

**Norco College  
Committee of the Whole  
September 29, 2015**

**MINUTES**

***Faculty***

Bader, Melissa (co-chair)  
Adams, Laura  
Ahmadi, Meighan  
Andacheh, Khalil  
Anderson, Kris  
Beck, Rex  
Bemiller, Quinton  
Boelman, Peter  
Brockenbrough, Celia  
Brotherton, Cathy  
Chacon, Zina  
Comstock, Tami  
Cordier, Gerald  
Covarrubias, Araceli  
DeGuzman, Joseph  
Dominguez, Ladylyn  
Elizalde, Andres  
Frewing, Janet  
Gray, Alexis  
Gutierrez, Monica  
Hines, Dean  
Iliscupidez, Marissa

Kamerin, Kim  
Kyriakos, Stephany  
Lewis, Mark  
Makin, Deborah  
Miter, Carol  
Muto, Jan  
Nelson, Lisa  
Olaerts, Ana  
Palmer, Diane  
Park, Stephen  
Popiden, Sandra  
Russell, Tim  
Shirinian, Margarita  
Sloniger, Mitzi  
Sternburg, Chuck  
Stevens, Walter  
Thomas, Jim  
Tran, Phu  
Tschetter, Sheryl  
Wimer, Beverly  
Worsham, Patty  
Zwart, Gail

***Staff***

Leal, Ruth (co-chair)  
Aldasoro, Andy  
Bradshaw, Emile  
Creswell, Debra  
(recorder)  
Delgado, Bernice  
Etchison, Ashley  
Hodawanus, Tricia  
Jones-Santos, Ruth  
Lambros, Daniel  
Lemus, Gabriela  
Poole, Chris  
Santa Cruz, Elena  
Smith, Ruth  
Terrazas, Denise  
Thursby, Diann  
Welch, Caitlin

***Administrators***

Dieckmeyer, Diane  
(co-chair)  
Aycock, Greg  
Fleming, Kevin  
Gomez, Beth  
Lopez, Jesse  
McCarson, Daniela  
Nance, Damon  
Oceguera, Gustavo  
Parnell, Paul  
Patton, Lorena  
Sinclair, Maureen  
Uesugi, Koji

***Students***

Hays, Kevin

***Guests***

Melissa Bader opened the meeting at 12:55.

**Approval of June 4, 2015 Meeting Minutes**

Motion to approve: Jan Muto  
Seconded: Gail Zwart  
Corrections/Discussion: none  
Vote: approved

**Student Equity Program Update (attachment)**

Gustavo Oceguera provided an update on the State Chancellor's new requirements for community college equity plans and Norco's response.

- After receiving feedback from the colleges, the State Chancellor’s Office developed a new template for equity plans.
- Each college can revamp their equity plan by taking their current plan and putting it in the new template.
- Equity funding is doubling and the plan must include detail on how the money will be used. Norco will receive about \$500K.
- The updated plan needs to address feedback from the peer reviewers. Need to define and align activities better. Each activity must have its own evaluation plan.
- The updated plan is due to the state on December 18 after going to the Board of Trustees. It will be taken through the Norco committees for approval, but with such a tight timeline, it will be a challenge to engage the college in the process.

### **New Title V Grant (attachment)**

Gustavo Ocegueda gave an overview of the new Title V Grant, “Accelerated Pathways to Graduation and Transfer” that was just awarded to Norco College. It’s an HSI grant primarily for Hispanic students from low income backgrounds, but it is intended to benefit all students. The grant is in line with our strategic plan for student success. The college will receive \$525,000 per year for 5 years. This was the first successful grant achieved without the assistance of a consultant. Gustavo reviewed the grant objectives, activities and staffing (see attached).

### **Internal Campaign**

Beth Gomez, Jan Muto, and Elena Santa Cruz who chair the Norco College Internal Campaign, “Silver Scholarship,” gave an update on the fund raising activities. They thanked all who have already donated. All the funds will go to a Norco College general scholarship fund.

