

Institutional Strategic Planning Council (ISPC)

MINUTES

September 21, 2016

1:00 – 3:00 (ST 107)

Attendees

Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)

Greg Aycock (Institutional Effectiveness)

Celia Brockenbrough (Library Faculty)

Leona Crawford (Staff)

Chris Poole (Staff)

Emile Bradshaw (Staff)

Mark Lewis (Faculty)

Monica Esparza (Staff)

Jason Parks (Chair of Chairs – APC)

Mark DeAsis (Dean of Admissions and Records)

Barbara Moore (Faculty)

Mitzi Sloniger (Faculty)

Peggy Campo (Academic Senate President)

Beth Gomez (VP Business Services)

Laurie Hankins (Recorder)

Absent

Jim Thomas (CTE Faculty)

Tricia Hodawanus (Staff)

Robbie Bishara (ASNC)

David Mills (Basic Skills Faculty)

Natalie Aceves (Staff)

Ana Molina (Staff)

Charles Henkels (Career and Technical Ed)

Guests: Gustavo Ocegüera, Kris Anderson, Carol Farrar

Meeting called to order at 1:05pm

Approval of Minutes

- Approval of Minutes from September 7, 2016
Motion to approve Jason Parks/Chris Poole. MSC with two abstentions.
- Photo of ISPC-discussed taking photo of ISPC to put up on the ISPC website. Plan on taking group photo at next meeting.

- Please note the addition of 3rd bullet-Marketing. Exploring idea that survey could be pushed out through GradGuru.

I. Action Items

a. COTW Guiding Principles (Diane Dieckmeyer)

Motion to accept Peggy/Celia

At our last meeting we brainstormed on ideas to bring forward as Guiding Principles for the Committee of the Whole:

1. Items which align with topics that require Board of Trustee (BOT) approval will be voting items.
2. Other items that have impact to the college at large will be agendized as information items.
3. Other items of special importance that pertain to the college strategic goals and objectives may be agendized.
4. To encourage participation, confidential voting will be implemented whenever possible.
5. To increase understanding of institution-wide issues, brief summary descriptions will accompany agenda items whenever possible.

Discussion:

- Can we add some sort of time frame on voting items?
- Add blurb that goes out on voting items along with the agenda.
- Add a contact name with each voting items in case there are questions.
- Include each step of the approval process
- Are we still considering changing the order of approval? This issue came up in the Open Dialogue session. Because COTW only meets twice a year the items will get severely delayed. The alternative is to narrow our focus on what is voted on.
- Consider adding a summary
- Link items in the decision process.
- Orient agenda around the issue, not the committee.
- Communication must work both ways. Communication issue tabled for now.

COTW Guiding Principles MSC with recommended changes: see highlighted changes below

In an effort to increase institutional effectiveness, the Institutional Strategic Planning Council (ISPC) has established guiding principles to assist the institution in determining when and if an item should be taken to the Committee of the Whole (COTW). The ISPC

recognizes that it is not possible to plan for every contingency; therefore, it will seek to follow the *spirit of the guiding principles*, as new situations arise.

- 1) Items which align with topics that require Board of Trustee (BOT) approval will be voting items.
- 2) Other items that have impact to the college at large will be agendized as information items.
- 3) Other items may be agendized *as determined by a majority vote of the ISPC.*
- 4) To encourage participation, confidential voting will be implemented whenever possible.
- 5) To increase understanding of institution-wide issues, brief summary descriptions *that include the shared governance approval history of the item, and the name of a contact person associated with the item,* will accompany agenda items whenever possible.

b. Placing 2016-2017 Student Success Committee Meetings on Hiatus (Gustavo Ocegüera)

Motion to approve Jason /Mark - Handouts consisting of the September 12 2016 minutes and Q8 of the Strategic Planning Committee Survey of Effectiveness were reviewed.

- This committee has gone through many leadership changes and is at a crossroad. Where is the committee headed?
- Back and forth between academic and non-academic
- Formerly matriculation/SSSP which took up the majority of the meeting time.
- Now there are many areas taking on the responsibility of Student Success.
- A hiatus was discussed so that we could focus on a clear objective.
- Most action items could be mapped to other meeting groups.

