace culture.
- Strategically evaluate personnel replacements and additions.
- Develop/improve physical facilities to build a more comprehensive and inspiring campus.
- Implement technology-enhanced operational systems.
- Strategic investments to increase resource capacity and revenue generating projects.



## COVID 19 Block Grant Request

\$17.6 million was allocated to RCCD to continue efforts to mitigate the impact of COVID 19 with the following emphasis:

### Allowable Expenditures:

- Support access to basic needs and mental health services for students impacted by COVID-19.
- Reengagement strategies for students who received an incomplete or failing grade in the spring 2022 due to COVID-19.
- Engagement strategies with high schools and local communities to restore broader access.
- Grants to faculty for development of online, accelerated learning modules to allow students who received an incomplete or failing grade in the spring 2022 term due to COVID-19 to make progress toward their degrees instead of retaking courses in the fall 2022 term.
- Professional development opportunities for faculty and student services professionals to continue educational instruction due to COVID-19, including supporting students impacted by learning loss and preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.
- Investments in information technology infrastructure, facilitating students' access to technology to be able to access online coursework, and technology, software, or other electronic instruments and materials for faculty to support courses that are difficult to teach online.
- Cleaning supplies and personal protective equipment.
- Discharge unpaid fees due or owed by a student to a community college in the district.

### Student Access:

Request to fund software and activities to support increased student access –

1. basic needs and mental health **counseling and psychiatry services**,
2. **outreach and engagement software**,
3. **in-person student orientations**, and
4. community based **educational summits** targeted at parents and k-12 students and staff.

### Student Success/Guided Pathways:

Request to fund expansion of services and infrastructure to support student success –

1. expansion of **counseling support services** to reengage students impacted by COVID,
2. **academic technology upgrades** (i.e., HyFlex classrooms, increased wireless coverage, etc.), and
3. **career and academic pathway expansion** (school-based community engagement).

### Equity:

Request to fund activities and supports for decreasing student equity gaps –

1. **professional development** focused on pathways and enrollment,
2. expansion of two-year **Promise Program**,
3. non-funded equity program **counseling** (dual enrollment and Rising Scholars), and
4. **tutorial support** for CRC and reengagement for on-campus students.

# KEY PERFORMANCE INDICATORS 4, 5 & 6: Degree, Certificate and Transfer

COLLEGE COUNCIL



**NORCO**  
COLLEGE

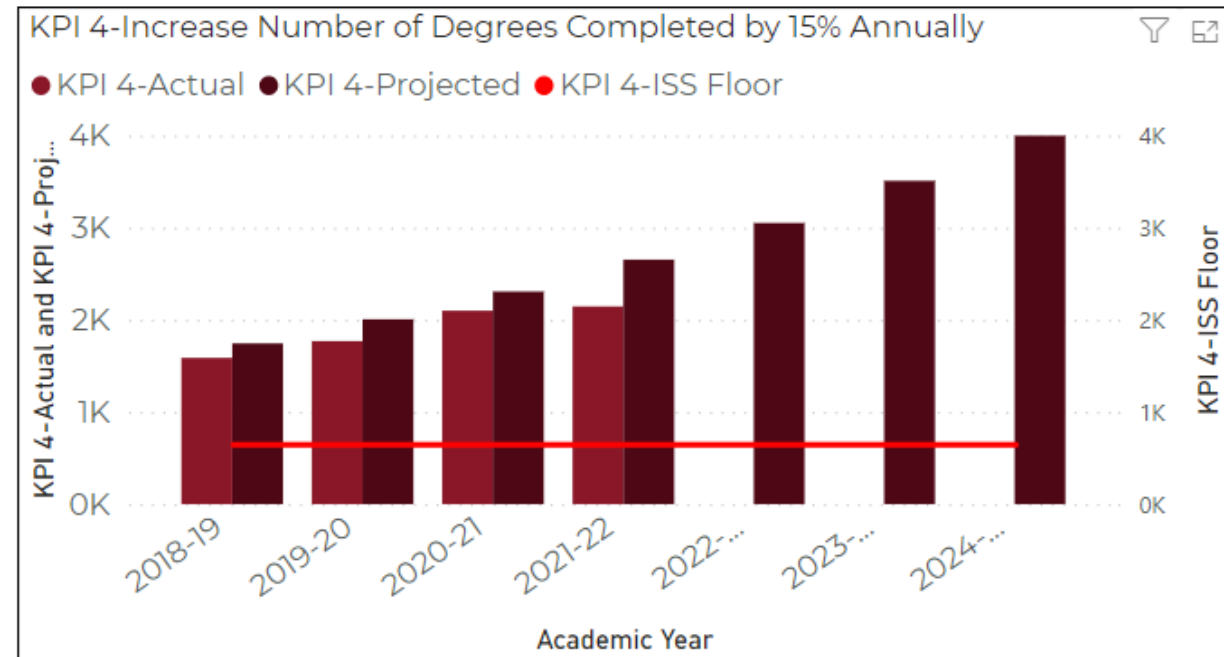
# KPI 4: INCREASE NUMBER OF DEGREES COMPLETE BY 15% ANNUALLY