- There are a lot of ways to give—cash, check, payroll deduction, trusts (through the RCCD Foundation).
- The goal for Norco College is 100% staff participation...we are about 33% right now.
- The initial kick off was on September 17; the next activity, “Race Day,” will be on October 15 with an update on the campaign, a derby hat contest, and refreshments. The activities are held during college hour and also from 5-6pm for the evening staff and faculty.
- Those who give \$10 or more receive a commemorative challenge coin. A race track banner has been created and donors can decorative a face to place in the stands on the banner.

### **Budget Update (attachment)**

Vice President of Business Services, Beth Gomez, gave an overview of the budget which was adopted by the Board of Trustees last week.

- Restricted and unrestricted revenues

- There is COLA for categorical programs.
- Deferred maintenance and instructional equipment was split 60-40 this year so that, in anticipation of a rainy winter, the leaky roofs can be fixed.
- With Prop 39 energy revenue, we will focus on internal lighting updates. We have to demonstrate energy savings. Also, the work has to be outsourced—we can't use our own staff for the work. Part of Prop 39 is jobs generation.
- Norco College has an apprenticeship program for the first time that will receive apprenticeship funds.
- The apportionment deferrals are being eliminated.
- FTES
  - Might be paid later for those that are unfunded.
  - We're making our targets and we could go above.
- Challenges for the District
  - Prop 30 expires in 2016
  - Rate increases for STRS and PRS
  - Rate increases for health care
  - Rising retiree costs
  - New facilities
  - Repaying the LaSierra Fund
- Budget Allocation Model 2.0
  - Not optimal for Norco College; still underfunded.
  - The State requires a 5% reserve.
  - There is a structural deficit in the budget; needs to be realigned with what's actually occurring in the budget; District needs to consult with committees.

## **Revisions to the Strategic Planning Policy 2010-01**

### [Strategic Planning Documents](#)

Ruth Leal reported on the discussion in ISPC regarding Strategic Planning Policy 2010-01. In addressing one of the recommendations from the accreditation visiting team in the spring, ISPC has started looking at the policy to see if any revisions are warranted in order to comply with the recommendation.

The policy includes eight evaluation procedures:

- Discussion on #5 Survey of Committee of the Whole Membership
  - Is it effective? Should it be revised? Should it be offered to the whole college?
- Discussion on #7 Annual Open Dialogue session
  - Don't eliminate it, but maybe fold into ISPC.
  - Use the discussion outcomes at the beginning of the next year.

- Discussion on #8 Annual Evaluation Report
  - Recommend keeping; still discussing

Any changes to the policy will be brought to COTW for approval.

### **Accreditation Update**

Diane Dieckmeyer gave an update on the Follow-up visit in November. There will be a college and a district visit on the 5<sup>th</sup> and 6<sup>th</sup>, but we don't know which day will be at the college and which at the district. It's "all hands on deck" for those two days and we need to be prepared for what the team might require in the way of interviews and evidence. Dr. Kathleen Burke will chair the visiting team again, which will be a smaller group with maybe just one other member, but we have not yet been informed who that will be. The Follow-up report is complete and will be send to ACCJC this week.

### **Good of the Order:**

Ruth Leal (on behalf of Jefferson Tiangco) – Learn with Lynda, Teach Tech Tips tomorrow in the PDC, 1-2pm

Gail – January 29, Norco College is hosting a Veterans Entrepreneurs Conference

Dr. Parnell –Oct 1, State of the College address at 1pm in the Theater

# Student Equity Program Update

Committee of the Whole Meeting  
September 29, 2015

## Student Equity Plan Update

- New plan is required for 2015-2016
- Funding was doubled
- Template was revised
- Spending guidelines were expanded
- New requirements for proposed activities
- Must address feedback provided by CCCC

## New Template

- Standardization statewide
- Data Tables
- New DI methodology (proportionality)
- Clarification provided regarding populations
- Due date: December 18, 2015

## Activities

- Must address one of more of the disproportionately impacted group(s) under each indicator
- New interventions must be based on literature or research demonstrating its effectiveness
- Ambitious, attainable and measurable
- Specify funding allocation for each activity
- Describe the evaluation plan and timeline for each activity
- Supplement existing interventions