Discussion:

- Don't we need the Student Success Committee as an oversight group so that efforts are not duplicated? The Student Success Committee has never been the oversight committee, so putting it on Hiatus would not change anything.
- Why is it an all or nothing proposition? We are supposed to be student oriented. How would it look if we discontinued the Student Success Committee? Would it send the wrong message? How does A&R feel about it?
- Would it help to meet less frequently? This committee has pushed hard for eight years. It really needs a hiatus to refocus. It has been difficult to get faculty involved. It is suffering from a lack of participation and purpose.

- Have you considered a Student Success Council that represents all areas?
- If you need/want to disband do it, don't agree to a hiatus.
- What happens to items already in process? Who will take over and follow what is happening to these issues?
- We still need to meet to decide if they will go on hiatus. The conversation is not over about the future of this committee.
- Hiatus gives the option to reconvene. How do you end a Student Success Committee in an educational body?
- Someone looking at our minutes and seeing that we have put the Student Success Committee on hiatus may send the wrong message. The terminology may be a stumbling block.
- Consider making the issue a topic for our fall retreat with possible implementation in the spring with the possibility of a revamp into an oversight committee.

Amend item: "Review changes and membership of Student Success Committee at the fall retreat" MSC

- Greg needs to know who gets the goals. Bring results to the ISPC Chairs.

II. Information Items:

a. Midterm Report – 1st Reading (Kris Anderson, Diane Dieckmeyer)

Many thanks to Kris Anderson. She is doing wonderful work.

- Report is due very soon. One more time to look at our work. We need to say how we are able to sustain along with showing evidence.
- Draft was sent via email to all. We continue to ask for your assistance in reviewing this two-part document.
- Second reading will be done in October. Please get any updates to Dr. Dieckmeyer within the next two weeks.
- Make sure all documents are on the website.
- ACCJC standards are going to change.
- ACCJC March 2017.

b. ISPC Survey Results (Ruth Leal)

Overall results are positive. We will take into consideration any results received.

c. Budget Report (Beth Gomez)

Budget report update with PowerPoint presentation reviewed. See attachment.

- CTE will be folded in to Strong Workforce
- Promise Program is really big right now
- 2016/17 FTES reviewed-Norco looks good

Challenge and Opportunities Reviewed

- Expiring Sales Tax and personal income Tax Rates under Proposition 30
- 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 for PPO Plan
- ❖ Increasing in the number of employees choosing PPO Plan
- ❖ Retirement Incentive Retirees Obligation

d. Smoking Policy Update (Beth Gomez)

Smoking Policy reviewed-See attachment.

- Passed the Senate on August 23 and the Assembly on August 30.
- Bottom Line...The law says that the ban of all tobacco products, including e-cigs, on community college campuses will be implemented by 2018.

Next Steps:

- Will need to begin a plan to phase out smoking at our college-with a timeline)
- Once approved through our shared governance process, board policy will have to be changed.

e. Discussion of ISPC Membership (Melissa Bader)

Tabled

f. District Strategic Planning Council Update (Melissa Bader)

Tabled

g. Institution Set Standard Report (Greg Aycok)

Tabled

III. Committee Reports

None

IV. Open Hearing:

- Because many members of the committee will be attending the Student Success Conference there will be no ISPC meeting on October 5.
- Contentious Board Meeting. Vote of no confidence for Trustee miller.
- Steps for censure are in place (Mary Figueroa). Mary has requested the formation of a two member committee to decide on censure. Demotion will not happen.
- Norco Academic Senate will be voting.
- ASNC will not support a vote of no confidence but they *do not* support his viewpoint.
- Overall vote of no confidence for the BOT was taken as a threat.
- December 7 date given for ISPC retreat
- Take parking suggestions to BFPC

Meeting adjourned

Next meeting October 19 1:00-3:00pm ST-107

Committee of the Whole

Guiding Principles

Fall 2016

In an effort to increase institutional effectiveness, the Institutional Strategic Planning Council (ISPC) has established guiding principles to assist the institution in determining when and if an item should be taken to the Committee of the Whole (COTW). The ISPC recognizes that it is not possible to plan for every contingency; therefore, it will seek to follow the *spirit of the guiding principles*, as new situations arise.

