

Institutional Strategic Planning Council
October 17, 2018
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation Co-chair), Greg Aycock, Melissa Bader (Faculty Co-Chair), Peggy Campo, Michael Collins, Leona Crawford, Monica Esparza, Tenisha James, Daniel Landin, Ruth Leal (Staff Co-Chair), Sam Lee, Mark Lewis, Student Name* (ASNC Rep.), Chris Poole, Bryan Reece (Administrative Co-Chair)

Members Absent: Celia Brockenbrough, Mark DeAsis, Mitzi Sloniger, Jim Thomas

Guests Present: Quinton Bemiller, Erin Cole, Kevin Fleming, Marshall Fulbright, Colleen Molko, Maureen Sinclair, Jason Parks

Call to Order: 1:06pm

Approval of Minutes

Approval of Minutes for October 3, 2018

MSC (Campo/Aycock)

Approved with correction. 6 Abstentions

I. Action Items

- A. CA Non-Profit Security Grants (Colleen Molko for Justin Czerniak)
(MSC Landin/Poole) Approved.

This is a grant application for \$75K to be used to purchase security equipment such as search and rescue tools, door-locking mechanisms, bollards, and to fund some safety requests submitted through program review resource allocation. This grant was approved by the grants committee and will be submitted October 26.

- B. James Irvine Foundation (Colleen Molko)
(MSC Landin/Campo) Approved 1 Abstention
The committee approved to move forward with concept approval.

Discussion Points:

- Colleen opened the discussion on concept approval proposals by explaining the back and forth process of working with organizations interested in giving to the college in close collaboration with the RCCD Foundation. Often times there is a point in the discussion where a proposal is requested with a short turnaround time.
- Committee members expressed concern about organizations giving and the conditions associated with the gift. Additionally the reputation of the organization and where they stand on social issues is a concern.

- A proposal for the JIF is due November. The tentative proposal will include \$800K to fund a project director and admin support to build capacity to connect employers with Norco College students, and organize a symposium of regional employers and colleges. No naming rights have been discussed.
 - The committee agreed to take action to convene a group to create parameters. Kevin Fleming will convene a group to create the parameters, ISPC volunteers are: Barbara Moore, Peggy Campo, and Leona Crawford. This group will bring the draft back to ISPC for a vote.
- C. Walmart Foundation (Colleen Molko)
Tabled until the parameters for baseline decision making on organizations the college will accept gifts from is vetted and approved.

II. Committee Reports

A. Technology Committee (Ruth Leal)

Ruth presented on the technology survey results.

Comments/Questions:

- How do the numbers compare to previous years? This comparison has not been reviewed yet.
- Noted that variations could be from a change in the number of employees and results can be skewed by survey delivery (i.e. email)

III. Information Items

A. JFK & Dual Enrollment Update (Daniel Landin/Maureen Sinclair)

Daniel informed the committee that we continue to see increases in some of the things we track: last year ed plan completion reached highest percentage of 80% we should be at 100% by this Dec. Degree completion numbers though still high are expected to plateau this cycle, however we are meeting the mission of JFK that every student graduates with at least 30 college units. The culture of college literacy has shifted significantly thanks to the college presence on site, which has also been attributed to a marked improvement on the success of the program.

Maureen handed out information on credits earned last year at each of the high schools we partner with. Our partnerships continue to grow, this spring we are bringing in a hybrid school with JFK.

Comments/Questions:

- Faculty relations at the HS are going well overall. Maureen was commended for her proactive work in orienting faculty to the different locations. This work will continue as HS instructors are oriented to the college procedures.
- Dr. Reece reminded the committee that this is a good strategy for improving the college-going rate in our region and closing the equity gap.

B. CCC Vision for Success Goals (ISPC Co-Chairs)

One of requirements issued by the state chancellor is that our EMP must align with the States vision and goals. We are going to make sure we do that as we are writing our EMP. The college is hiring a consultant and will include in the criteria for their work.

Comments/Questions:

- In the next phase of guided pathways, we are asked to set goals that involve strategic data points. It is part of our job, once we define those momentum points, to have the same conversation college-wide so that everyone understands and is part of the regular conversation.

