

Institutional Strategic Planning Council (ISPC)

October 5, 2011

1:00-3:00 (IT 218)

Attendees: Gail Zwart, Monica Green, Andy Aldasoro, Debbie Dithomas, Leona Crawford, Tim Wallstrom, Sharon Crasnow, Melissa Bader, Dina Humble, Jason Rey, Jefferson Tiangco, Laurens Thurman, Lyn Greene, Gustavo Ocegura, Celia Brockenbrough, Vivian Harris, Mark DeAsis, Rebecca Choy (ASNC-VP Administration)

Welcome (Dr. Dieckmeyer):

- Welcome to the first meeting of the ISPC.

Information Items

1. Institutional Strategic Planning Council Implementation – (Dr. Dieckmeyer)

- Membership – Dr. Dieckmeyer sent an e-mail to nor-all updating everyone on the status of the membership. There are Academic Senate and CSEA affirmed members. Have confirmed administrator list and an ASNC approved student member.

Academic Senate Pres. - Sharon Crasnow

Chair of Chairs – Joe Eckstein

VP Student Services - Monica Green

VP Academic Affairs - Diane Dieckmeyer

VP Business Services - Laurens Thurman

Dean of Student Success - Greg Aycock

CTE Faculty & Grants Advisory Rep – Dina Humble

CTE Faculty – Gail Zwart

Faculty Rep to District EMTF - Melissa Bader

Basic Skills Faculty – Jason Rey

ASNC Rep (student) – Rebecca Choy (VP Administration)

Director of Enrollment Services - Mark DeAsis

Students Services staff, Administrative/Clerical - Leona Crawford

Business Services staff, Facilities, Maintenance & Operations - Andy Aldasoro

Academic Affairs staff, Technology support - Jefferson Tiangco

- There was discussion regarding the faculty representation on the council.
- The Academic Senate still needs to approve the library faculty position and the transfer faculty position.
- The charge of the ISPC was reviewed and the importance of this council was discussed.
- Meetings will be held twice per month.
- Reviewed the Strategic Planning Process Flowchart.
- Members of this Council must be committed to sharing all information with their departments, campus constituents, etc.
- Dr. Dithomas indicated that she will be present whenever possible.

2. Process for Prioritizing What We Do as a College (Dr. DiThomas)

- Wants cuts to be based on what final future budget will be. Need to prioritize what we do as a college to prepare for future cuts.
- Managers will go through prioritizing exercise next week at the Management Retreat. Vice Presidents are currently putting together a list of what their areas are responsible

for. This list could be shared with all constituents. The prioritized list will go to November 2 ISPC meeting for approval.

- Suggestion that items are prioritized in tiers instead of using the number method.
- Suggest that Norco needs to have a plan of what they want to become. Need direction to help with prioritizing. Also may need to include what the State is requiring.
- Final recommendation will go to Dr. Dithomas. The final recommendations need to include “everything” and have “everyone’s” input.
- Need a formalized process that includes evidence that everyone was informed and had an opportunity to provide their input.
- Instruction is determined by FTES number given by the state. Then we decide how much it will cost to teach that number of FTES. Will know FTES number in a few months.
- Discussion on being able to obtain information regarding costs of items to help decide priorities. For first look suggest referring to guiding principles such as our mission statement to help with prioritization.
- How can we insure that there is widespread knowledge and participation throughout the institution regarding the prioritization process and that everyone had a voice/input in the decisions.
- The three Vice President’s lists will be done soon. Take that list back to your constituents for their informed comments.
- Goal is to have prioritization approval by the end of November. Then forward to Dr. Dithomas using the tier format.
- The Big SPC meeting, on November 22, will be used to approve the prioritization list.
- Please send any agendas for constitutes meetings, where the priority list is discussed, to Dr. Dieckmeyer so they can be used as future evidence.

3. Process for Revising our Strategic Plan (Dr. DiThomas)

- Our current strategic plan expires June 30. Need to be prepared to go to Board for approval of our new plan. Norco will be able to make revisions to the current plan. The District Strategic Plan needs to be completely redone.
- Would like to have a formal process to review our strategic plan.
- Suggest that final approval of the Strategic Plan come through ISPC.
- Review strategic plan and bring back changes to Oct 19 meeting. Will determine if there are councils or committees that should address revisions.

4. Update on FTES Targets & Projections (Dr. Dieckmeyer)

- Discussion that Norco has been successful with FTES numbers. Norco’s plan was successful and the District has noticed.
- For Spring FTES target is 2630. Extra considerations need to be taken because of secondary effects and buildings being offline.
- Raj will have district EMTF meeting come together again. Dr. Dieckmeyer and Melissa Bader will be attending.

5. Open Hearing

- Come to the State of the College address tomorrow.

Meeting Adjourned at 2:40
Minutes by Ruth Smith