

Institutional Strategic Planning Council
March 6, 2019
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation Co-chair), Greg Aycock, Melissa Bader (Faculty Co-Chair), Celia Brockenbrough, Peggy Campo, Rudy Castellanos (ASNC Rep.), Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Daniel Landin, Ruth Leal (Staff Co-Chair), Sam Lee, Mark Lewis, Barbara Moore, Mitzi Sloniger, Kaneesha Tarrant

Members Absent: Mark DeAsis, Tenisha James, Bryan Reece (Administrative Co-Chair), Chris Poole, Jim Thomas

Guests Present: Bernice Delgado, Gustavo Ocegüera

Call to Order: 1:04pm

Approval of Minutes:

Approval of Minutes for February 20, 2019

MSC (Anderson /Brockenbrough)

Corrections: None

Approved. 2 Abstentions

I. Action Item:

- A. ISR-QFE Projects
MSC (Lewis/Campo)
Approved.

(Melissa Bader)

Two Quality Focus Essay project plans were presented for the committee's approval.

Kris Anderson reminded the committee about the discussion from the last meeting. These are two multi-year projects with goals to improve student learning and achievement at the institutional level. The two projects proposed are presented to committee with information on project activity, measurable outcomes, responsible parties, resources needed, timeline, and related standards.

First plan: Implement Student Success Teams in the Schools

Melissa shared that this is the basic outline to establish success teams for the guided pathways. This plan uses the resources we have and some resources from College Futures Foundation. We are working on the details of the plan and specific measurable outcomes. We are looking at JFK as a model.

Comments/Questions:

- Add to the scope, physical location of schools.

- Could this include faculty office locations? Yes! Mark Lewis agreed to be a resource for this topic.
- Are we moving/redesigning spaces before we develop new space? Maybe, on a small scale. One of the things we want to do is create space for the engagement centers.
- Are examples of what the success teams are doing appropriate for this? What kind of contact needs to happen between faculty and students? Yes we are currently building the student arc.
- Happy to see the CTA piece, keep in mind to broadly communicate the stipends. Yes, will be a conversation for CTA and Academic Senate.

Second plan: Implement Equity-Focused Professional Development Plan with a Teaching/Learning Focus. Kris worked with Quinton Bemiller to produce the outline. Professional development- consulted with leading from the middle group. These are steps and broad outlines focusing on Equity, covering many standards.

Comments/Questions:

- Why does this include another committee? This is because we need all constituent groups represented. The current professional development committee is a committee of the Academic Senate.
- Extra group (committee) would be great for working with district to talk institutionally.

II. Committee Reports

A. Diversity, Equity, and Inclusion

Bernice provided the committee with an update on the upcoming events of the DEI committee that align with goal 2. There is a planned retreat for the spring to prepare for next year's events, to create a schedule of events for the entire year.

Equity plan will be addressed in the next meeting. Information was provided for the regular update. Plan is due June 30, will bring the conversation to the committees. All three colleges are working on presenting their plans to the Board in June. In the plan, we are aligning what we are already doing per equity with a focus on Guided Pathways and professional development. Handouts are provided about the institute and the metrics for the new equity plan. The institute will be attended by a team of eight that will be working on the plan. At the institute they will learn how to look at our data and identify gaps for different populations. Gustavo will provide an update at the next meeting.

DEI committee will be putting on a big equity summit in the fall that will need some funding, possibly matching funds from general funds. This will be an opportunity for our community partners to sponsor.

Comments/Questions:

- What is the purpose and population of the summit? This is a topic of discussion with an idea of creating inclusiveness, including panels on what equity means, including topics on micro-aggressions, LGBTQ, Men of Color, homelessness, etc. This would be a training for everyone with many topics to cover, many possibilities.
- Are the activities on the handout the only ones handled through the committee or a sample? Currently many events are handled by individual clubs. The committee is working on collaborating more with the clubs so activities don't interfere and together we can co-sponsor and collaborate.
 - Student clubs are handing events, do we know what clubs and programs are coordinating the activities? Currently many events are done through ASNC, The committee is working on communication and collaboration with clubs and programs.
 - This is a working committee, we need more people to volunteer especially to put on events.
- New Academic Senate president will be announced in June, the senate president needs to be around to sign on June 30th- be aware of logistics. Submission on-line needs to be planned in advance for signatures.
- The name of the committee changed because it has taken on the beginning stages of the equity plan with feedback from multiple committees. The committee is no longer only a legacy committee.
- Equity is starting to grow, what comes to the committee? Does Local goals and alignment conversation needs to go to the committee? A suggestion to have the conversation in the meeting this Friday. We need to have a clear understanding of where the responsibility of equity lives and with whom (not a single person).
- Rudy gives an update of ASNC upcoming activities- ANSC gives money to programs for events.