## Highlights 2021-22

- Actual = 2146
- Projection = 2654

## Concerns

- Slight increase by 2% from 2020-21



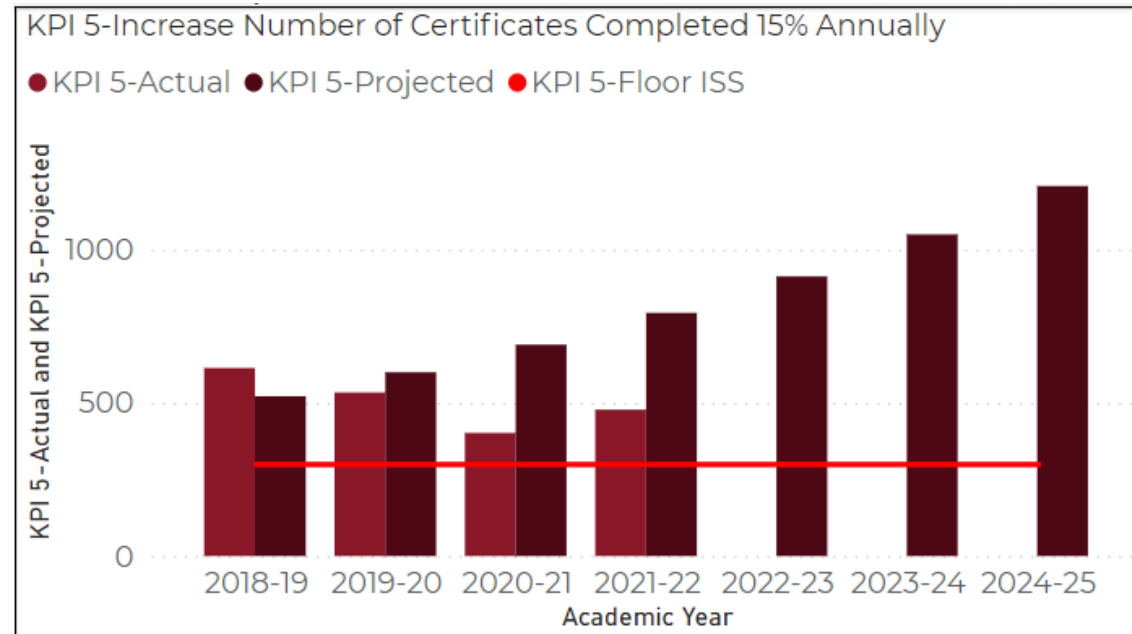
# KPI 5: INCREASE NUMBER OF CERTIFICATES COMPLETED BY 15% ANNUALLY

## Highlights 2021-22

- Actual = 478
- 19% increase from 2020-21

## Concerns

- Projection = 794
- 40% below projected





# TAKE AWAYS

A stylized, light-colored horse head graphic is positioned in the upper right corner of the slide, partially overlapping the dark red header background.