## Activities-continued

- Higher level of coordination and collaboration with SSSP and categorical programs (EOP&S, DSP&S, Foster Youth, Veterans, CalWORKS,BSI,T3P, Puente)
- Coordinate student equity planning with institution-wide planning efforts, including accreditation
- Consider linking equity to program review (optional)

## Timeline

- August 24 - New template release
- October 26-Presentation to Student Success Committee
- November 2-Presentation to Academic Senate
- November 4-Presentation to ISPC
- November 18-agenda items due for Executive Cabinet
- November 23-Executive Cabinet meeting
- December 1- Board presentation
- December 3- COTW presentation
- December 8-Board approval
- December 18- Due date

# "Accelerated Pathways to Graduation and Transfer"

A Title V Hispanic Serving Institutions Grant

COMMITTEE OF THE WHOLE MEETING PRESENTATION  
SEPTEMBER 29, 2015

## Grant Basics

- ▶ 5-year grant (October 1, 2015-September 30, 2020)
- ▶ \$525,000 per year (\$2,625,000)



## Objectives

- ▶ Increase the percentage of basic skills students who complete the basic skills sequence in English and math
- ▶ Increase the percentage of students who complete a transfer level English or math course
- ▶ Increase success rates in English 80 and Math 65 accelerated courses
- ▶ Improve fall-to-fall persistence rate
- ▶ Increase success rates in targeted transfer level courses
- ▶ Increase the percentage of students who complete transfer requirements in 4 years and enroll in four-year postsecondary institutions

## Grant Activities

- Develop alternative options for placement in English and math for non-traditional students
- Improve advisement for placement in accelerated courses (ENG 80 and MAT 65)
- Develop support modules for English and math accelerated courses
- Increase tutoring and supplemental instruction for accelerated courses (embedded tutors)
- Increase offerings of ENG 80 and MAT 65

## Grant Activities-continued

- ▶ Enhance Learning Resource Center services and augment personnel
- ▶ Increase funding for tutoring and supplemental instruction for traditional, hybrid, and on-line courses
- ▶ Extend LRC operating hours
- ▶ Training for tutors and supplemental instruction leaders
- ▶ Develop and/or enhance student success and career selection workshops
- ▶ Develop student readiness tutorials for hybrid and on-line courses
- ▶ Provide technical assistance for faculty and students for on-line courses

## Grant Activities-continued

- ▶ Professional development and training on how to help students develop non-cognitive factors that influence success (resiliency, courage, conscientiousness, academic behaviors, mindset and approaches toward learning)
- ▶ Design and deliver workshops for students to develop non-cognitive factors and make available on-line

## Personnel

- ▶ Project Director (50%)
- ▶ Learning Resource Center Director (100%)
- ▶ Tutorial Services Clerk (100%)
- ▶ Supplemental Instruction Coordinator (Permanent, part-time)
- ▶ Online Education Development Specialist (Permanent, part-time)
- ▶ Administrative Assistant II (Permanent, part-time)
- ▶ Supplemental Instruction Leaders (6-10 per year)
- ▶ Tutors (\$50,000 to \$65,000 per year)

Thank You.

▶ QUESTIONS?



# Budget Update

Committee of the Whole

September 29, 2015

*Beth Gomez, Vice President  
Business Services*

**NORCO**  
COLLEGE

# Topics - Agenda

- Revenues
- FTES Projections
- Challenges
- Fund Balance
- Budget Allocation Model (BAM)

## RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

<b><u>Restricted Revenues</u></b>	<b><u>CCC System</u></b>	<b><u>RCCD</u></b>
Student Success and Student Equity	\$185.0	\$ 4.6
EOPS	33.7	0.8
COLA for Categorical Programs	2.5	0.1
Deferred Maintenance and Instructional Equipment	148.0	3.6
Proposition 39 - Energy Revenues	<u>38.7</u>	<u>0.8</u>
<b>Total Restricted Revenues</b>	<b><u>\$407.9</u></b>	<b><u>\$ 9.9</u></b>