C. Mission Statement Update (Melissa Bader)

A draft statement compiled from the edits and suggestions of statements vetted through focus groups, planning councils, and senates was presented for the committee's review and feedback. The committee provided several suggestions, the statement will be revised and brought back to ISPC.

D. Enrollment Strategy Report (Jason Parks)

Jason handed out a working draft of the 2018 Enrollment Plan; this is meant to be informative and narrows down strategies we are taking. We have a lot of enrollment off campus, (i.e. prison, high schools, union). Through intense discussion and collaboration with department chairs on how we are scheduling, we are now able to offer 8 more sections of high impact classes, in terms of enrollment. Over the course of the year, there will be 20 additional sections offered without adding space. It was noted that faculty requested this review of the schedule with a more holistic approach.

Jason provided another handout on a proposed scheduling model that will allow students to schedule their classes more efficiently. The idea is that our classes are not full and we are thinking that this might be because students are taking classes that bridge over two time zones. This redistribution of courses to create a better schedule also leans more to Guided Pathways. This model has been used to build the spring schedule.

Dr. Parks also noted that for the first time students will be enrolling in spring in three weeks, we have finally got to a point for our students to enroll for the next primary term during a primary term.

E. Legislative, Appropriation & Fundraising Update (Kevin Fleming)

Colleen noted our recent awards:

- \$100K for the VRC
- \$50K Golden State Environmental Justice Alliance
- \$278,571 College Mentor Program
- \$267,590 for a Foster Youth Center (one-time)
- \$397,500 ongoing allocation for Foster Youth
- \$233,422 Regional Strong Workforce augmentation for Marketing

Kevin shared the update that outlines our initiatives and the resources we are targeting that include private contributions, grants, appropriations, legislations, and partnerships. This

information has been shared with the Chancellor and Board seeking their support. Please share with your constituent groups.

F. Indirect Reinvestment Procedure (Kevin Fleming)

Kevin presented the revised procedure for indirect reinvestment including Indirect Cost Recovery Projections for 18-19. The committee was asked to review and add as an agenda item for action at a subsequent meeting.

Comments/Questions:

- Is this the whole procedure for soft money? No this is specifically regarding indirects to help fund our fund raising and friend raising efforts.
- Will the 10% of indirects apply to all funding opportunities? We can also give ourselves an out, this is discussed at a prior meeting and the language is embedded in the plan.

G. COTW Survey (Mark Lewis)

Mark shared a draft of the survey; the committee may submit comments to Mark.

Comments/Questions:

Please include students and student leadership in section 1.

Meeting adjourned: 3:18pm

Next meeting: November 7, 2018

Minutes respectfully submitted by Denise Terrazas

Institutional Strategic Planning Council
October 2, 2019
CSS-217 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Quinton Bemiller, Celia Brockenbrough, Michael Collins, Leona Crawford, Monica Esparza, Monica Green (Administrative Co-Chair), Ruth Leal (Staff Co-Chair), Sam Lee, Mark Lewis, Arezoo Marashi, David Mills, Bryan Medina (ASNC Rep.), Chris Poole

Members Absent: Mark Lewis, Barbara Moore

Guests Present: None.

Call to Order: 1:07pm

Approval of Minutes:

Approval of Minutes for September 18, 2019

MSC (Anderson/Aycock)

Corrections: None

Approved. No abstentions

Tri-Chair Report:

Mission, Vision, and Core Commitments

The committee discussed a lack of clarity in the approval process. ISPC approved of the mission statement as part of the Educational Master Plan. The item was then called out in the Committee of the Whole meeting for a final vote along with the Educational Master Plan. The committee further discussed whether the mission needs a separate approval outside of the Educational Master Plan. October 16 will be the first read of the revised Educational Master Plan. ISPC Co-Chairs will further discuss the Mission statement re-approval as a stand-alone item for Board approval. The committee continued discussion on how this should be reflected in the ISER, Sam Lee pointed to this discussion as evidence.

