

Institutional Strategic Planning Council (ISPC)

MINUTES

September 21, 2016

1:00 – 3:00 (ST 107)

Attendees

Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)

Greg Aycock (Institutional Effectiveness)

Celia Brockenbrough (Library Faculty)

Leona Crawford (Staff)

Chris Poole (Staff)

Emile Bradshaw (Staff)

Mark Lewis (Faculty)

Monica Esparza (Staff)

Jason Parks (Chair of Chairs – APC)

Mark DeAsis (Dean of Admissions and Records)

Barbara Moore (Faculty)

Mitzi Sloniger (Faculty)

Peggy Campo (Academic Senate President)

Beth Gomez (VP Business Services)

Laurie Hankins (Recorder)

Absent

Jim Thomas (CTE Faculty)

Tricia Hodawanus (Staff)

Robbie Bishara (ASNC)

David Mills (Basic Skills Faculty)

Natalie Aceves (Staff)

Ana Molina (Staff)

Charles Henkels (Career and Technical Ed)

Guests: Gustavo Ocegueda, Kris Anderson, Carol Farrar

Meeting called to order at 1:05pm

Approval of Minutes

- Approval of Minutes from September 7, 2016
Motion to approve Jason Parks/Chris Poole. MSC with two abstentions.
- Photo of ISPC-discussed taking photo of ISPC to put up on the ISPC website. Plan on taking group photo at next meeting.

- Please note the addition of 3rd bullet-Marketing. Exploring idea that survey could be pushed out through GradGuru.

I. Action Items

a. COTW Guiding Principles (Diane Dieckmeyer)

Motion to accept Peggy/Celia

At our last meeting we brainstormed on ideas to bring forward as Guiding Principles for the Committee of the Whole:

1. Items which align with topics that require Board of Trustee (BOT) approval will be voting items.
2. Other items that have impact to the college at large will be agendized as information items.
3. Other items of special importance that pertain to the college strategic goals and objectives may be agendized.
4. To encourage participation, confidential voting will be implemented whenever possible.
5. To increase understanding of institution-wide issues, brief summary descriptions will accompany agenda items whenever possible.

Discussion:

- Can we add some sort of time frame on voting items?
- Add blurb that goes out on voting items along with the agenda.
- Add a contact name with each voting items in case there are questions.
- Include each step of the approval process
- Are we still considering changing the order of approval? This issue came up in the Open Dialogue session. Because COTW only meets twice a year the items will get severely delayed. The alternative is to narrow our focus on what is voted on.
- Consider adding a summary
- Link items in the decision process.
- Orient agenda around the issue, not the committee.
- Communication must work both ways. Communication issue tabled for now.

COTW Guiding Principles MSC with recommended changes: see highlighted changes below

In an effort to increase institutional effectiveness, the Institutional Strategic Planning Council (ISPC) has established guiding principles to assist the institution in determining when and if an item should be taken to the Committee of the Whole (COTW). The ISPC

recognizes that it is not possible to plan for every contingency; therefore, it will seek to follow the *spirit of the guiding principles*, as new situations arise.

- 1) Items which align with topics that require Board of Trustee (BOT) approval will be voting items.
- 2) Other items that have impact to the college at large will be agendized as information items.
- 3) Other items may be agendized *as determined by a majority vote of the ISPC.*
- 4) To encourage participation, confidential voting will be implemented whenever possible.
- 5) To increase understanding of institution-wide issues, brief summary descriptions *that include the shared governance approval history of the item, and the name of a contact person associated with the item,* will accompany agenda items whenever possible.

b. Placing 2016-2017 Student Success Committee Meetings on Hiatus (Gustavo Ocegueda)

Motion to approve Jason /Mark - Handouts consisting of the September 12 2016 minutes and Q8 of the Strategic Planning Committee Survey of Effectiveness were reviewed.

- This committee has gone through many leadership changes and is at a crossroad. Where is the committee headed?
- Back and forth between academic and non-academic
- Formerly matriculation/SSSP which took up the majority of the meeting time.
- Now there are many areas taking on the responsibility of Student Success.
- A hiatus was discussed so that we could focus on a clear objective.
- Most action items could be mapped to other meeting groups.

Discussion:

- Don't we need the Student Success Committee as an oversight group so that efforts are not duplicated? The Student Success Committee has never been the oversight committee, so putting it on Hiatus would not change anything.
- Why is it an all or nothing proposition? We are supposed to be student oriented. How would it look if we discontinued the Student Success Committee? Would it send the wrong message? How does A&R feel about it?
- Would it help to meet less frequently? This committee has pushed hard for eight years. It really needs a hiatus to refocus. It has been difficult to get faculty involved. It is suffering from a lack of participation and purpose.

- Have you considered a Student Success Council that represents all areas?
- If you need/want to disband do it, don't agree to a hiatus.
- What happens to items already in process? Who will take over and follow what is happening to these issues?
- We still need to meet to decide if they will go on hiatus. The conversation is not over about the future of this committee.
- Hiatus gives the option to reconvene. How do you end a Student Success Committee in an educational body?
- Someone looking at our minutes and seeing that we have put the Student Success Committee on hiatus may send the wrong message. The terminology may be a stumbling block.
- Consider making the issue a topic for our fall retreat with possible implementation in the spring with the possibility of a revamp into an oversight committee.