### **Other**

Basic Skills and Student Outcomes Transformation & Pilot Programs	\$ 70.0
Adult Education	500.0
Apprenticeship	29.1
Apportionment Deferral Elimination	94.5
Enhanced Non-Credit Rate Equalization	<u>49.0</u>
<b>Total Other</b>	<b><u>\$742.6</u></b>

*Source – BOT Committee Meeting 9/1/2015*

## RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

<b><u>Unrestricted Revenues</u></b>	<b><u>CCC System</u></b>	<b><u>RCCD</u></b>
Growth/Access (3.0%/3.88%)	\$156.5	\$ 4.9
COLA (1.02%)	61.0	1.4
General Operating Base Increase	266.7	6.7
Full-Time Faculty Hiring	<u>62.3</u>	<u>1.5</u>
<b>Total Unrestricted Ongoing Revenues</b>	<b><u>\$546.5</u></b>	<b><u>\$14.5</u></b>
<b><u>Unrestricted One-Time Revenues</u></b>		
State Mandate Block Grant	<u>\$632.0</u>	<u>\$15.3</u>
<b>Total Unrestricted Revenues</b>	<b><u>\$1,178.5</u></b>	<b><u>\$29.8</u></b>

*Source – BOT Committee Meeting 9/1/2015*

# RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

## **FY 2014-15 Credit FTES Projects**

Base FTES	25,652.36
Growth/Access at P2 (Planned 882.24 at 3.43%; Actual 5.47%)	1,404.09
Total Funded FTES	27,056.45
Actual FTES at P3	27,503.17
Total Unfunded FTES (446.72)	
Unfunded FTES %1.65%	

Source – BOT Committee Meeting 9/1/2015



# RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

## **FY 2015-16 Credit FTES Projects**

Base FTES	27,056.45
Growth/Access (System 3.0%; RCCD 3.88%)*	1,029.78
Total Funded FTES	28,086.23
Unfunded FTES (1.35%)	379.41
FTES Ceiling	28,465.64
FY 2014-15 Actual FTES at P3	27,503.17
FTES Needed to Achieve FY 2015-16 Ceiling (3.50%)	962.47
FTES Needed to Achieve FY 2015-16 Funded FTES (2.08%)	583.06

Source – BOT Committee Meeting 9/1/2015




## RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

### **FY 2015-2016 Credit**

	<b>Credit FTES</b>	<b>FTE Targets%</b>
<b>RCC</b>	15,314.52	53.80%
<b>NC</b>	6,575.56	23.10%
<b>MVC</b>	6,575.56	23.10%
<b>Total</b>	28,465.64	100.00%

*Source – BOT Committee Meeting 9/1/2015*

- 
- Expiring Sales Tax and personal Income Tax Rates under Proposition 30 Beginning in 2016
  - Multi-year Rate Increases for STRS and PERS
  - Double Digit Rate Increases to the District Health Costs Impact of Affordable Care Act
  - Rising 65+ Retiree Health Care Costs –Increasing District Subsidy
  - Increasing Claims, including \$100,000+ Claims
  
  - New Facilities Coming Online
  - “Great Recession” Obligations –La Sierra Fund Repayment

