



Institutional Strategic Planning Council

Minutes for Wednesday, May 20, 2020

1:00-3:00 p.m.

Committee Members Present (18):

Kris Anderson, Melissa Bader (Faculty Co-Chair), Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Vivian Harris, Dominique Hitchcock, Ruth Leal (Classified Professional Co-Chair), Virgil Lee, Arezoo Marashi, Thalia Moore-Shearer, Chris Poole, Kaneesha Tarrant, Sigrid Williams

Committee Members Absent (2):

Sam Lee, Andy Robles

Advisors Present:

Greg Aycock, Adam Martin, Azadeh Iglesias, Suzie Schepler

Guests:

Laura Adams, Andy Aldasoro, Justin Czerniak, Jethro Midgett, Debra Mustain, Gustavo Ocegüera, Carlos Vasquez

Call to Order: 1:00pm

Recorder

Denise Terrazas

Meeting Minutes

1. Call to Order

1:00 p.m.

2. Reports

2.1 Chair Report

Monica Green

On May 14, the first planning meeting of the opening colleges task force took place. The chair is Dr. Robin Steinback and includes the Presidents, all VPs, and representatives from CTA, Senate, CSEA, and the Student Trustee. Global charge is to develop recommendations for restoring on-site

operations while ensuring safety of students and employees. The task force drafted the following guiding principles:

1. First and foremost, ensure the safety and wellbeing of our students and employees
2. Employ equity minded decision making to ensure care for our most vulnerable students
3. Decisions must lead to long term sustainability
4. Maintain integrity of our programs and academic standards
5. Balance efficiencies and flexibilities while ensuring maximum effectiveness in our ever-changing environment
6. Be mindful of fiscal responsibility without compromising safety
7. Proactively ensure consistent and coordinated communication district-wide
8. Ensure transparency in process and clearly understood recommendations

The task force formed 7 workgroups and identified chairs:

1. Open Labs and similar – Dr. Lopez
2. Lecture Planning – Dr. Farrar (per Quinton: Dr. Stan Tyler, Jeff Mulari appointed)
3. Academic Support Services – Dr. Lee
4. Student Services – Dr. Tarrant, (per Quinton: Kimberly Bell appointed)
5. Communications – Chris Clarke, (per Quinton: Mark Lewis appointed)
6. Safety Protocols – Monica Esqueda
7. Facilities and Operations and Infrastructure – Dr. West

Invitations have been sent to chair to meet as soon as possible along with suggested membership. Next standing meeting is Thursday, May 21.

Melissa Bader

- DBAC has a workgroup assessing the fiscal impact of COVID-19, they will meet weekly.
- DSPC – RCC Strategic Plan was shared and sent forward for BOT approval.
- Conversation on budget, the brief from this meeting was sent by Michael Collins to Nor-all on Monday, May 18.
- Voted on new ERP
- Discussed Distance Education solutions

- Ed Services Plan update

Ruth Leal

- Shared a Marketing Committee Update that the Visual Mark Survey is out and will be open through the end of the semester. Ruth encouraged everyone to take the survey. The Marketing Committee will make a recommendation on the visual mark in the fall to ISPC.

3. Action Items

3.1 Approval of Agenda

- Correct membership list
- No motion to approve the agenda was made

3.2 Approval of May 5 Meeting Minutes

- MSC (Tarrant/Anderson)

3.2 Conclusion

- Approved. No abstentions

3.2 Corrections	3.2 Task of	3.2 Due by
Update the minutes to read that the narrative needs to be on the process. Add 'narrative for the strategic planning structure' Insert a 10 mins break within the hour.	Denise Terrazas	May 20, 2020

3.3 Approval ISPC Membership

- MSC (Bemiller/Williams)
- Non-voting Advisors term end date is 20FAL
 - Discussion on revising committee membership will continue in the fall
- Correct ASNC Representative spelling
- Update ASNC Rep name to Thalia Moore-Shearer

3.3 Conclusion

- Approved. No abstentions.

3.3 Follow-up	3.3 Task of	3.3 Due by
N/A		

4. Information Items

4.1 Strategic Planning Structure of Norco College: Rational and Scope

4.2 Council Charges

- Melissa Bader and Kevin Fleming presented.
- The document presented begins with the answering the question of why we are changing the existing strategic planning structure. The narrative presented captures the discussion from the February 19 ISPC meeting.
- Faculty accreditation liaison and the other two Administrative and Classified Professional accreditation chairs should be solidified in the membership of the College Council.
- EMP-KPI's for clarification
- Annual reporting defined – KPIs based on when data is available (annually), no problem to say report out annually.
- Request to spell out tri-chair membership. This request could be defined in a description of the chair roles/duties.
- Wordsmithing “which discusses and forwards recommendations to the college president”
- Capitalize College President.
- Leadership Council – discussion on the use of the word approve. Needs more discussion.
- Communicates from President and/or DSPC and Chancellor request to include tri-chair membership or separate the two.
- Need to educate the college community about the District and College strategic planning processes.
- The question was raised about a potential name change for APC; this has not gone to the Senate yet.
- Generalize the scope of the councils to be inclusive of other areas vs divisions, add EMP make that first body descriptors more generalized.
- Consider adding by-laws for the College Council and Leadership Councils
- Question about Vice President role. Make this clearer to separate operational and strategic.
- Wordsmith ‘AC provides leadership and responsibility for the standards’
- Strategic Planning Chart will be brought back at a later date.
 - Request to present both the old process with the new proposed.

4.1&2 Follow-up Items	4.1&2 Task of	4.1&2 Due by
Goal alignment and responsibilities chart	Melissa Bader Kevin Fleming	May 27, 2020

4.3 Spring Survey ISPC Survey of effectiveness

- Survey was sent to all the council members and received a 65% response rate.
 - Request to consider adding a 'Neutral' Option
 - Suggested for succession planning, implementing onboarding system, and professional development for ISPC membership
 - Perhaps our first meeting can be the orientation for new members.
 - Suggested to connect agenda items to the mission and/or 10+1 on the agenda

5. Good of the Order

- None.

6. Future Agenda Topics

- Asked for a Budget Report at the next ISPC
- Joint Meeting of Senate and ISPC to work on Strategic Planning Revision.
 - Request to schedule a retreat to fall.
- ISPC agenda items due the Wednesday before the next meeting in an email to the Tri-chairs

7. Adjournment

- MSC (Lee/Williams) Approved.
- 2:39 p.m.

Next Meeting

Wednesday, June 3, 2020
 ISPC Meeting - 1:00-2:00pm
 Open Dialogue – 2:00-3:00pm