



## Academic Planning Council

Business & Scheduling Meeting

April 6, 2018

9:00am-12:00pm

**ST 107**

Present: Ms. Melissa Bader (co-chair), Mr. Peter Boelman, Dr. Kevin Fleming, Dr. Marshall Fulbright, Dr. Alexis Gray, Mr. Kim Kamerin, Mr. John Moore, Mr. Jeff Mulari, Mr. Bob Prior, Dr. Phu Tran, Ms. Patricia Worsham,

Absent: Mr. Quinton Bemiller, Ms. Ana-Marie Olaerts, Dr. Jason Parks (co-chair) and Dr. Gail Zwart

Visiting: Dr. Samuel Lee, Dr. Monica Green

A. Welcome

1. Melissa Bader welcomed everyone to the meeting.

B. Motion to amend agenda

1. Way Finding (Tricia Hodawanus)

C. Approval of Minutes

1. Motion to approve minutes from March 16, 2018 | Boelman/Gray (approved with 1 abstention) ACTION ITEMS

D. FYE Program – Summer 2018

1. 18 Fall 8 sections ENG-1A (2 per school)
2. 50% new ENG wraparound with Business and Writing
3. Faculty to Assist
4. Will take students out of Summer Advantage
5. There will be 1-2 Guidance courses

E. Old Business

1. 16-17 FTES Status update
  - i. We are expected to be 31 short of our 7,051
  - ii. This includes our 90 from the second 8 week sections
  - iii. May do another round of Call Center (did not do)
  - iv. Will suggest that they populate Canvas and Blackboard early so instructor can send email blast to students
  - v. Adding 3 week intensive classes during summer
  - vi. Considering contacting students that had previously failed these sections
2. Faculty Ranking Workgroup
  - i. Currently in Flux due to reorganization
  - ii. Recommended moving to next year after the reorganization is complete – motion | Moore/Gray approved

F. New Business

1. Way Finding
  - i. Tricia shared with APC the purpose behind the Way Finding Program
  - ii. Improve facilities
  - iii. Add signage – Hamner, Parking Lots, Buildings, etc...
  - iv. Phase 1 Budget is about 40K
    - a. Request for information was sent out to 7 vendors and 5 replied
  - v. Will be presenting to ISPC
  - vi. Dr. Gray asked for special signs to be made for Buck Stevens and Courtney Buchanan’s offices that are located on the side and rear of the Humanities building. Dr. Fleming asked that this be done immediately
2. Chair of Chairs
  - i. Motion to appoint Melissa Bader Chair of Chairs – Kameran/Moore Unanimous
  - ii. Melissa will accept with the start of succession planning leadership training

#### G. Discussion Items

1. Institutional Reorganization
  - i. Dr. Green discussed some of the changes she is requesting for Student Services
    - a. Mark DeAsis – Dean of Enrollment Services
    - b. Financial Aid may move to Enrollment Services
    - c. Cashiering is moving to Business Services
    - d. Outreach is moving Strategic Development
    - e. Programs Moving to Student Services
      - EOPS Care and Student Equity
      - Umoja
      - College Receptionist
  - ii. Dr. Lee will add dotted lines around District employees
  - iii. Guidance will be listed in Student Services and in SBS Faculty
  - iv. Dr. Campo is holding CTE Dialogue Sessions – Open Meeting April 2, 2018
  - v. Instructional Department Specialist are comfortable with the workload and redistribution of responsibilities
    - a. Kim Kameran stated that the AHWL Faculty are concerned with the reorganization and their IDS workload
    - b. If a fourth IDS will be added Kim suggested it should happen before the redistribution of work (Fourth IDS position was approved by the President and is in the works, waiting on funding detail. The position will not be filled before the redistribution of work)
    - c. Kim moved to recommend the creation of work group to add a fifth IDS, Jeff second the motion. Work group will include Melissa, Jason, Marshall, Tenisha, Peter (CTA), Andy (CSEA) and the IDS’
  - vi. It was suggested the Next Phase Director be added
  - vii. Need to change SBS to Social and Behavioral “Sciences” from “Studies”
  - viii. Departments should be holding at least one meeting as the Schools
2. Completion Initiative Update
  - i. Workgroup turned into the State was accepted
  - ii. RCCD (Colleges) will assist other Inland Empire Colleges with start up
3. Part Time Orientation
  - i. Suggest that a formal date be added to flex week
  - ii. Should we create an online module – Dr. Gray feels that hands on is necessary
  - iii. It suggested that Dr. Parks add the Faculty Guide to Canvas