*Source – BOT Committee Meeting 9/1/2015*

# RIVERSIDE COMMUNITY COLLEGE DISTRICT FY 2015-2016 Final Budget

## Budget Allocation Model - Final Budget

<u>Total</u>							
<b>Contingency Budget from FY 2014-2015</b>	<b>\$ 7,801,811</b>						
<b>Apportionment</b>							
Basic Allocation	\$ 10,774,172						
Cr FTES (MVC - 6,250.04; NC - 6,250.04; RCC - 14,556.37 (27,056.45))	126,513,315						
COLA at 1.02%	1,404,189						
Full-Time Faculty Hiring	1,487,154						
Base Increase	6,693,612						
Growth at 3.88% (MVC - 237.88; NC - 237.88; RCC - 554.02 (1,029.78))	4,864,305						
<b>Total Gross Apportionment</b>	<b>\$ 151,736,747</b>						
Less, Property Taxes	(34,003,620)						
Less, Enrollment Fees	(8,837,384)						
Less, Estimated Deficit Factor (.0093)	(1,415,718)						
<b>Total Net Apportionment</b>	<b>\$ 107,480,025</b>						
<b>Total Beginning Balance and Apportionment</b>	<b>\$ 115,281,836</b>						
Less, Contingency Reserve (Board Policy at 5.00% or more)	(10,447,116)						
Less, DO Allocation	(4,062,065)						
Less, DSS Allocation	(17,417,248)						
Less, Outgoing Transfer for CSJCL (Resource 1120)	(159,847)						
Less, Outgoing Transfer for DSPS Match, FWS Support and Veterans Educ	(1,008,341)						
<b>Total Funds for Per Credit FTES Calculation</b>	<b>\$ 82,187,219</b>						
<b>Target Credit FTES Target</b>	<b>28,465.64</b>						
<b>Total Funding Rate Per Target Credit FTES</b>	<b>\$ 2,887.2430</b>						
		<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>	<b>DSS</b>	<b>DO</b>	
Total Funding Rate Per Target Credit FTES (Adjusted per Entity)	\$ 2,887.2430	\$ 2,955.9167	\$ 2,419.4720	\$ 3,056.4384			
Target Credit FTES Target	28,465.64	6,575.56	6,575.56	15,314.52			
<b>Total Funds for Per Credit FTES Calculation</b>	<b>\$ 82,187,219</b>	<b>\$ 19,444,465</b>	<b>\$ 15,917,039</b>	<b>\$ 46,825,715</b>			
FY 2014-15 Excess (Shortfall) of Budgeted Revenues	2,686,307	181,246	1,197,195	1,307,866	309,209	-	
FY 2014-15 Excess (Shortfall) of Budgeted Expenditures	2,289,431	670,609	537,789	1,081,033	1,330,703	250,481	
Non-Credit FTES	392,662	222,590	-	170,072	-	-	
Federal Revenues	188,246	59,867	50,016	78,363	-	-	
Other State Revenues	7,056,813	1,503,997	2,049,997	3,502,819	-	15,004,000	
Local Revenues	46,712,128	10,195,150	10,539,264	25,977,714	131,637	-	
Incoming Transfer from Customized Solutions (Resource 1170)	56,714	-	56,714	-	-	-	
Incoming Transfer from Bookstore (Resource 1110)	612,035	68,757	340,801	202,477	-	-	
<b>Total Available Funds</b>	<b>\$ 142,181,555</b>	<b>\$ 32,346,681</b>	<b>\$ 30,688,815</b>	<b>\$ 79,146,059</b>	<b>\$ 1,771,549</b>	<b>\$ 15,254,481</b>	
<b>Base Expenditures for FY 2015-2016</b>							
FY 2015-2016	(142,181,554)	(33,744,773)	(30,456,424)	(77,980,357)	(19,188,797)	(19,316,546)	
<b>Budget (Shortfall) or Excess</b>	<b>\$ 0</b>	<b>\$ (1,398,092)</b>	<b>\$ 232,391</b>	<b>\$ 1,165,702</b>	<b>\$ (17,417,248)</b>	<b>\$ (4,062,065)</b>	

Source – BOT Committee Meeting 9/1/2015

# RCCD Reserve History



Fiscal Year	BUDGET		ACTUAL	
	Adopted Contingency Balance	% of Available Funds	Ending Fund Balance	% of Available Funds
2014-15*	7,801,811	4.28%	14,667,941	9.15%
2013-14	6,358,532	4.23%	12,743,536	7.65%
2012-13	4,560,030	3.23%	11,407,409	7.95%
2011-12	5,840,447	3.94%	6,805,919	4.73%
2010-11	8,729,056	5.60%	13,217,249	8.48%
2009-10	8,391,878	5.50%	11,253,316	7.22%
2008-09	12,566,801	7.68%	13,903,627	8.74%
2007-08	9,423,484	6.14%	19,259,076	12.37%

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Source – BOT Committee Meeting 9/1/2015

## **NORCO COLLEGE STRATEGIC PLANNING COMMITTEE**

### **Policy 2010-01**

#### **Policy and Procedures for Regular Evaluation of Integrated Institutional Planning, Budgeting and Decision-making Processes**

##### **Background**

Since the 2006/07 academic year, Norco College (formerly the Norco Campus of the Riverside Community College District) has had procedures in place for full integration of its institutional planning, program review, resource allocation and decision-making processes. The purpose of this policy is to codify these procedures in order to ensure that they are regularly evaluated through the established College decision-making structure.

