

Institutional Strategic Planning Council (ISPC)

February 20, 2013

1:00-3:00 (ST 107)

Attendees:

- **Attendees:** Dominique Hitchcock, Greg Aycock, Deborah Tompsett-Makin, Melissa Bader, Celia Brockenbrough, Ruth Leal, Shaunna Winn, Sharon Crasnow, Ruth Jones, David Bobbitt, Gail Zwart
- **Absentees:** Andy Aldasoro, Mark DeAsis, Diane Dieckmeyer, Mark Lewis, Jason Rey, Jim Thomas
- **Guests:** Paul Parnell, Natalie Aceves, Dimitrios Synodinos, Tricia Hodawanus, Koji Uesugi

Welcome: - Dr. Gail Zwart

- Welcome to a new semester.

Approval of Minutes: - Dr. Gail Zwart

Motion by Ruth Jones, second by Celia Brockenbrough to approve the minutes for the December 5, 2012 meeting. Motion approved with one abstention.

I. Information Items:

A. Procedure for Review of Mission Statement - Dr. Greg Aycock

- The committee for Standard I.A.3 noticed a procedure gap that needs to be corrected regarding the mission statement. We need to create a regular process for review and revision of the mission statement.
- Suggestion to have two procedures: one for review of the statement with no changes needing to be made and another for review and revision of the statement.
- Timeline to review Mission Statement would coincide with revision of the college Strategic Plan and Process document, every five years.
- Review and revision will be addressed earlier than the five year time period if one of the standing strategic planning committees were to request it.
- Annual evaluations done by the standing committees will include review of the Mission Statement.
- Greg will write the new procedure and present it at the next ISPC meeting.

II. Action Items

A. Prioritization Lists - Dr. Gail Zwart

- APC
 - Briefly reviewed priority lists.
 - Discussion on equipment lists, how the priority was determined and how the purchases will be made.

Motion by Sharon Crasnow, second by Shaunna Sutter to approve the APC Prioritization Lists for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.

- SSV Planning Council
 - Briefly reviewed priority lists.
 - Discussion on prioritization process and received by the Student Services Planning Council.

Motion by Melissa Bader, second by Sharon Crasnow to approve the SSV Planning Council Prioritization List for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.

- BFPC
 - Prioritization process is very similar to the other councils.
 - Request by faculty member to Dr. Parnell asking him to consider moving staff position #9 (Learning Resource Center Director) higher on the prioritized list.

Motion by Sharon Crasnow, second by Shaunna Winn to approve the BFPC Prioritization List for staff/equipment and forward the recommendations to the Vice President and President. Motion unanimously approved.

B. Function Maps – Dr. Gail Zwart

- Putting together the draft function map has been a long process and is the result of a collaborative effort by the three colleges and the district.
- The Function Map shows how the three colleges and the district manage the distribution of responsibility by function. It is based on the Policy and Procedures for the Evaluation of Institutions by the ACCJC.
- The map indicates the level of responsibility connected to the college and the district as “primary” and “secondary”.

Motion by Deborah Tompsett-Makin, second by Greg Aycock to approve the Function Map. Motion unanimously approved.

III. Open Hearing

- Suggestion that the college have one day per month without any meetings.
- Would also like to see the week before finals be a “dead week” when there are no meetings scheduled.
- Comments from Dr. Parnell:

- Meetings requesting input for the Facilities Master Plan will be scheduled during the early part of March.
- Two brown bag lunches, with the president, have been scheduled. Next Thursday is a book discussion with Dr. Zwart on the Power of Habit. The second brown bag will be a campus walk by Lake Norconian.
- Read 2 Succeed is bringing the author of Farewell to Manzanar to speak at college.
- The exercise room will be opened for staff in the next 2-3 weeks.
- Trading Post will be here in April.

