



College-wide Town Hall Meeting Minutes

Thursday, June 1, 2023 | 12:50 – 1:50pm
CSS-217 or Zoom Meeting ID: [839 4234 5271](#)

I. Welcome/2022-2023 Priority Recap (Green)

- Dr. Green welcomed the college to the second and final town hall for the spring 2023 semester.
- Pride month officially kicks off today as we embrace the vibrant spirit of inclusivity that sets Norco College apart. Thanks to our advocates, advisors, and ASNC for organizing the speaker series last month. We celebrate and honor our LGBTQ+ Mustangs on campus and within our community.
- As this busy semester comes to a close, this town hall is an opportunity to review priorities of the college. This forum does not replace the end of year memo.
- Enrollment has been a focus and concern after losing about a 1/3 of our population due to the pandemic. We have focused intensely on enrollment management as a college-wide effort. Special thanks and acknowledgement to Dr. Tarrant and Dr. Parks for their leadership in this area.
- 70% of our funding is based on enrollment. For the last few years, our funding has been set at 2019-2020 enrollment and will continue to be so through the 24-25 year when our new base is set. We experienced a boost in enrollment this year, however, we still have a climb to get into pre-pandemic enrollment.
- We will continue looking critically at our operational budget to maximize resources to support our strategic goals.
- Health and safety of the college community has been a priority this year. Special thanks and acknowledgement to Dr. Collins for his leadership in the areas of fiscal management and campus safety.
- Finally, we must continue our work to equity and scaling our guided pathways. The vice president of planning and development is focused on integration of a guided pathways framework, anti-racism and equity efforts, and other data-driven networks of support for our students. This is a responsibility we share as a community, to develop comprehensive student support systems for our students. Special thanks and acknowledgement to Dr. James for her leadership in this area.

- The Summer/Fall Norco College brochure is available for pick up featuring Norco College spaces and faces.

II. Budget: Operations Evaluation to Maximize Resources (Collins)

- We have had good budget years over the past few years with state and federal funds as we transition from pandemic to face to face.
- Tax revenue in CA is seeing a decrease. For 23-24 we have been able to bolster our reserves which will be critical to preparing for the 24-25 and 25-26 FYs.
- We are in the process of closing the budgets for the year and identifying deficits that we need to be aware of. Our continuous goal is maximizing resources and tying expenditures to our strategic plan to further our strategic goals.
- Thanks to the Resource Council and their commitment and efforts focusing on our resources.

III. Safety

- Dr. Green put a focus on preparing our college and providing safety training throughout the college, this year we have:
 - Upgraded emergency communication by installing phones in classrooms;
 - Emergency antenna and radios have been upgraded;
 - Array speaker has been tested and upgraded;
 - Purchased Stop the Bleed kits.
 - 20 safety trainings (active shooter, EOC, ICC, Bomb threat, First Aid and CPR, among others)
 - CERT Class is offered in June for Norco employees and the community.
- Thanks to all the college Building and Floor Captains who dedicate their time to the safety of the campus and all of us. Everyone is invited to join this prestigious group, please contact Justin Czerniak for more information.

IV. Pathways & Strategic Enrollment Management

a. Enrollment Management Recovery Plan (Parks)

Enrollment is a college wide effort, Student Services and Academic Affairs have been collaborating on ramping up efforts on enrolling students. Our goal of a 6684 FTES target was ambitious we are at 6100 FTES down 9%. However, we are up 13% from the prior year thanks to aggressive scheduling by our deans. Thank you to our faculty for their understanding and flexibility. We are working towards our next target which is a 14% increase. If we meet that goal, we will be well positioned to meet our 24-25 target. As of today, we have met 90% of our summer target and continue to make good head winds. Much of this success is thanks to dual enrollment which has been larger than expected. The DOIs have been working to open up new sections to accommodate the increased demand.

b. Goals: Calendar and Enrollment Plan (Parks/Tarrant)

There are a lot of strategies in place to help raise community awareness. Three Norco College magazines have been sent to everyone in our service area. The Student Services/Academic Affairs teams have embarked on a number of approaches:

- Motomatic – social media for targeted ads.
- EdAmerica – social media and search engine promotion.
 - Geotagged all of our HS graduation – fed college ads for 30 days.
- ReachLocal – all of our stop out students got three phone calls, new campaign for further student outreach over the summer and fall.
- Tyee Griffith – Associate Dean, Educational Partnerships and team have been working to create partnerships with the 10 high schools we serve in our area.
- Outreach is something we all do. We want to bring that information in one place. This last year we worked on the Strategic Enrollment Management Plan. We are participating in an institute thanks to our collective work.
- A calendar is being created that shows what we are doing as a college. Various buckets that pertain to specific groups will show all the dates and events for the year.

