

Institutional Strategic Planning Council
May 1, 2019
ST 107 (1:00-3:00pm)
Minutes

Members Present: Melissa Bader (Faculty Co-Chair), Celia Brockenbrough, Peggy Campo, Michael Collins, Leona Crawford, Monica Esparza, Daniel Landin, Ruth Leal (Staff Co-Chair), Mark Lewis, Barbara Moore, Chris Poole, Bryan Reece (Administrative Co-Chair), Mitzi Sloniger, Kaneesha Tarrant

Members Absent: Kris Anderson (Faculty Accreditation Co-chair), Greg Aycock, Sam Lee, Autumn Parra (ASNC Rep.), Jim Thomas

Guests Present: Justin Czerniak, Mark DeAsis, Kevin Fleming, Marshall Fulbright, Charles Henkels, Tenisha James, Brandon Owashi, Caitlin Welch, Gail Zwart

Call to Order: 1:06 pm

Approval of Minutes:

Approval of Minutes for April 17th, 2019

MSC (Poole/Brockenbrough)

Corrections: remove Daniel Landin as present

Approved. 1 Abstentions

I. Action Item:

A. Non-Credit Certificates

(Gail Zwart)

MSC (Campo/Lewis)

Approved

Gail presents the following non-credit certificates and apprenticeships programs for approval: Workplace Essentials, Certificate of Completion (non-credit); Apprenticeship: Manufacturing Technician 1 Certificate; Social Media for Business, Certificate of Completion (Noncredit); Sales Techniques, Certificate of Completion (Noncredit); Industrial Automation, Certificate of Completion (Noncredit); Enterprise Communication, Certificate of Completion (Noncredit); Emerging Leaders, Certificate of Completion (Noncredit); Social Media for Business, Certificate of Completion (Noncredit); Accounting Basics for Small Business, Certificate of Completion (Noncredit) and Computerized Numerical Control Operator, Certificate of Completion (Noncredit). (Handouts attached)

Gail gave an overview of the non-credit certificates. Noncredit certificates are now being paid at the same rate as a credit class. Non-Credit are pass no pass, a few of the certificates are mirrored certificates that provide a grade option. Non-credit are not completed by units they are completed by hours. Non-credit are open to anyone, cannot ask residency. They are free. They provide for a different population than we currently serve. They are for marginalized students and potential dream act students. Dream act students are required to take 1260 hours

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of some kind of college or class credit before they are eligible for financial aid. Some of these classes will help these students meet the required credits at no cost. Classes will mostly be offered on the weekends and out in the community (senior centers, community centers, chambers of commerce, local schools etc.).

Questions/Comments

- Who will teach these courses? Adjunct faculty, some of these courses do not require to be taught by faculty with master or bachelor degrees, they can have an AA plus experience.
- Are we planning on launching in winter? Yes, winter and spring.
- Are these students going to have a separate record? We are going to integrate the transcripts so a student can have a comprehensive transcript. Will have a separate application process.
- Suggestion to have more support staff on nights and weekends to assist these students.
- Does adult Ed grant have any funding for staff? No, not at this point. We do have two staff onsite and one off site currently.
- Will our application be in multiple languages or just English? The state is developing a new on-line application for both credit and non-credit. CCCApply is developing a short form in which a language can be selected.

B. Apprenticeships Programs

(Gail Zwart)

MSC (Campo/ Lewis)

Approved

Gail presented the following Apprenticeships programs for approval:

Apprenticeship: Manufacturing Technician 1 Certificate; Apprenticeship: Manufacturing Technician 2 Certificate and Associates Degree (handouts attached)

This is the first trial apprenticeship program. These are stackable, if you take classes for the first certificate they apply to the second one. One class is required and a bunch of electives. The industry wants their employees to be able to pick and choose the courses they take based on the skills that they need. Most of these people who will take this course are already in the industry working and want to pick the courses that will provide the most value for them.

Questions/Comments

- Have you mapped the PLOs across the course SLOs? The PLOs are pretty general, yes.
- Apprenticeship work experience? Paid on the job learning which 1 unit of work experience is equal to 75 hours. Most people are working full time.

C. Prioritization Lists

(Tri-Chairs)

The committee is voting on accepting the following prioritizations list and forwarding them to the executive cabinet and the president.