##### **Policy Statement**

On an annual basis, the strategic planning, program review and resource allocation processes of Norco College will be evaluated in an effort to ensure that:

- ✓ Planning, program review and resource allocation are effectively linked;
- ✓ Decisions regarding the allocation of resources are driven by goals and objectives identified in the College Educational Master Plan, programmatic initiatives enumerated in annual program review documents and evidence of effectiveness in achieving course-, program- and institutional-level student learning outcomes; and
- ✓ The concerns of stakeholders (students, faculty, staff, administrators and the communities served by the college) are ascertained on a regular basis and continually incorporated into the College's planning, resource allocation and decision-making processes.

##### **Evaluation Procedures**

Evaluation of Norco College's strategic planning; program review, resource allocation and decision-making process shall be comprised of an annual cycle that includes the following elements:

1. Annual Survey of Effectiveness of the Planning Councils: Academic Planning Council, Administrative Planning Council and Student Services Planning Council – At the end of November of each academic year, participating members of each planning council will be surveyed to determine their degree of satisfaction with committee level planning, program review, resource allocation and decision-making processes, annually evaluate the criteria used, and their perceptions regarding the degree to which these processes are effective and linked at the planning council level.
2. Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees: In October of each academic year, each standing committee and the Academic Senate will participate separately in dialogue sessions to evaluate the

effectiveness of their planning and decision-making processes during the previous year. The Academic Senate will receive an executive summary from each standing committee for review and discussion at the last Academic Senate meeting in November. The Academic Senate will make recommendations to and receive recommendations from each of the standing committees based on the results of the evaluation and discussion.

3. Memorandum from College President to Norco College – by the end of each academic year (or as soon thereafter as budget recommendations and decisions for the subsequent academic year have been made) the College President will submit a memorandum to the Committee membership that identifies which of the faculty and staff positions identified in previous year program review and prioritized by the Planning Councils will be recommended for funding. In instances in which the President’s decisions do not correspond to the recommendations of the Planning Councils a detailed rationale for the divergence will be provided.
4. Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators” – This report, to be prepared by the College Office of Student Success, shall be presented at a Committee of the Whole meeting during the beginning of the fall term of each academic year.
5. Survey of Committee of the Whole Membership –At the final Committee of the Whole meeting of each academic year the membership (which constitutes faculty, staff, students and administrators) will be surveyed to determine their degree of satisfaction with College planning, program review, resource allocation and decision-making processes as well as their perceptions regarding the degree to which these processes are effectively linked.
6. Report of Resource Allocation –After the Board of Trustees approves the budget, a report will be made to the Committee of the Whole membership, the committee of the whole, informing them of budget allocations decisions which impact the college and district, and providing ample opportunity for institution-wide dialogue.
7. Annual Open Dialogue Session – This session, to be conducted toward the end of each academic year in late May or early June, will provide all Norco College stakeholders with an opportunity for open dialogue concerning the extent to which college planning, program review, resource allocation and decision-making processes contribute to the achievement of course-, program- and institutional-level student learning outcomes. Content of the open dialogue session will be captured through minutes and a summary report will be written. The open dialogue summary report will be presented in a Committee of the Whole meeting of the following fall term
8. Annual Evaluation Report – This report, to be prepared by the Office of Student Success, will be transmitted to the Norco Strategic Planning Committee

membership at the first meeting of each academic year, at which time the Committee membership will be invited to make suggestions for improving the process. Any recommended revisions to the procedures and processes, if approved by the College President, will be incorporated into the next year's cycle.