## KPI 4 & 5 Take Aways:

- The pandemic was devastating for degree/certificate completion and we will continue to see the aftermath for years.
- The numbers could have been worse; as bad as it has been, there are signs of improvement—moving in the right direction.
- APC had a Scheduling Retreat (Feb. 8/9) centered around Guided Pathways and Student Success. We have moved to year-round scheduling to help students plan and ensure courses are available when they need them.
- The Pathways & Enrollment Management Workgroup are addressing retention, success and completion strategies.

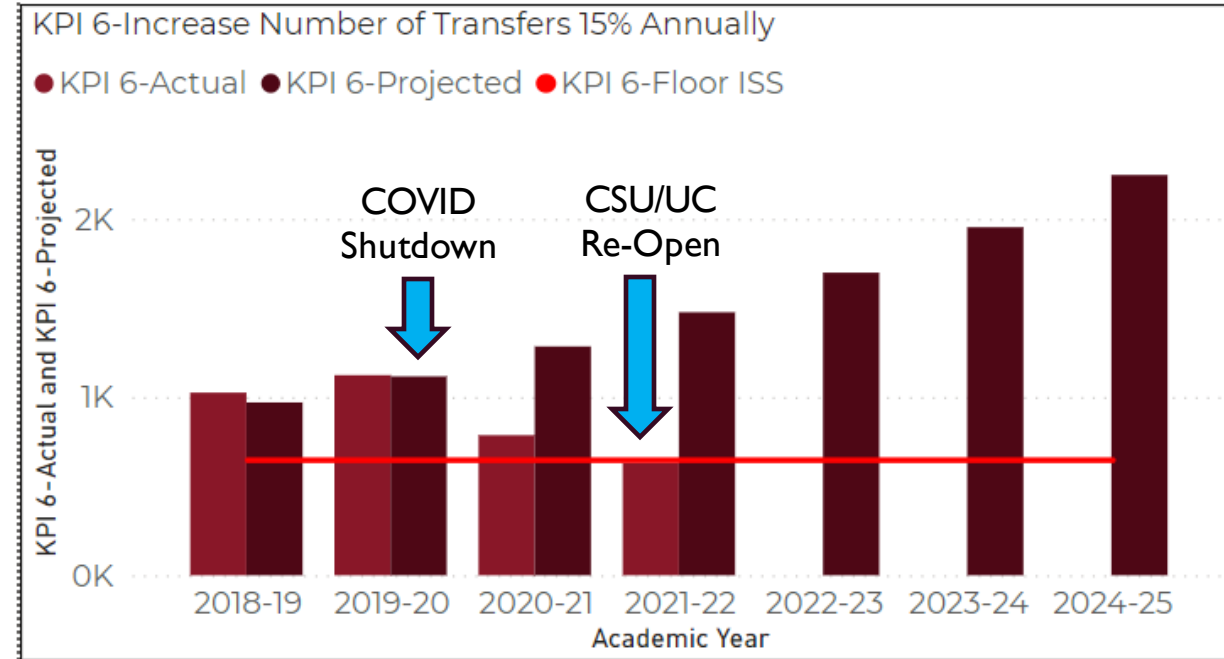
# KPI 6: INCREASE THE NUMBER OF TRANSFERS BY 15% ANNUALLY