ISPC Norm Setting

The committee discussed norm setting, the following suggestions were made:

- ISPC members are aligned to a shared purpose and values that guide discussion
- Raise hands to signal a desire to speak
- Maintain an environment of authenticity
- Mutual respect
- Welcome collaboration
- Freedom of expression
- Consideration for the opinion of others
- Right to dissent
- Incorporate humor
- Recognize the importance of non-verbal communication

- Discourage sidebar conversations
- Encourage participation and engagement
- Active listening
- Recognize sound issues in CSS217 (eg. voices raised in order to be heard)
- Time issues, there is a lot of work to do, stay within the time limit, are we scheduling ourselves enough time?
- Revisit mission, want to keep the Norco-ness of the committee
- Avoid the reputation that ISPC is where good ideas go to die
- Need to clearly define what our process is so people know where to go first for Strategic Planning
- ISPC meetings – planning body, determine how the process runs, this is a group of constituent bodies around campus, learning experience to figure out how to fill the gaps. Set the tone for the institution at this meeting

ISPC Approval Process Procedure

Make clear on agenda 1st and 2nd read, Roberts Rules review for clear process, set college-wide standard.

ISPC Agenda Request Deadline

Wednesday before each ISPC meeting

I. Action Item:

A. District Strategic Plan (1st reading)

Monica Green shared that at DSPC the latest draft of the District Strategic Plan was reviewed, we have seen this before as an information item. Monica Green scanned through the plan noting sections that have been updated and what has remained the same.

The question was raised about why the service area map was removed. Monica Green thought it was included in the environmental scan.

B. Institutional Self-Evaluation Report (ISER) (1st reading)

Sam Lee and Kris Anderson informed the committee the ISER is near completion, we are still working on some sections and updating evidence. The emphasis of the ISER is on telling our story, this is where we are and how we do things as a college. They reviewed the components of the ISER: history, key initiatives since our last evaluation, student data and demographics, continued compliance with eligibility requirements and with commission policies and federal regulations, alignment to Standards, and Quality Focus Essay.

The co-chairs gave a brief overview of the four Standards noting accomplishments and improvements-in-progress, such as syllabus shell system, assessment, revision of the Curriculum Handbook, Guided Pathways, professional development, greater focus on equity, and communication with our community. The ISER will be brought back to the committee for a formal vote at the next meeting.

The committee thanked the accreditation co-chairs for their hard work.

Comments:

- Standard II.A.6 – Summer Advantage – 1 week not 2

II. Committee Reports

A. None

III. Discussion Items:

A. Revised Educational Master Plan DRAFT

This was sent to Nor-all last week asking for feedback by the end of the week. The timeline is provided in the summary of changes document.

Monica Green reviewed the summary of changes most of which were made to ensure that those student transformation objectives are measurable as we assess, and evaluate our progress. The strategic work in regional and college transformation should result in moving the needle in strategic objectives in student transformation. Meeting the regional service needs as a backdrop for our planning and guideline for growth also remain the same.

B. Recommendation to establish a Rapid Resource Review Board (RRRB)

This item will be reviewed by the Grants Committee.

C. Technology Survey & Refresh Plan Phases

Reviewed surveys available online. Reviewed refresh plan phases for office computers and computer labs available online.

IV. Information Items:

A. Fall 2019 ISPC Retreat Planning - Friday, November 8, 9:00 am – 3:00 pm (Revised)

The proposed date is a conflict for several council members. The group agreed to meet on October 30 12:00-5:00pm as an extended workday meeting for strategic planning development with a request for a true retreat in the future.

B. Resource Request Procedure - workgroup update

Meeting on Friday at 1:30-4:30pm, classified staff added Leona Crawford to the workgroup.

C. District Strategic Planning Council Report

Reviewed the District Strategic Plan at the meeting allowing colleges to collaborate and provide recommended modifications.

V. Good of the order

- Request to take the proposed norms to the constituent group meetings for consistency throughout the college participatory governance.

Meeting adjourned: 3:06pm

Next meeting: October 16, 2019

Minutes submitted by Denise Terrazas

DRAFT