- **AAPC Faculty Prioritization List**
MSC (Lewis/Collins)
1 Abstention
Approved
- **SSPC and BFPC Technology Prioritization Lists**
MSC (Sloniger /DeAsis)
Approved

Questions/Comments

- Technology SSPC and BFPC Prioritization Lists- these are the lists that Technology committee have prioritized.
- Do the councils rank the technology at all? No, it all goes to the technology committee. If there is an item on the lists that says “needs more information” what is the process? The departments were given the opportunity to provide more information. The prioritization lists are the recommendations of the Technology committee. Departments and the president make the final decision on what to fund.
- **AAPC Equipment Prioritization List (without staff, faculty and technology)**
MSC (Landin/Crawford)
1 abstention
Approved
- **AAPC Staff Prioritization List**
(Campo/Sloniger)
Approved

Questions/Comments

- Is the first item-IR Specialist referring to changing funding or adding a new staff member? Changing funding. This position is currently BSI funded and is in need of becoming general funded, by 20/21 BSI will not be able to afford the IE departments staff positions on the list.
- **SSPC Staff Prioritization List**
(Campo/DeAsis)
1 abstention
Approved
- **SSPC Equipment Prioritization List**
(Tarrant/Campo)
Approved
- **BFPC Equipment Prioritization List**
(Campo/Sloniger)
BFPC stuff on page three and four, minus technology stuff (handout titled Resource Request All)

1 abstention
Approved

- BFPC Staff Prioritization List
Page 6 BFPC staff (handout titled Resource Request All)
(Landin/Campo)
Approved

Questions/Comments

- On the list it says classified staff full time, what position? Grounds position.
- Explain what is meant by 'Independent assessment'? We are in need of an assessment of staffing needs for the custodial department.

Questions/Comments

- Do these lists include 2018 Program Review resource requests? Yes, these are the unfunded lists from the 2018 program review that we were all put on the same cycle. Some department's items are missing.
- After departments prioritize their own resource request list, how are these lists decided? Each departments list go to their Deans; who then blend all of their department's lists and forward to the Vice President. Finally, a prioritization committee prioritizes the final lists into one list.
- Why do these have to be separate lists? They have to be separate per council, so they are clear.
- This process needs to be fixed.
- The committee will not be forwarding or accepting any blended list. We are in the process of redefining this process.
- This demonstrates that we need our decision making manual to be finished.

II. Committee Reports:

A. Safety Committee

Justin presented the Safety Committee Report. This included activities to meet goal 7. The committee has provided campus wide safety e-mails, First Aid and Active shooter classes, CERT trainings and safety assessments annually as a few examples. Now that we are a CERT team we are trying to host trainings here on campus with Justin teaching along with other resources. Tack boxes around campus have been added this year. These boxes include multiple emergency and safety tools including crowbars, axes, tools and other items. They are painted an approved color on the color wheel. They do not draw attention. We have 7 on campus. Justin requested the committee help promote training and events. Also, help with providing release time for staff to attend. Disaster Preparedness Fair coming up in September.

Questions/Comments

- Is the issue of lack of breastfeeding sites a safety issue? We are not compliant to the new law. Not sure if this falls under safety committee or Facilities Master planning. Issue does need to be addressed.
- Can we do a meet your floor captain every other week? An email announcement? Floor captains do not want to be pictured because they can be a target. An idea for a meet and greet quarterly. With more practice we will see them more.

B. Grants Committee

Tabled for the next meeting

III. Information Items:

A. Student Equity Plan First Read

(Tenisha James)

First read of the Equity plan. Tenisha James presented. Highlights include a revised approval timeline. Originally, plan was to be approved by June, now we have applied for an extension to go to September for board approval. Request for input and feedback before the ISPC vote on May 15th. One important change is that the homeless population is no longer required. There are issues with gathering data. Doesn't mean we are not trying to address the homeless population. Second change is we are no longer required to have goals and activities for each of our disproportionate impact groups. Suggestion to spend time looking at the first 10 pages. Hyperlinks throughout the document. Intentionally focused on being race conscious. At Norco College about 65% of our students are Africa American and LatinX. This is where we are focusing our intense interventions and resources so we can make a positive impact and change. The frameworks we are using are the Five Principles for Equity by Design and the Six Factors for Student Success. There have been changes to the methodology by the Chancellors office. New terminology for 'disproportionate impact' is 'racially minoritized'.

Brandon presented the new data set (percentage point gap) introduced by the Chancellors office. This differs from the 80% rule which we have done historically. Many of the groups that use to be considered disproportionate impacted are now considered ok with the new methodology. Because of this discrepancy we decided to still use the 80 % rule along with the new percentage point gap. The state allows other methodology's to support why and where resources are used. The Institutional Effectiveness department is developing power BI (interactive dashboards) on the IE website. The equity gap has not been closed but the Chancellors new methodology doesn't show some of our historic gaps. Priority groups moving forward will be LatinX, African American, Men of Color, Foster Youth, and LGBTQ students. Plan is a living document. Plan will change as our student population changes. Questions and feedback can be sent to Dr. James or Dr. Ocegura.

Questions/ Comments

- Did all three colleges ask for the extension? Yes.
- The data methodology explanation that Brandon presented was very much appreciated.