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Academic Senate President
 Elected Faculty rep at large
 Chair of Chairs
 Vice President, Student Services
 Vice President, Academic Affairs
 Vice President, Business Services
 Library Faculty
 Dean of Admissions & Records
 2 CTE Faculty (Grants Rep)
 Technology
 Faculty Rep for District Enrollment Mgmt
 4 Classified (Academic Affairs/Student Services)
 Transfer Faculty
 Basic Skills Faculty
 ASNC Student Representative
 Dean of Institutional Effectiveness

Faculty	Staff	Admin	Student	Total
1				
1				
1				
			1	
			1	
			1	
1				
			1	
2				
		1		
1				
		4		
1				
1				
				1
			1	
9	5	5	1	20

Faculty appointments will be made by the Academic Senate.
 Staff appointments will be made by CSEA.
 ISPC members will serve a two year term. Terms will rotate to ensure stability.

Institutional Strategic Planning Council: The ISPC is the main coordinating body for all strategic planning at Norco College. The council's members represent all constituencies of the college and make recommendations to the college president after receiving institution-wide input. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the college emanate from program review, have improvement of student learning as the highest priority, and are driven by the college mission and the educational master plan.



Budget Update

INSTITUTIONAL STRATEGIC PLANNING
COUNCIL (ISPC)

September 21, 2016

*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 2016-2017 Final Budget
(In Millions)



	<u>RCCD</u>	<u>NC</u> (Est. 23%)
<u>FY 2016-17 Ongoing Revenue Budget</u>		
Beginning Ongoing Revenue Budget	\$161.97	\$37.25
FY 2015-16 Apportionment Increase	3.98	.92
<u>FY 2016-17 Apportionment:</u>		
COLA (0%)	--	--
Access (2.92%)	4.19	.96
Deficit (.50%)	(0.80)	(.18)
General Operating Base Increase	1.97	.45
RDA Revenue Deferral Reversed	1.13	.26
Other	<u>0.32</u>	<u>.07</u>
Total Ongoing Revenue Budget Adj.	<u>\$10.79</u>	<u>\$ 2.48</u>
Total Ongoing Revenue Budget	<u>\$172.76</u>	<u>\$39.73</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FY 2016-2017 Final Budget
 (In Millions)



<u>Restricted Revenues</u>	<u>CCC System</u>
Deferred Maintenance and Instructional Equipment	\$184.6
Proposition 39 - Energy Revenues	<u>49.2</u>
Total Restricted Revenues	<u>\$233.8</u>
<u>Other</u>	
Academic Senate	\$.3
Strong Workforce Program	200.0
Career Technical Ed. Pathways (SB1070)	48.0
Basic Skills Program	30.0
Cal Grant B and C	2.2
Innovation Awards	25.0
Zero-Textbook-Cost Degrees	5.0
Institutional Eff. - Implementing Statewide Performance Strategies	10.0

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2016-2017 Final Budget
(In Millions)



<u>Other (continued)</u>	<u>CCC System</u>
Data Security – Tele. & Technology	
Infrastructure Program	15.0
Apprenticeship Program	1.8
Adult Education Block Grant Support	5.0
Online Education Course Exchange	20.0
CalWORKS	8.7
Part-Time Faculty Office Hours	3.7
Puente Program	2.4
Early Childhood Education Apprenticeship	
Pilot Program	1.4
California Promise Program	15.0
"I Can Afford College" Program	2.5
Equal Employment Opportunity Program	<u>2.0</u>
Total Other	<u>\$398.0</u>



RIVERSIDE COMMUNITY COLLEGE DISTRICT
 FY 2016-2017 Final Budget
(In Millions)