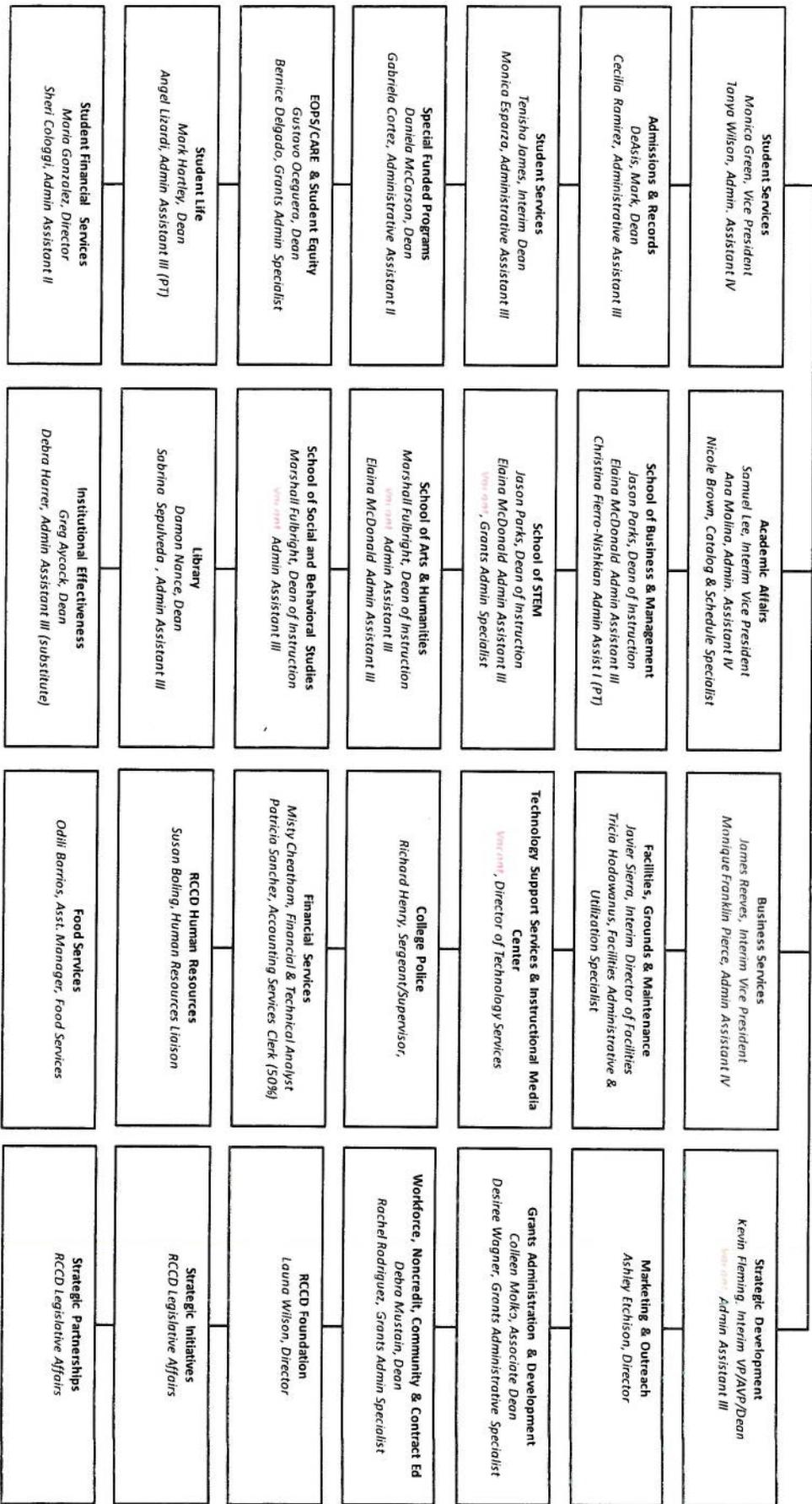
#### H. Standing Committee Reports

1. Academic Senate (Bader)
  - i. Reorganization Conversation
  - ii. Students want to do a mural (need to locate a spot)
  - iii. Early enrollment is still being tested
  - iv. ASNC Region 9 is going to Washington D.C. to talk about DACA
  - v. PGS&L – there is still some confusion on Sabbaticals
  
2. ISPC (Bader)
  - i. ISPC meets every 2 weeks
    - a. Currently working on the College Mission
      - There is some discussion on the writing process
      - Took to COTW
      - ACCJC has requirements – do we need to follow
      - Can be whatever we want as long as we OWN it
    - b. Data on Call Center
      - Added 8900 Units
      - 372 FTE's
      - 1.9 Million Dollars
      - Cost to the college \$22K
  
3. District Enrollment Management (Bader)
  - i. The new state funding is still under consideration (50, 25, 25)
    - a. What is the definition of success
  
4. Program Review Committee (Dr. Gray)
  - i. Dr. Gray sent out a tutorial email, did you get it
  - ii. The official date has been moved to May 1, this is a HARD Deadline
    - a. Reports will be generated and anything entered after this date will be left off the reports submitted
  - iii. If you need to edit your information, please email Dr. Gray
  - iv. Once saved, you're done
  
- I. Deans' Reports
  1. DOI – CTE (Dr. Fleming)
    - i. Edwin Romero sent an email requesting nominations for Student of Distinction
    - ii. Chancellor Isaac – Office of Economic Development is being returned to the Colleges
      - a. Own it, Shape it
      - b. Use to help students learn how to create jobs instead of just seeking jobs already out there
      - c. Tentative plan is two weeks
      - d. Need VP's and DOI's to work with Department Chairs
      - e. These are Grant Funded
        - May use March Air Force Base, Virtual, Portable
      - f. Can CACT be used
        - CACT is currently under utilized
        - Would need a supervisor for the equipment
          - i. Lab Tech in the process of hire

- 1 Million for Work Force training
- 2. DOI (Parks)
  - i. At conference
- 3. DOI (Fulbright)
  - i. No comment
- J. Good of the Order
  - 1. Program Review
    - i. Downloaded
    - ii. Harvested for 3 years
  - 2. Equipment
  - 3. AB 705 will affect everyone
    - i. Check Curriculum
      - a. Advisory
      - b. Pre-Requisite
- K. Adjourn – 12:00pm

