

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

Members Present: Kris Anderson, Greg Aycock, Melissa Bader (Faculty Co-Chair), Peggy Campo, Michael Collins, Monica Esparza, Ruth Leal (Staff Co-Chair), Sam Lee, Mark Lewis, Barbara Moore, Gabriela Perez (ASNC Rep.), Chris Poole, Mitzi Sloniger, Kaneesha Tarrant,

Members Absent: Celia Brockenbrough, Leona Crawford, Daniel Landin, Bryan Reece (Administrative Co-Chair), Jim Thomas

Guests Present: Esmeralda Abejar, Marshall Fulbright, Colleen Molko, Valerie Piper, Kevin Fleming

Call to Order: 1:06PM

Approval of Minutes:

Approval of Minutes for March 20, 2019

MSC (Moore/Sloniger)

Corrections: None

Approved. 1 Abstentions

I. Action Item:

- A. Institution Set Standards Methodology (Greg Aycock)
MSC (Anderson/Sloniger)
Approved.

ACCJC now requires floor and aspirational goals. Greg gives a brief recap of the last meetings presentation and presents a PowerPoint that is attached to the minutes. We will keep the floor of the ISS stable for the time of the Strategic Plan. Discussion on how to set the floor with a decision to set the floor as the ISS mean for the last 5 years. The 5 years of ISS data is actually over the last 10 years. The aspirational goals makes sense to align with other data, first state then local level goals. For example, Vision for Success and our Strategic Plan. The review cycle for the ISS will be every 5 years corresponding to the end of the Strategic Plan time period.

This data is based on volume, the data can be skewed by multiple degrees for the same student. Don't know why we look at volume, this is an ACCJC request. We track students from first class to completion ourselves, this can be found in our Strategic Plan.

A change to our reporting this year, we no longer report out if we have less than 10 completers.

Questions/Comments

- How do we get these numbers? Is this specific courses? This is an average

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of all courses. We could look at the ISS by discipline if necessary. This is already done in program review.

- Is this the success rate that goes into the new funding? No this does not affect the new funding, this is ACCJC.
- Can you explain the goal for employment? Employment meaning percent of students employed in their field of study, CTE.
- Are we auto awarding certificates? Yes
- Have we gone below the ISS floor for 2 years in a row? No, but if we do we have to report out on it.
- When do we review the methodology? Every five years, in alignment with the 5 year Strategic Plan.

B. Quality Focus Essay
Tabled for the next meeting

(Kris Anderson)

II. **Committee Reports:**

A. Technology Committee

Ruth presented some highlights from the Technology Committee Report that is attached to the minutes. Technology provided trainings at winter and fall Flex including Go RCCD portal, Office 365, and the website. Approximately 3526 students are using Lynda.com. The committee will be conducting a survey in the spring, past surveys have shown high satisfaction with Lynda.com. This survey goes out to student users only. Committee is currently looking at technology goals to be updated according to current plan.

Current administrative computer inventory handout provided. Inventory will also be posted on the Technology Committee webpage.

Questions/Comments

- What does the inventory mean? This is a complete inventory of office computers completed by TSS and presented to the Technology Committee. Business Services uses the inventory to identify what the needs will be, plan for the upcoming fiscal year and financially plan for those refreshments. For hardware the warranty runs for 3 years and the college plans for a 4 year replacement cycle. The priority is to replace older computers first as part of the Technology Strategic Plan.

III. **Information Items:**

A. Advancement Report (Grants Committee)

Colleen provided the committee with an update on the various grant awards received and grants the college is pursuing. Information sheets for the grants are attached to the minutes.

Proposals/LOIs Submitted

- Expanding Community College Apprenticeships: Expand the existing launch apprenticeship network within the Inland Empire. \$ 90,000 benchmarked for Norco College. Provides additional funding for what we are already doing in apprenticeship.
- Improving Online CTE Pathways Grant Program: Improvement of online programs. Funding for Game development to offer their 5 programs entirely online. Can provide up to \$500,000 in funding.

Other Developments

- College Futures Foundation: We have been asked to provide a full application. This includes \$200,000 for salesforce. This will allow us to pilot the salesforce series of apps with the summer advantage students.
- IEPI has accepted our request for a full partnership resource team visit. There is seed funding of \$200,000. We have requested help with developing a plan to schedule our course offerings 2-3 years out.
- Promise Scholars Program Replication Grant: we were not selected
- Kregse foundation- we were not selected.