<u>Unrestricted Ongoing Revenues</u>	<u>CCC System</u>	<u>RCCD</u>	<u>NC</u> (Est. 23%)
Growth/Access (2.0%/2.92%)	\$114.7	\$ 4.2	\$.97
COLA (0%)	---	---	---
General Operating Base Increase	<u>75.0</u>	<u>2.0</u>	<u>.46</u>
Total Unrestricted Ongoing Revenues	<u>\$189.7</u>	<u>\$6.2</u>	<u>\$1.43</u>
<u>Unrestricted One-Time Revenues</u>			
State Mandate Block Grant	<u>\$105.5</u>	<u>\$2.6</u>	<u>\$.60</u>
Total Unrestricted Revenues	<u>\$295.2</u>	<u>\$8.8</u>	<u>\$2.03</u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2016-2017 Final Budget



FY 2016-17 Credit FTES Projects

Base FTES	28,599.64
Growth/Access (System 2.0%; RCCD 2.92%)	835.11
Total Funded FTES	29,434.75
Unfunded FTES (.49%)	<u>144.14</u>
FTES Target	<u><u>29,578.89</u></u>

FTES Production for FY 2016-17

Growth	835.11
Unfunded	144.14
Summer 2016 Rolled to FY 2015-16	<u>440.56</u>
	<u><u>1,419.81</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2016-2017 Final Budget



	FY 2016-2017	Credit
	<u>Credit FTES</u>	<u>FTES Targets %</u>
RCC	15,913.45	53.80%
NC	6,832.72	23.10%
MVC	<u>6,832.72</u>	<u>23.10%</u>
Total	<u><u>29,578.89</u></u>	<u><u>100.00%</u></u>

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2016-2017 Final Budget

Challenge and Opportunities

- ▶ Expiring Sales Tax and personal Income Tax Rates under Proposition 30
- ▶ 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 For PPO Plan
 - ❑ Increasing in the number of employees choosing PPO Plan
 - ❑ Retirement Incentive Retirees Obligation

RIVERSIDE COMMUNITY COLLEGE DISTRICT

FY 2016-2017 Final Budget

Contingency Budget from FY 2015-2016 \$ 10,447,116

Apportionment

Basic Allocation	\$ 11,404,097
Cr FTES (MVC - 6,606.52; NC - 6,606.52; RCC - 15,386.60 (28,599.64))	143,044,800
COLA at 0.00%	-
Full-Time Faculty Hiring	-
Base Increase + FT Faculty and FON Base Adjustments	1,973,534
Growth at 2.92% (MVC - 226.20; NC - 226.20; RCC - 526.85 (686.39))	4,179,099
Total Gross Apportionment	<u>\$ 160,601,530</u>
Plus, RDA PY Apportionment Deferral Reversal	1,126,438
Less, Property Taxes	(38,734,367)
Less, Enrollment Fees	(8,428,741)
Less, Estimated Deficit Factor (.0050)	(804,290)
Total Net Apportionment	<u>\$ 113,760,570</u>

Total Beginning Balance and Apportionment \$ 124,207,686

Less, Contingency Reserve (Board Policy at 5.00% or more)	(11,987,323)
Less, DO Allocation	(2,306,700)
Less, DSS Allocation	(18,268,001)
Less, Outgoing Transfer for CSJCL (Resource 1120)	(168,706)
Less, Outgoing Transfer for DSPS Match, FWS Support and Veterans Educ	(1,032,605)

Total Funds for Per Credit FTES Calculation \$ 90,444,351

Target Credit FTES Target 29,578.89

Total Funding Rate Per Target Credit FTES \$ 3,057.7331

Total Funding Rate Per Target Credit FTES (Adjusted per Entity)
Target Credit FTES Target

