

Institutional Strategic Planning Council (ISPC)

February 15, 2012

1:00-3:00 (IT 218)

Attendees:

- **Members:** Andy Aldasoro, Greg Aycock, Melissa Bader, Celia Brockenbrough, Sharon Crasnow, Leona Crawford, Mark DeAsis, Diane Dieckmeyer, Joe Eckstein, Monica Green, Mark Lewis, Rebecca Choy (ASNC), Jason Rey, Jim Thomas, Laurens Thurman, Jefferson Tiangco, Gail Zwart
- **Absentees:**
- **Guests:** Debbie DiThomas, Carol Farrar

Welcome: - Dr. Zwart

Approval of Minutes: - Dr. Zwart

Motion by Jim Thomas, second by Sharon Crasnow to approve the minutes for the December 7, 2011 meeting. Motion approved.

Motion by Dr. Dieckmeyer, second by Melissa Bader to amend the February 15, 2012 agenda to include discussion regarding target FTES for Norco that were received last night. This would normally go to the EMTF meeting, but that committee is now part of the ISPC. Request to insert the FTES discussion after Information Item “C” on the agenda. This would be an action item. Motion unanimously approved.

I. Information Items:

A. Survey of Planning Councils – Dr. Aycock

- Every year a survey will be conducted on the effectiveness of the planning councils. The surveys will be conducted during the Fall semester.
- Last Fall three different surveys were given, one to each council (APC, SSPC and BFPC)
- The ISPC reviewed the recent survey results for each area.
- Suggested improvements for next year’s surveys.
 - Add comment lines
 - Create one survey for all councils
 - Possible change in process to encourage more discussion
- Need to work on better response from constituents.

B. College Updates – Dr. DiThomas

- Dr. Gray is coming next week (February 23) to give a budget update. The update will indicate the district’s reduction amount and he will indicate the amount each college will need to cut. Currently nothing has been settled for the individual college reduction amounts. Norco will reduce their discretionary funds and then will have to make hard budget cutting decisions.

- Art gallery – many people indicated that this was outside of Norco’s prioritizing circles, but an art instructor/gallery attendee is the number one faculty priority hire. Karin Skiba will be coming to the next ISPC meeting to talk about the Art Gallery. Salary savings from Karin Skiba’s retirement will run the art gallery this year and next. No general funds will be used.
- Dr. Di Thomas is participating in an on-site accreditation review for another college. She indicated that Norco needs to be sure that all planning is tied to our budget allocation. The BFPC is where all the Vice-Presidents will go with proposals on how to reach the cuts that need to be made. Those suggestions will then go to the ISPC.
- Accreditation reminder that the Chairs/Co-chairs of the SPC Committees are responsible for the Accreditation Standards that are mapped to their committee.
- A steering committee will be created to work on accreditation self-review.

C. FTES – Dr. Dieckmeyer and Melissa Bader

- Reviewed handouts indicating the target FTES for 2012-2013.
- Target reduction is 269.22 FTES from last year or about 54 sections. Will also need to meet our budget target.
- In the past we did not reduce the number of sections in Fall, have already reduced Summer and Winter as much as possible. Suggestion to follow same process.
- Discussion on reduction of summer.

Motion by Dr. Dieckmeyer, second by Dr. Crasnow to follow these guidelines as a target FTES plan. Minimally touch Fall, minimally touch Winter and Summer and leave the remaining number of cuts for the Spring term. This will be adjusted as further information is considered. Motion rejected.

Motion by Dr. Crasnow, second by Melissa Bader to form an ad hoc committee to look at data and make a recommendation about the exact section cut numbers per term for the 2012-2013 FTES plan. Motion carried with one no.

- Ad hoc committee will be made up of – Rebecca Choy, Dr. Dieckmeyer, Dr. Green, Melissa Bader, Dr. Farrar, Dr. Aycock, Dr. Rey

D. Technology Plan – Dr. DiThomas

- Norco’s Strategic Plan and the Technology Plan both expire on June 30. A new committee is beginning to review the current Technology Plan. It will follow the same timeline as the Strategic Plan revision.

E. Revision of Strategic Plan – Dr. Zwart

- SWOT analysis will be looked at regarding goals/revision of the Strategic Plan.
- ISPC will be looking at the Mission Statement at the next meeting.
- Dr. Green will be sending out sample Mission Statements to review prior to the next meeting.
- During the next meeting we will break into sub groups to address each objective.
- ISPC will review the strategic plan along with the goals and objectives that we currently have.
- It is very important that everything is tied to the Mission Statement.

F. Midterm Report Update – Dr. Dieckmeyer

- Presented at the last Board Meeting. Will be approved as a consent item at next week's Board Meeting.
- Working on evidence collection. Working on lists to make sure that everything is linked to our planning agenda items.
- Report must be at ACCJC by March 15.

II. Good of the Order:

- Dr. Dieckmeyer shared what she recently learned at an Accreditation Institute Conference regarding the best methods to chair a meeting.

Adjourned - 2:45

Next Meeting – March 7, 2012 (1:00pm to 3:00pm) in ST 107

February 13, 2012

Colleagues,

Via this memo, we are providing you with the Credit FTES target for 2012-2013.

Based on District's target for 2012-2013 of 25,186, the table below provides you with FTES targets for each college. This is based on the % distribution discussed at the enrollment management committee meeting on December 5th, 2012.

Credit Resident FTES targets 2012-2013:

Credit FTES	2012-2013	% Distributions
MOV	5792.78	23
NOR	5792.78	23
RIV	13600.44	54
District	25186	100

The colleges have the flexibility of planning for each term within the fiscal year. I understand that we need to prepare our summer schedule by March 1st, 2012. It is imperative that "Enrollment Management Committee" at each **College** would meet and finalize the tentative section distribution over the next four terms for 2012-2013.

Please plan accordingly and inform the College FTES distributions targets for each term.

Please be reminded that scheduling is the core for optimum FTES generation.

I will be glad to assist the colleges for any additional college specific information as needed.

College	11SUM		11FAL		12WIN		12SPR		Total Expected	Total Target	Variance
	Planned	Actual Credit Resident FTES	Planned	Actual Credit FTES	Planned	Est Credit FTES	Planned	Projected			
MOV	505	551.82	2482	2572.88	463	354.72	2500	2480	5959.42	6062	-102.58
NOR	236	249.12	2907	2846.70	250	280	2560	2650	6025.82	6062	-36.18
RIV	1231	1185.19	5992	5970.10	1169	977	5806	5900	14032.29	14233	-200.71
Total	1972	1926.82	11381	11389.68	1882	1611.72	10866	11030	25958.22	26357	-398.78

January 11th, 2012

Note: All Ben Clark academies overlapping terms and years have been accounted for.

Raj: Ext 8979