We can do all the talking to the students but if we are not connecting with HS student parents, we are missing the mark. Norco Advantage was on May 6 – right when enrollment started, HS students were able to enroll in summer and fall classes. This will continue in the next year. 274 students attended, 100 did not RSVP, thanks to the counselors that made it happen, last count 187 enrolled that day. 13.1 is the average unit load for the students who enrolled.

c. Two-Year Promise (Tarrant)

We made the commitment to a two-year college promise for our community as we were losing students to other colleges that provided this level of support. We will be intentional with building additional support for students who qualify for the College Promise.

V. Scaling Equity and Guided Pathways

a. Schools Reorganization (James)

Congratulations to the NC community for looking critically at our systems and structures to support the school reorg proposals. This is transformative work, which we acknowledge can be challenging as we make operational changes. This proposal reaffirms our commitment to guided pathways. The foundation is socioeconomic advancement for our students.

This spring, we approved a new student facing structure – new dean, new departments, and counseling. Thank you to Professor Melissa Bader and Dr. Brittnee Quintanar. The Executive cabinet fully supports the new schools proposal and is working to operationalize the structure. Discussions on CAP hours, department colors, and changes to academic senate will be ongoing to bridge the gap to reimagine on how we shift ourselves to align with the vision.

Overall, the idea of the work is to focus on continuous improvement. We are evaluating and assessing to pinpoint things that are working or not working with the help of tools like the holistic student support survey providing data on our current student experiences so we can connect them with the resources they need.

b. Student Equity Plan & Integration of Equity Efforts (James)

We have equity projects and efforts happening all over the campus. We will be focusing on embedding this work in the institution in a meaningful way. Thank you to those who volunteered their time with RJTF, we had our final and concluding meeting this term. Our plan to integrate is to transition the work of the RJTF to the student equity plan, respond to the HOTEPA equity audit recommendation, which have been assigned to our councils across the college, and focus our equity priorities in the upcoming year on the following areas:

- Increasing support for our Latinx student population
- Creation of AANHPI student achievement program
 - Congratulations to the college administrators, faculty, and classified professionals who organized the AAPI event this year. It was an incredible testament to our commitment to diversity and inclusion.
- Supporting focused equity leadership to further this work, at the end of the day we must have a level of accountability to help organize and guide the efforts.

c. Engagement Centers Redesign and Reimagined at Norco College (Tarrant)

With the school reorganization plan we needed to reassess the role and functions of our engagement centers. The two current spaces were created by converting two rooms – a highly used conference room and English classroom - into engagement centers to meet a pressing need. These spaces were not empty or underutilized, this was a sacrifice of space and an intentional effort to provide a vital service to students. Over time, it became apparent that the spaces did not lend themselves as the student hubs we had envisioned.

Engagement centers are a fundamental part of what we do at NC; however, students still need to navigate several spaces on campus including A&R, Counseling, and Career Center. How do we help students within a social mobility framework, connect to services. We looked at current Guided Pathways literature to guide our framework moving forward. The engagement centers have been reimaged with the following changes:

- ST-107 – Basic Needs and Wellness Center
- ST-108 – Engagement Center that can be used for any school CAP activities.
- SSV – 1st floor – redesign with a Welcome Center.
- SSV 2nd floor – Academic Counseling and Career Development Center. Counseling has been working on embedding career development with counseling.

VI. Concluding Remarks (Green)

- The college community will soon see the approvals for recommendations that come to executive cabinet communicated through the Regular Update. This is one mode of communication and a repository for accreditation, it is an important feature for the college. We want to make sure the recommendations that come forward are transparent and are reported to the college community.

Dr. Sam Lee is on special statewide assignment to expand the California MAP Initiative. Dr. Lee and his team have continued to expand to 76 colleges within the state and there is still much work to do. This effort to give veterans college credit that they deserve would not have happened without Dr. Lee's leadership.

Participant comment: Thank you for the work of Racial Justice Task Force and the phenomenal programs that were put on; it is nice to see this institutionalized.

Well wishes for a good summer.

Meeting adjourned: 1:43pm