Questions/ Comments

- RCCD did not opt into the online exchange.
- Does this imply that we support the creation of the 115 online college? It goes with that initiative but it is separate from the 115 college. There are two options, one to connect with the 115 college and an option to build new online programs. We choose the option to build new online programs. Game Development wants to offer these 5 programs entirely online as well as in class.
- This needs to go through program development process and through Senate.
- Request to return to James and Judy and tell them this needs to go through Senate. This needs to be approved before they apply for the grant.
- What is the commitment, what are we signing on to and what are we going to be obligated to? Would these programs go into the online exchange? Dr. Fleming and Colleen will look into these concerns and send all the information and the RFA to Peggy and the Senate.
- This money is being offered because the Chancellor's office wants to encourage the development of programs online to accommodate students.
- Note if we develop completely online programs we will need to do a substituent change proposal to ACCJC for each.
- The grant does not indicate that the College will have to participate in the online exchange, this is still a concern of the committee.
- The Online Exchange is where we received Canvas and agreed to use their rubric. As a college we have opted out of the highest level of the Online Exchange.
- What will the \$500,000 be used for? To put these five programs entirely online. This grant only allows for one year to complete the work.
- Does this go beyond curriculum? These courses are currently going through curriculum, yet they were not approved on time.

- If the courses are already in curriculum and developed, what are we paying for? Wrap around support services, faculty reassigned time, expert subject matter assistance, and outreach and marketing. The grant cannot be used for hardware and software.
- Can this pay for an online tech support? Yes, it can provide tutoring, online service support, release time. Suggestion to have a person on campus to provide the online support.
- Request to plan for the end of the grant. As it sunsets we need plan to continue the services or evaluate how to discontinue the services. We need to plan for when the grant ends to continue the services.

B. Facilities Master Plan Presentation (DLR Group)

DLR presents a PowerPoint that will be available on the website. DLR requests for people to provide feedback for the three concepts on the online forum. They would like people to provide three strengths and weaknesses for each concept. Feedback can be provided at: <http://norco-college-fmp-microsite.webflow.io/update-pages/concepts>. Please don't pick which concept you like the best. DLR will create a completely different plan synthesized out of the strengths from these three. Concepts were created from the big ideas activity. The ideas from the activity are portrayed in the concepts. These concepts include an addition of 480,000 Sq.Ft. including 13,000 beds, 500 more parking spaces, a performing arts center and a recreation center.

Concept A- Green Parkway- Will maintain a green parkway that connects to the neighbors to the East and the North. Will need more parking for the housing. This concept includes property acquisition. Track and field will be located above a parking garage with 1,200 stalls.

Concept B- Extend the Spine: Pedestrian Parkway- Focuses on extending the spine, eventually having access to Hamner and a pedestrian connection over Third Street. Potential for a really large Welcome Center. Parking garage built under a track and field. This concept uses existing property.

Concept C- Urban Edges- Includes high rise developments, 1-2 stories of academic space with housing above. Can have community partnerships and retail. This concept uses existing property.

These three concepts are intentionally very different to obtain as much feedback as possible.

April 10th deadline for feedback.

April 30th open house during college hour to review all the draft plans.

May 14th final concept will be presented to BFPC.

May 15th Dr. Reece will present to ISPC.

Questions/ Comments

- Can you put this information on a half sheet and into the faculty mailboxes? Suggestion for an email with the link sent out the faculty to get them engaged.
- Is there a plan to give a video walk through explaining the concepts for the webpage? Yes, we can record a zoom session.
- What do you see as trends in the next 30 years? Community colleges have a need for more student services because online students still want to come to

campus for services and the college experience. Another trend is student housing.

- Since there is a high school on campus, how is housing affected? Typically housing issues are address with campus policies. This can be look at as affordable housing for students and the city. Policies and codes will need to be researched more but should not have any issues.
- With the housing will playgrounds be included for families? Adding playgrounds is feasible also, community gardens.
- Would parking be available for guests? We look at the total parking and we use the ratios that are working currently to determine the parking designated spaces.
- If a building does not appear on a proposal is it going to be removed? The modular buildings will be removed, none of the permanent buildings. Departments may move or change location but nothing is removed.

C. Budget Performance Report 3rd Quarter (Mike Collins)

Dr. Collins provided an overview of the 3rd quarter budget report. This is a new performance report that comes out quarterly to BFPC. For ISPC a visual graph was created to make it easier to look at (attached to the minutes). We are preforming under budget, currently. Esmeralda explains the graphs. The first graph shows the actual budget for 2017/18 compared to the revised budget. The second graph show the 18/19 revised budget compared to our YTD actuals.

Questions/ Comments

- The services and operating expenses shows only 27% used, does this mean that the money in this budget can be used for computers and other items? Yes and no, this budget line item carries a lot of our carryover and one time funds.
- Routine items that are needed will be put in program review. The technology report (Administrative Computer Inventory) is used for replacing computers.
- Currently, there is not a clear process on how to request a computer. A process on how to have a bookshelf repaired or replaced is also not clear. We are in the process of redefining the process through APC, Program Review and the Planning and Governance Handbook.
- Can you clarify academic and staff salaries? Where is management housed? Academic salaries include certificated mangers and classified salaries included classified management. This budget only shows general funded staff and faculty it does not include grant funded.