**Next meeting**  
May 11, 2018  
Business Meeting 9:00AM – 12:00 PM  
ST 107

**Norco College**  
**Bryan Reece, President**  
*Denise Terrazos, Executive Administrative Assistant*

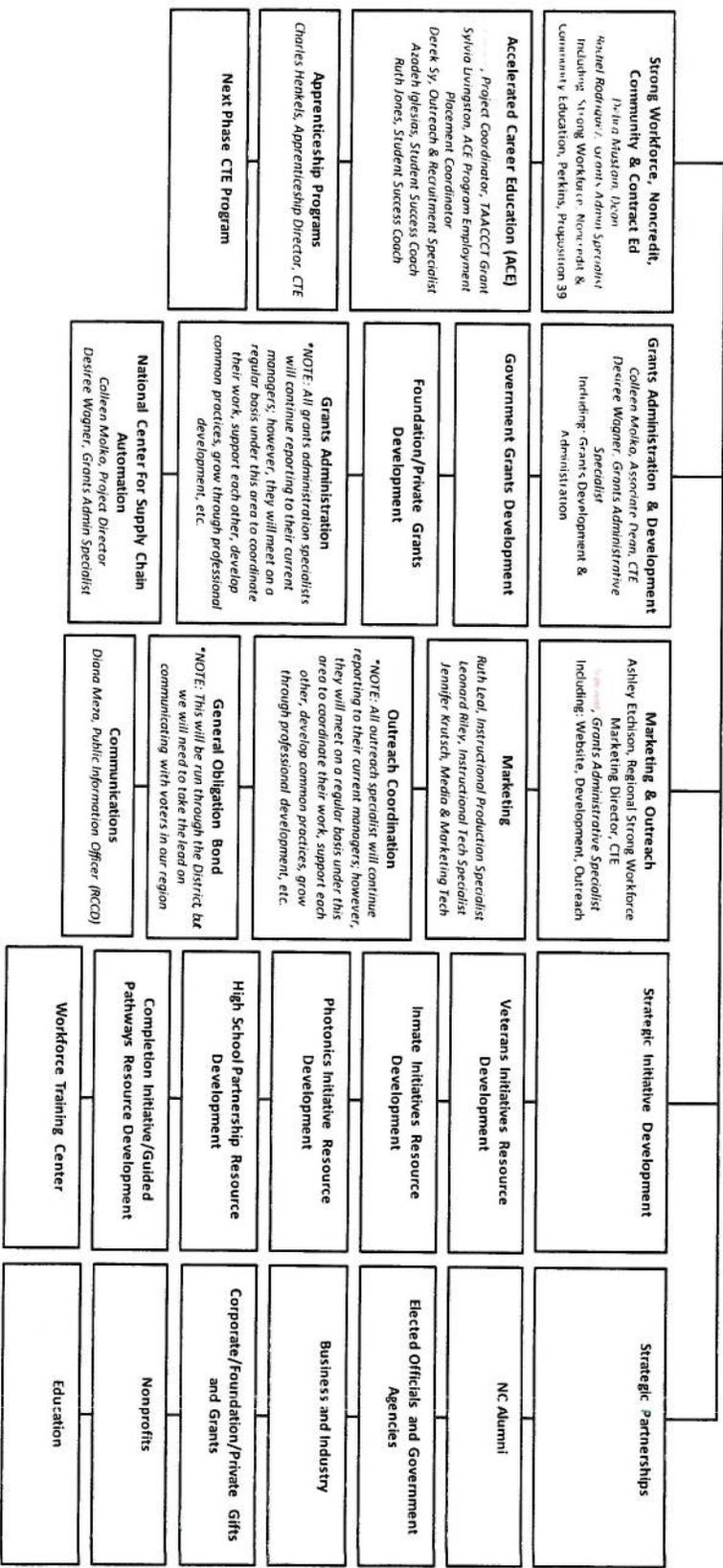


**IMPLEMENTATION NOTE:** This is a DRAFT. Once our community has agreed on a proposal, we must work through a range of guidelines with HR, bargaining units, the District and other possible considerations. Identified vacancies are noted in red. They will be filled based on funding availability and shared discussion.

**VACANCY NOTE:** There are many vacancies identified in these charts. We need to collectively decide which need to be filled immediately (because of the reorg) and which need to be folded into our regular prioritization process as we move forward. This conversation are all contingent on available funding and sources of funding.



**Strategic Development**  
 Kevin Fleming, Dean of Instruction  
 (Vacant, Vice President)  
 Vincent Admin Assistant III