## 2021-22 Highlights

- Fall 2022 Transfers = 631
- Projection  $n = 1476$

## Concerns

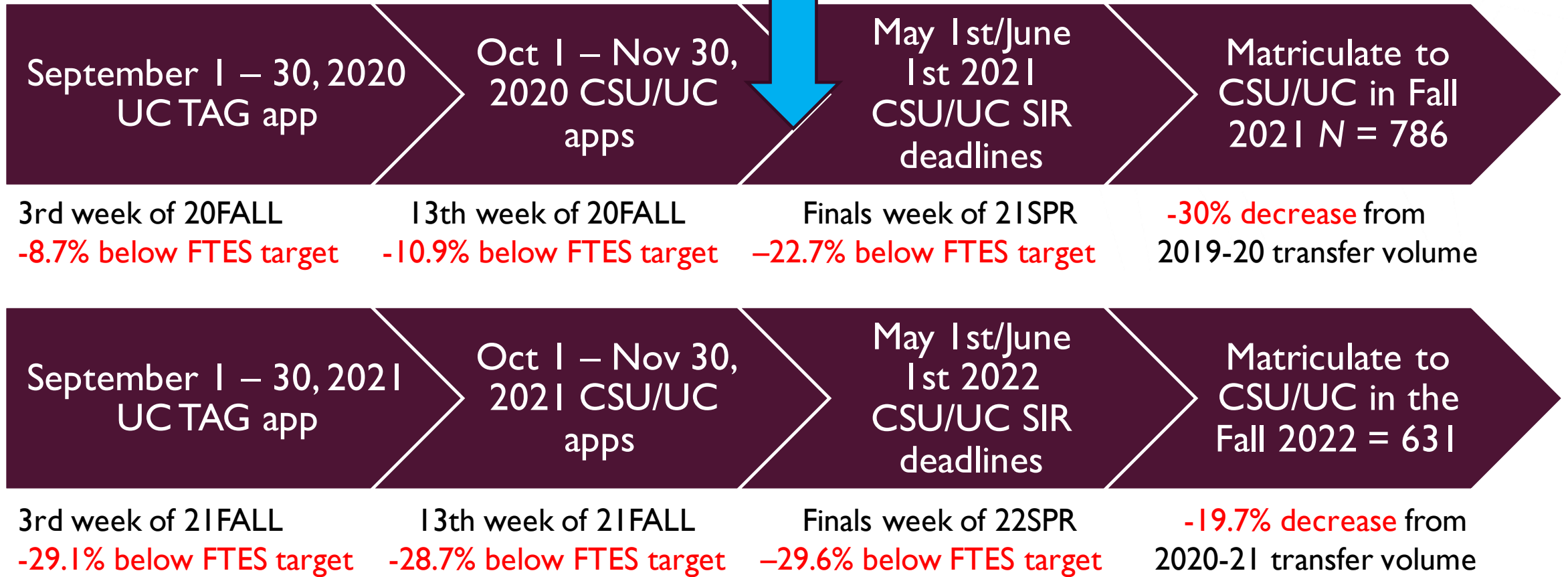
- Below ISS floor
- Decrease by 19.7% from 2020-21



<https://www.norcocollege.edu/sd/ie/ir/Pages/strategic.aspx>

CSU/UC announce 21FALL safe return plans for mostly in-person classes

# UNPACKING KPI 6 VOLUME OF TRANSFER STUDENTS



3/9/2023

\*Data taken from Dr. Parks' Mustang Monday Memos 9/7/21, 11/15/21, 6/6/22

# KPI 6 VOLUME OF TRANSFER STUDENTS - ACTION PLAN

- Expand transfer support by incorporating additional educational advisors to support Transfer Center services.
- Increase support during peak transfer application periods.
- Increase Transfer Center workshop availability.
- Enhance Transfer Center reception support by developing one centralized Counseling & Transfer Center reception desk.
  - Answer general questions
  - Make referrals
  - Schedule appointments/workshops
- Address students concerns about the costs of transferring to a university.
- Develop case management model to reduce "housekeeping barriers" (application, FAFSA, TAU, transcript, IGETC/CSUGE cert deadlines) that impede students transfer. *3/9/2023*