Total Funds for Per Credit FTES Calculation

	Moreno Valley	Norco	Riverside	DSS	DO
Total Funding Rate Per Target Credit FTES (Adjusted per Entity)	\$ 3,057.7331	\$ 3,135.5642	\$ 2,586.2446	\$ 3,225.4443	
Target Credit FTES Target	29,578.89	6,832.72	6,832.72	15,913.45	
Total Funds for Per Credit FTES Calculation	\$ 90,444,351	\$ 21,429,385	\$ 17,675,170	\$ 51,339,796	
FY 2015-16 Excess (Shortfall) of Budgeted Revenues	7,255,349	1,306,561	1,928,568	4,020,220	457,779
FY 2015-16 Excess (Shortfall) of Budgeted Expenditures	477,568	107,395	815,664	(445,491)	17,879,372
Non-Credit FTES	256,438	21,545	-	234,893	-
Federal Revenues	196,606	59,867	50,016	86,723	-
Other State Revenues	6,955,508	1,495,429	1,977,218	3,482,861	2,618,622
Local Revenues	51,459,593	11,197,997	11,512,922	28,748,674	135,277
Incoming Transfer from Bookstore (Resource 1110)	1,051,333	135,035	590,796	325,502	-
Total Available Funds	\$ 158,096,748	\$ 35,753,214	\$ 34,550,354	\$ 87,793,178	\$ 3,211,678
Base Expenditures for FY 2016-2017					\$ 17,879,372
FY 2016-2017	(158,096,746)	(36,479,228)	(34,485,536)	(87,131,982)	(21,479,679)
Budget (Shortfall) or Excess	\$ -	\$ (726,014)	\$ 64,818	\$ 661,196	\$ (18,268,001)
					\$ (2,306,700)

RCCD Reserve History

Ser

RIVERSIDE COMMUNITY COLLEGE DISTRICT
FY 2016-2017 Final Budget
Contingency History

FY	Adopted Contingency Balance	% of Available Funds	Ending Fund Balance	% of Available Funds
2015-16*	\$ 10,447,116	5.45%	\$ 36,517,185**	17.97%
2014-15	\$ 7,801,811	4.28%	\$ 14,667,967	8.69%
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%

*Estimate

**Includes \$15 million of one-time State Mandate Block Grant funds set-aside for future years as a hedge against increasing costs such as PERS, STRS, health insurance, Bargaining Unit Contract increases, retirement incentive costs and revenue reductions. Without the one-time funds, the ending fund balance would be \$21,513,185 (10.51%).



Questions





SMOKING LEGISLATION UPDATE

NORCO
COLLEGE

★ **INSTITUTIONAL STRATEGIC PLANNING COUNCIL**

SEPTEMBER 21, 2016

WHAT IS CURRENTLY HAPPENING....

THERE IS NEWS ON THE SMOKING LEGISLATION FRONT. THE BILL WENT BACK AND FORTH BETWEEN ASSEMBLY AND SENATE AND HAS NOW APPEARED TO HAVE PASSED BOTH HOUSES.

- PASSED THE SENATE ON AUGUST 23RD AND THE ASSEMBLY ON AUGUST 30TH.
- HAVING PASSED BOTH SENATE AND ASSEMBLY, SIGNING OF THE BILL WILL PROBABLY BE DONE SOON.
- IT HAS NOT YET BEEN CODIFIED INTO THE LEGAL DATABASES (IT WILL REPLACE THE CURRENT CAL. GOV'T CODE SECTION 7597.1).
- AS IT IS WRITTEN, HERE'S THE BOTTOM LINE. THE LAW SAYS THAT THE BAN OF ALL TOBACCO PRODUCTS, INCLUDING E-CIGS, ON COMMUNITY COLLEGE CAMPUSES WILL BE IMPLEMENTED BY 2018.
- WE ARE ABLE TO SELF-DETERMINE OUR POLICIES BEFORE THAT TIME, BUT THE REGULATION WILL NOT FORCE US TO DO UNTIL THAT TIME.
- WE WILL CONTINUE TO MONITOR AND PROVIDE MORE INFORMATION WHEN THE GOVERNMENT CODE IS ACTUALLY CHANGED

NEXT STEPS...

- WILL NEED TO BEGIN A PLAN TO PHASE OUT SMOKING AT OUR COLLEGE – (WITH A TIMELINE)
- ONCE APPROVED THROUGH OUR SHARED GOVERNANCE PROCESS, BOARD POLICY WILL HAVE TO BE CHANGED

QUESTIONS?

NORCO
COLLEGE

INSTITUTIONAL STRATEGIC PLANNING COUNCIL - *SEPTEMBER 21, 2016*