III. Information Items:

A. External Revenue Workgroup

(Kevin Fleming)

Follow-up from Dec. 11th discussion of the workgroup that ISPC tasked to address concerns - Dr. Fleming provided a handout and short summary.

Group discussed and provided recommendations to ISPC. Referenced BP 3820 for the college to make its own determination on whether to accept a gift of funds. It has been made very clear that the foundation is the group that receives and solicits gifts for the district. Note that if a donor wants to give us (NC) money and we turn it down, the foundation will accept the money and give it to MV and RCC as long as the gift aligns with BP. BP is sufficient for the parameters of this group.

Comments/Questions:

- Does the Foundation vet donors, and do they consult with counsel? Both the foundation and RCCD Board have to approve the receipt of funds.
- Need to ask Foundation for a clear process of their current vetting process.

- Asked to add some language about how the Foundation vets. The college has the ability to access Charity Navigator and GuideStar for vetting.

B. FTES Distribution Plan

(Sam Lee)

We need to submit as a college to the District- will be presented at the next meeting.

C. Budget Overview

(Mike Collins)

We are almost $\frac{3}{4}$ through the fiscal year; 67% through the budget season. The budget is performing well, we are under budget 5.5% in salary and benefits. We are in discussions with District on spending and reallocating savings.

Comments/Questions:

- Why are library P-T faculty budgets different than regular faculty Budgets? And why are they not automatically adjusted as the FT faculty budget is. Will be working on Budget planning for next year. *Check to see if the budget for faculty is equitable across the board to include the PT budget for library faculty. This maybe the same situation for counselors.
- Can we go through the rational for the budget? Work in progress- budget allocation model transition and budget planning will take a couple of years. 19-20 year will be more reminiscent of what we will need.
- Where would one go to ask about allocations and the budget? At any BFPC meeting, we go through quarterly performance report, and numbers at every month end.
- We are looking at building the budget according to needs. We need to understand historically where we have been and understand the methodology.
- We are currently developing a planning and budgeting calendar that goes to BFPC on the 12th. We are looking at how and when we set our budget priorities.
- Preliminary budget calendar will be coming to ISPCs next meeting. Calendar includes a budget development process.
- How are we going to allocate resources and where do they come from?
- Historically part-time faculty accounts are underfunded and then at the end of the year we deficit spend them.
- Moving forward this year we are going to be responsible for our own budget. We are expecting to be able to carryover our resources as we move forward.
- What's happening with the lights in the Library? LED retrofit is in process, should be completed with-in 4 weeks.
- Asked for Esmeralda to bring the report she provides to BFPC to ISPC.

D. G.O. Bond Economic Impact

(Bryan Reece)

General Obligation Bond, there is a group meeting at the District to discuss. Tabled for next meeting.

E. Prioritization Process

(Co-Chairs)

A draft of Resource Request Procedures (RRP) was presented to the committee to review and provide feedback on. This is presented as an 11 step, workable resource request model that can be approved and completed in a timely manner. This is a process of attaining resource requests from program review out to area managers to develop the initial prioritization. Then looking at request that were not funded in the year before, choosing new items and prioritizing at the area levels first.

Comments/Questions:

- How is this different from the current program review process? Attempt to prioritize these processes through areas and departments. Area managers would work with faculty and staff to prioritize Resource Request and present their recommendations to the area VP. Where does it go after the departments? Does it go to committees? Would only be brought to committees for discussion and then to Presidents Cabinet.
- Guided Pathways forces collaboration that will help with prioritization process.
- One thing that is different is number nine, what is allocated needs to be measured and reported in program review every three years. Number 9 is difficult to implement. Also looking to add to Program Review a way of aligning which goal from the Educational Master Plan will be improved by the resource request. This has never been done before.
- Prioritization will happen with the VPs not in the councils like it has been in the past.
- Where is staffs voice in the process? Staff input will be included in the program review in collaboration with the area manager.
- Discussions need to be at the area level.
- BFPC may not be the strategic body to make these decisions. Planning should come first, through ISPC. Suggestion to change to IPC from BFPC on number one.
- Unfunded items carry over to the next year and sunset at 3 years.
- Some things don't need to be prioritized, they may only need to be addressed with proper budgeting. Cash flow reports show where we are way under and over funded. These needs can be analyzed through reports and proper budget planning.