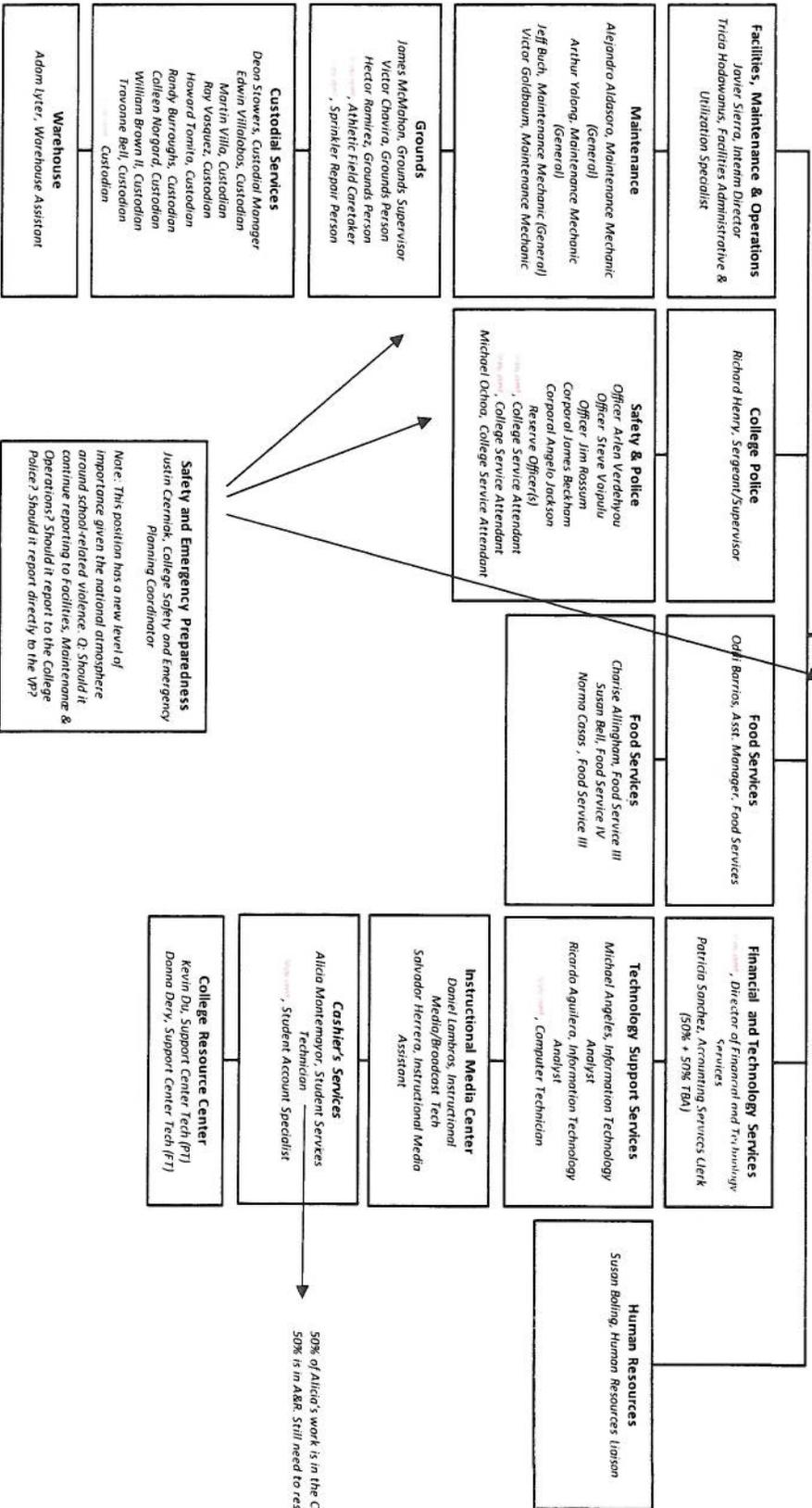


**OUTREACH NOTE:** \*Outreach specialist reporting to various areas on campus include: Crystal Slininger, Outreach & Recruitment Services Specialist; Zachary Emorey, Outreach and Recruitment Services Specialist; Adriana Catalan, Outreach Specialist; Kasey Boyer, Outreach Specialist; Dorek Sy, Outreach Specialist; Desiree Rivera, Upward Bound Outreach Specialist; Claudia Garcia, Upward Bound Outreach Specialist; Gabriela Ramirez, Upward Bound Outreach Specialist

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**Business Services**  
 James Reeves, Interim Vice President  
 Monique Franklin Pierce, Admin Assistant IV  
 Misty Cheatham, Financial & Technical Analyst  
 Including: Finance & Administration



**Safety and Emergency Preparedness**  
 Justin Cernick, College Safety and Emergency Planning Coordinator

Note: This position has a new level of importance given the national atmosphere around school-related violence. Q: Should it continue reporting to Facilities, Maintenance & Operations? Should it report to the College Police? Should it report directly to the VP?

50% of Alicia's work is in the Cashier's office and 50% is in A&B. Still need to resolve this issue.

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