D. Local Alignment with Vision for Success (Greg Aycock)

Dr. Aycock provided the committee with an update on the alignment of Local Goals to Vision for Success goals (PowerPoint attached to the minutes). We are now being required to align our metrics with the state for new funding according to AB1805. We have already meet one milestone by certifying to the Chancellor's office that this process is underway. We meet with a sub-group of the committee on December 15th to set measurable, aligned goals. Will be presented to the Board of Trustees on May 31st. The Board has to adopt goals and submit to the

chancellor's office with signatures of the Board President, CEO. These goals are replacing the IEPI goals. There are 6 goals, we are focusing on 5. We are in a good place because we are able to incorporate the VSP goals into our Strategic Plan. The data is by person (unduplicated), not by degree. The table goes over how the metrics align with our Norco College Goals, our base line and the Vision for Success Goals. These metrics are using the methodology provided by the Chancellor's office. We are trying to align the Equity Plan and VFS goals.

Questions/ Comments

- Are these our goals? No these are the Vision for Success Goals set by the Chancellors office
- Can you please explain the 79 unit accumulation? The 'unit accumulation' is the average total units students accumulate by the time of transfer or completion in their program of study. The goal is to lower the totals to 79 or less. Many students accumulate units over what are transferable. Guided pathways was introduced to help students get on a path to completion that avoids accumulating unnecessary units while at community college.
- Students are not receiving good guidance from counselors here. Students come to the college with a high school mentality, and are used to being directed and steered. Guided pathways and the college are addressing this issue.
- Auto awarding is not automated, it is a manual process.

E. Committee of the Whole Meeting Dates (Tri-Chairs)

Want to hold two COTW meetings. The first in April to provide information on Accreditation, the Master Plan and the Facilities Master Plan. The second in May to vote.

Informational meeting: April 23rd at college hour

Vote meeting: May 24th at noon.

We will set the topics at the next meeting.

Questions/ Comments

- What happens if the Committee of the Whole votes no? We have to take back the plan and revise. We are hoping by holding an informational meeting first we will get feedback before the vote.
- We need to let it be known that this an opportunity to hear, understand and respond. We need to communicate the process, by email and at department meetings. Please explain the process and what we will be covering.
- Suggestion to integrate feedback and send it out one week prior to the May vote.
- Going forward we need to force the issue of communication.

F. Big Us Plans Update (Sam Lee)

Dr. Lee informed the committee that deliberations are moving along quickly and provided a schedule of dates for the Educational Master Plan:

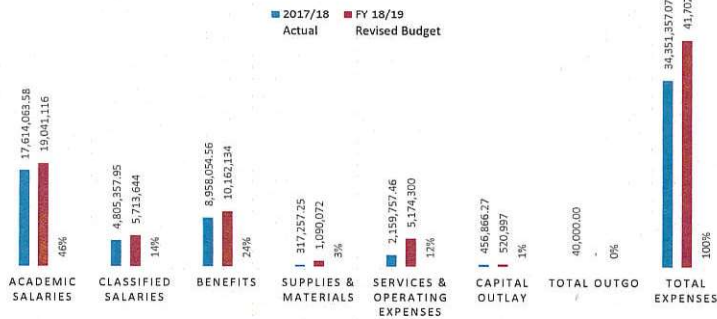
April 15th second read at Academic Senate.

3RD QUARTER BUDGET PERFORMANCE REPORT NORCO COLLEGE

Object Description	2017/18 Actual	FY 18/19 Revised Budget	% Allocated to total budget
Academic Salaries	17,614,063.58	19,041,116	46%
Classified Salaries	4,805,357.95	5,713,644	14%
Benefits	8,958,054.56	10,162,134	24%
Supplies & Materials	317,257.25	1,090,072	3%
Services & Operating Expen	2,159,757.46	5,174,300	12%
Capital Outlay	456,866.27	520,997	1%
Total Outgo	40,000.00	-	0%
Total Expenses	34,351,357.07	41,702,263	100%

Object Description	FY 18/19 Revised Budget	% allocated to total budget	YTD Actuals as of 3/29/2019	YTD Balance	% Used
Academic Salaries	19,041,116	46%	14,085,385.51	4,955,730.49	74%
Classified Salaries	5,713,644	14%	4,157,393.53	1,556,250.47	73%
Benefits	10,162,134	24%	6,365,694.09	3,796,439.91	63%
Supplies & Materials	1,090,072	3%	176,861.63	913,210.37	16%
Services & Operating Expenses	5,174,300	12%	1,398,699.31	3,775,600.69	27%
Capital Outlay	520,997	1%	349,478.64	171,518.36	67%
Total Budgeted Expenses	41,702,263	100%	26,533,512.71	15,168,750.29	64%

**NORCOCOLLEGE 2017/18 ACTUAL EXPENSES
VS 18/19 REVISED BUDGET**



NC FY 18/19 REVISED BUDGET and YTD ACTUAL EXPENSES AS OF 3/29/19