F. Big Us Plan

(Bryan Reece)

Table for next meeting

G. Planning and Governance Manual

(Sam Lee for Bryan Reece)

The intention of this manual is to preserve and strengthen our governance process. Dr. Lee asked the committee to review an attempt to align our decision making process with our educational master plan, and clarify our different processes and groups. While reviewing the councils, reimagine them as councils directed at advancing our strategic areas. Dr. Lee noted that the organization charts are used as a brainstorming tool for

figuring out what goes where, they are not accurate and will need to be corrected to accurately reflect the current structure.

Comments/Questions:

- Student services are not included because changes still need to take place.
- Committee was asked to look at page nine, to look at proposed councils and committees.
- What was intended by scholarship committee? Scholarship in terms of money for students. Isn't the scholarship committee just a reoccurring workgroup?
Yes
- Question about co-chairs. Asked for clarification because Norco currently has a tri-chair system. This is a topic for consideration. Looking for ways to consolidate and shrink the size of the current councils. This is an area for discussion.
- Can the Norco 9 be defined? An advisory group comprised of leaders from constituent groups. The concept is evolving.
- Need to make a clear distinction between decision making and operational committees. Can possibly add this distinction to page 18.
- Page 22 provides a sample of the decision making process.

Committee will review and will bring back questions and suggestions to a future meeting.

IV. Good of the order

Meeting adjourned 3:06pm

Next meeting March 20, 2019

Minutes submitted by Charise Allingham

NORCO COLLEGE

Resource Request Procedure (RRP)- FY 2019/20

A Resource Request is a request for human or physical resources or a request for a budget augmentation (ongoing or one-time). Resource Requests should not include faculty positions nor currently budgeted on-going operational needs (e.g., annual instructional supplies).

Program Review at Norco College is on a three-year cycle, with all units undertaking comprehensive Program Review in 2017. Each subsequent year, annual goals are updated as needed, and college units submit Resource Requests related to program goals, in alignment with the College mission, strategic plan, budget priorities and intended outcomes. This planning starts in March of every year to ensure appropriate connection and timing related to college budget processes and institutional planning needs.

1. College Budget priorities for FY 2019/20 are discussed and determined by BFPC *(February 2019)*
2. The Resource Request process is initiated in program review by area managers. *(March 2019)*
Requests include items identified and justified in program review:
 - a. Items not funded in the previous year (these are rolled over if not funded)
 - b. New items that were not listed in program review but are needed now to achieve outcomes.
 - c. Items considered outside of normal operating needs (e.g., new furniture, software, instructional supplies, instructional equipment, facilities needs and non-faculty personnel).
3. Area managers work with faculty and staff to prioritize Resource Requests each year. *(Due May 15, 2019)*.
 - Full-time faculty requests follow the Academic Planning Council process.
 - The requests need to be prioritized by the program areas, including direct ties to college mission, strategic plan, budget priorities and intended outcomes.
 - Area managers identify top priorities for their areas.
4. Area vice presidents reviews prioritized list with respective departments/divisions and communicate the availability of possible funding. Some requests might be funded by grants or categorical funds. *(August 30 2019)*
5. Area vice presidents present prioritized Resource Request for their entire area to the appropriate planning council (BFPC, SSPC, and AAPC) for discussion. *(September, 2019)*
6. Area Vice Presidents present Planning Council funding priorities to President's Cabinet for analysis in accordance with strategic plan. *(September, 2019)*
7. Business Services begins allocation of funds for prioritized items based on funding availability, provides GL accounts for funded items and provides rationale for unfunded items. *(October-November, 2019)*

Rationale for Unfunded Items:

1. Request not related to College Mission
2. Request not related to Strategic Plan
3. Request does not meet budget priorities
4. Request not related to intended outcomes
5. Funding not available/Insufficient funding
6. Low priority request
7. Not enough information provided.

8. Area leaders work with faculty and staff to process purchases of funded Resource Requests. *(November 2019-April 2020)*
9. Area leaders ensure the measurement of the intended outcome related to the resource allocation request is undertaken. Results are documented in program review every three years. *(When, In July after the fiscal year ends or February before a new program review cycle begins?)*
10. Annual institution wide evaluation of effectiveness of the Resource Request Procedures (RRP) takes place, results are analyzed to enable continuous improvement. *(November 2019)*
11. Area VP reviews unfunded Resource Requests for FY 19/20 and funds additional requests according to priority previously established. (If additional funding exist). *(February 2020)*