- Thank you to the group that has been working on the plan. So much hard work has gone into this plan.

B. Education Master Plan First Read

(Bryan Reece)

Dr. Reece asked the committee to turn to page 57. The heart and soul of the document is on pages 57-60, this is the best summary of the entire document. The 13 goals have not changed in a month. The objectives have changed slightly in the last few days. This is because MV presented their 5 year strategic plan as DSPC and we took notes. Changes were also due to, Dr. Reece meet with the chancellor to go over the objectives to make sure they were all acceptable. Objectives must be achievable and measurable especially with regards to access, success and equity. So far questions have come up about the detailed tasks for the first year. We decided in ISPC to remove that section because they are too specific for this Plan. All the notes from the workshops will be available for when we make task planning goals for next year. On page 61 is a crosswalk that shows how these goals are integrated with our other plans.

Key performance indicators are going to be measured at the goal level, so we have 13 things we are measuring not 99. So far two groups have voted on the Ed Master Plan, Distance Education committee and SSPC, both have passed it. Going forward no more changes, only feedback. ISPC vote will take place on May 15th.

Questions/ Comments

- Are the Equity gaps under goal number 3 page 5, going to be filled in once the Equity plan is done? Yes, they should be filled in by tomorrow.
- Where can I find the definition of Comprehensive College in the document? On page 34.
- Can you highlight what has been added?

C. Facilities Master Plan

(DLR Group)

DLR presented an update on the facilities master planning process. This is a draft that is being presented for feedback. This draft is a collaboration of the former three concepts. In the planning process we are on workshop #4. Facilities key drivers include Student, College and Regional transformation. Goal is to promote student success through academic growth and guided pathways and create a comprehensive campus. We are over 100,000 SF short right now for what we are in need of. DLR presented the proposed site plan. This plan includes main existing buildings, open spaces, welcome center, performing arts center, clustering of the schools, a multi-purpose trail that loops around the campus, etc. The campus is designed with a five minute walking radius. In theory you can walk to any perimeter of campus from the center of campus. The parking structures will be wrapped with retail to provide mixed use space. This plan aligns with the Education Master Plan. The plan is contingent upon obtaining multiple roads onto campus. (PowerPoint attached to minutes)

Questions/ Comments

- What is the circle over Third Street? This is a traffic calming area/main welcome area. Possible pedestrian crossing, exact design to come.

- Early childhood location away from the main campus, why? Thinking of community members who would utilize the center, providing closer access to future housing locations.
- With the Early childhood center so far from the main college how do you imagined the logistics for a student dropping off kids? The vehicular articulation will answer this, with multiple ways on to campus.
- How many floors are the three parking structures? 4-5 stories high.
- What is the current status of additional access roads to the college? Once we have a finalized plan, then this conversation can continue. Lampton has high potential but there is a hill that we will need to knock down. Market has a strong potential for a yes, with a cut through the CNUSD property. Possible yes all the way to 4th street, this is military property but the Navy command has changed in our favor.
- Our front door looks like trailer storage. We will need to work with the owners of the property (corner of Third and Hamner) to collaborate the look of the property or work on purchasing the property.
- Do we have land use restrictions? Yes, because this was military land. There will be obstacles but we have the advantage that these details have been encountered in the past. We have the foresight going forward.
- Discussion on the future of the library. The library need to triple in size by 2030. The Plan is to have 60% of the library in the center of campus and 30% will be LRCs that are housed in the schools, the final 10 % will be support services around campus to support different populations. Suggestion to tear down and start new. Suggestion to add onto the existing library. Suggestion to look at how other schools are doing this which include integrated resource centers where they house tutoring and workshops that are put on by librarians.
- Suggestion for a sub-committee to focus on the future of integration of library services on campus and logistics.
- Does this plan include an Aquatics center? Possibility in phase two, not in phase one.
- Facilities Master Plan in the past had more space details, does this plan? Space analysis is being prepared, currently. And will this replace the existing Facilities Master Plan? Yes
- What if we want to move a building, later? Then you change the plan and take it to the Board.
- This masterplan will be an evolving document, it will change as needs change. It is being designed to be changed and updated.
- If the photonics is approved it will be underground? DLR is already thinking about this.
- If this plan is realized are we maxed out? We will still have some space to build, mostly up.

D. DSPC Update

(Tri-Chairs)

Looking at Local Goal Alignment with Vision for Success district wide, this is already in our plan. Chancellor gave a report out that the new budget formula is not voting well. MV had a tough time with their strategic plan.

Questions/ Comments

- What is meant by the new budget formula not voting well? As it is currently written we will lose 6 million dollars as a district.

IV. Good of the Order:

Meeting adjourned: 3:14pm

Next meeting: May 15th, 2019

Minutes submitted by Charise Allingham