Amend item: "Review changes and membership of Student Success Committee at the fall retreat" MSC

- Greg needs to know who gets the goals. Bring results to the ISPC Chairs.

II. Information Items:

a. Midterm Report – 1st Reading (Kris Anderson, Diane Dieckmeyer)

Many thanks to Kris Anderson. She is doing wonderful work.

- Report is due very soon. One more time to look at our work. We need to say how we are able to sustain along with showing evidence.
- Draft was sent via email to all. We continue to ask for your assistance in reviewing this two-part document.
- Second reading will be done in October. Please get any updates to Dr. Dieckmeyer within the next two weeks.
- Make sure all documents are on the website.
- ACCJC standards are going to change.
- ACCJC March 2017.

b. ISPC Survey Results (Ruth Leal)

Overall results are positive. We will take into consideration any results received.

c. Budget Report (Beth Gomez)

Budget report update with PowerPoint presentation reviewed. See attachment.

- CTE will be folded in to Strong Workforce
- Promise Program is really big right now
- 2016/17 FTES reviewed-Norco looks good

Challenge and Opportunities Reviewed

- Expiring Sales Tax and personal income Tax Rates under Proposition 30
- Multi-year Rate increases for STRS and PERS
- Double Digit Rate Increases to the District Health Costs

- ❖ Impact of Affordable Care Act
- ❖ Rising 65+ Retiree Health Care Costs for PPO Plan
- ❖ Increasing in the number of employees choosing PPO Plan
- ❖ Retirement Incentive Retirees Obligation

d. Smoking Policy Update (Beth Gomez)

Smoking Policy reviewed-See attachment.

- Passed the Senate on August 23 and the Assembly on August 30.
- Bottom Line...The law says that the ban of all tobacco products, including e-cigs, on community college campuses will be implemented by 2018.

Next Steps:

- Will need to begin a plan to phase out smoking at our college-with a timeline)
- Once approved through our shared governance process, board policy will have to be changed.

e. Discussion of ISPC Membership (Melissa Bader)

Tabled

f. District Strategic Planning Council Update (Melissa Bader)

Tabled

g. Institution Set Standard Report (Greg Aycock)

Tabled

III. Committee Reports

None

IV. Open Hearing:

- Because many members of the committee will be attending the Student Success Conference there will be no ISPC meeting on October 5.
- Contentious Board Meeting. Vote of no confidence for Trustee miller.
- Steps for censure are in place (Mary Figueroa). Mary has requested the formation of a two member committee to decide on censure. Demotion will not happen.
- Norco Academic Senate will be voting.
- ASNC will not support a vote of no confidence but they *do not* support his viewpoint.
- Overall vote of no confidence for the BOT was taken as a threat.
- December 7 date given for ISPC retreat
- Take parking suggestions to BFPC

Meeting adjourned

Next meeting October 19 1:00-3:00pm ST-107



SMOKING LEGISLATION UPDATE

NORCO
COLLEGE

★ **INSTITUTIONAL STRATEGIC PLANNING COUNCIL**

SEPTEMBER 21, 2016

WHAT IS CURRENTLY HAPPENING....

THERE IS NEWS ON THE SMOKING LEGISLATION FRONT. THE BILL WENT BACK AND FORTH BETWEEN ASSEMBLY AND SENATE AND HAS NOW APPEARED TO HAVE PASSED BOTH HOUSES.

- **PASSED THE SENATE ON AUGUST 23RD AND THE ASSEMBLY ON AUGUST 30TH.**
- **HAVING PASSED BOTH SENATE AND ASSEMBLY, SIGNING OF THE BILL WILL PROBABLY BE DONE SOON.**
- **IT HAS NOT YET BEEN CODIFIED INTO THE LEGAL DATABASES (IT WILL REPLACE THE CURRENT CAL. GOV'T CODE SECTION 7597.1).**
- **AS IT IS WRITTEN, HERE'S THE BOTTOM LINE. THE LAW SAYS THAT THE BAN OF ALL TOBACCO PRODUCTS, INCLUDING E-CIGS, ON COMMUNITY COLLEGE CAMPUSES WILL BE IMPLEMENTED BY 2018.**
- **WE ARE ABLE TO SELF-DETERMINE OUR POLICIES BEFORE THAT TIME, BUT THE REGULATION WILL NOT FORCE US TO DO UNTIL THAT TIME.**
- **WE WILL CONTINUE TO MONITOR AND PROVIDE MORE INFORMATION WHEN THE GOVERNMENT CODE IS ACTUALLY CHANGED**

NORCO
COLLEGE

INSTITUTIONAL STRATEGIC PLANNING COUNCIL- SEPTEMBER 21, 2016

NEXT STEPS...

- **WILL NEED TO BEGIN A PLAN TO PHASE OUT SMOKING AT OUR COLLEGE – (WITH A TIMELINE)**
- **ONCE APPROVED THROUGH OUR SHARED GOVERNANCE PROCESS, BOARD POLICY WILL HAVE TO BE CHANGED**

QUESTIONS?

NORCO
COLLEGE

INSTITUTIONAL STRATEGIC PLANNING COUNCIL - *SEPTEMBER 21, 2016*