Adjourned – 2:30

FINAL RANK (1-20) 2012/2013	Requested Position <i>Position Title</i>
1	Commercial Music
2	Psychology (Physiological Psych)
3	Art
4	General Tenure Track Counselor (0.50 Transfer/0. 50% Student Success)
5	Health Science
6	English
7	History
8	Anthropology
9	Psychology (Social Psych)
10	Game Art
11	General Tenure Track Counselor (Financial Aid/Athletics)
12	Geography
13	Humanities
14	Kinesiology
15	Biology
16	Network Multimedia Librarian
17	Real Estate
18	Spanish
19	Architecture
20	Drafting

NORCO 2012 ANNUAL PROGRAM NEEDS EQUIPMENT REQUESTS - AHWL

RANK	Discipline Name	Category Table	Needs	No # Req'd	Cost Each	Total Cost
1	Art	Equipment Needs NOT covered by Current Budget	Small Computer Cameras	32	\$50.00	\$1,600.00
2	Music/Commerical Music	Equipment Needs NOT Covered by Current Budget	Stage Monitors	5	\$800.00	\$4,000.00
3	Art	Equipment Needs NOT covered by Current Budget	Digital cameras for Photo 20	10	\$350.00	\$3,500.00
4	Theatre Arts	Equipment Needs NOT covered by Current Budget	Purchase of permanent storage unit similar to the one being rented.	1	\$3,000.00	\$3,000.00

NORCO 2012 ANNUAL PROGRAM NEEDS EQUIPMENT REQUESTS - BEIT

RANK	Discipline Name	Category	Needs	No # Req'd	Cost Each	Total Cost
1	Accounting	Equipment Needs NOT covered by Current Budget	Administrative Assistant III	1	\$1,000.00	\$1,000.00
2	Engineering, Drafting and Architecture	Equipment Needs NOT covered by Current Budget	Drafting machines in ATEC 109	10	\$1,000.00	\$10,000.00
3	Manufacturing Technology, Machine Shop Technology, Supply Chain Technology and Electronics Technology	Equipment Needs NOT covered by Current Budget	Computers for IT124 and IT 121.	60	\$1,795.00	\$111,290.00
4	Engineering, Drafting and Architecture	Equipment Needs NOT covered by Current Budget	Trimble 4700 receiver for ENE-1b	1	\$2,895.00	\$2,895.00
5	Manufacturing Technology, Machine Shop Technology, Supply Chain Technology and Electronics Technology	Other Needs	A trunnion table for the Haas milling machine	20000	\$1.00	\$20,000.00

6	Manufacturing Technology, Machine Shop Technology, Supply Chain Technology and Electronics Technology	Equipment Needs NOT covered by Current Budget	Allocations increase a machine breaks down in the IT 124 or CACT center.		\$20-\$40K per year.	
7	Simulations and Gaming	Equipment Needs NOT covered by Current Budget	Autodesk Entertainment Suite Annual Renewal -	50	\$72.00	\$3,600.00
8	Simulations and Gaming	Equipment Needs NOT covered by Current Budget	Dreamspark Subscription	1	\$499.00	\$499.00
9	Simulations and Gaming	Equipment Needs NOT covered by Current Budget	Gnomon Workshop virtual training subscription for both student and teacher usage.	10	\$499.00	\$4,990.00
10	Simulations and Gaming	Equipment Needs NOT covered by Current Budget	Unity Game Engine Software – NO COST – covered by Perkins Grant Funding	40	\$280.00	\$11,200.00

NORCO 2012 ANNUAL PROGRAM NEEDS EQUIPMENT REQUESTS - COMM

RANK	Discipline Name	Category Table	Needs	No.# Req'd	Cost Each	Total Cost
1	English	Equipment Needs NOT covered by Current Budget	Replacement Computers (desktops) for old laptops	5	\$0.00	There are ones in storage that could be utilized.
2	Communication Studies	Equipment Needs NOT covered by Current Budget	LAPTOP	1	\$1,500.00	\$1,500.00
3	Journalism	Equipment Needs NOT covered by Current Budget	The Norco Voice Website License	1	\$100.00	\$100.00
n/a	Library	Equipment Needs NOT covered by Current Budget	Office furniture for Network Multimedia Librarian		\$3,000.00	\$3,000.00
n/a	Library	Equipment Needs NOT covered by Current Budget	Desk and chair for Microcomputer Support Specialist (designated to Library/Learning Resources Department)		\$500.00	\$500.00