

Institutional Strategic Planning Council (ISPC)

March 4, 2015

1:00-3:00 (ST 107)

Attendees:

- **Attendees:**

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

Diane Dieckmeyer (VP Academic Affairs*ISPC Chair*)

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

Barbara Moore (Transfer Faculty) *left at 2:30*

Natalie Aceves (Staff-Educational Advisor)

Peggy Campo (Academic Senate President)

Beth Gomez (VP Business Services)

Monica Green (VP Student Services)

David Mills (Basic Skills Faculty)

Jason Parks (Chair of Chairs – APC)

Diann Thursby (Staff-Grants Administrative Specialist)

Greg Aycock (Dean of Institutional Effectiveness)

Jim Thomas (CTE Faculty)

Benjamin Vargas (ASNC-President)

Ana Molina (Staff-Administrative Assistant II)

Celia Brockenbrough (Library Faculty)

Ruth Smith (Recorder)

- **Absentees:**

Deborah Tompsett-Makin (At-Large)

Ruth Jones-Santos (Staff-Administrative Assistant II)

John Coverdale (CTE & Grants Advisory Rep)

Mark DeAsis (Dean of Admissions and Records)

- **Guests:** Damon Nance, John Moore, Colleen Molko, Kevin Fleming, Gustavo Ocegueda, Koji Uesugi, Arend Flick, Paul Parnell, Gerald Sirotnak (Student), J. Kilpatrick (Student), Kevin Hayes (Student), Carol Farrar

Motion by Jason Parks, second by Greg Aycock to amend today's agenda as follows: Move Action Item I.B. (District Technology Plan) and indicate as an Information Item (II.B.) for its first reading. Also, Item II.D. (Institutional Set Standards) will be tabled for this meeting. Motion approved.

Approval of Minutes:

Approval of Minutes for November 19, 2014

Motion by Jim Thomas, second by Jason Parks, to approve the minutes from the November 19, 2014 meeting. Motion approved with four abstentions.

Motion by Jim Thomas, second by Jason Parks to approve the minutes from the December 3, 2014 Strategic Planning Retreat. Motion approved with three abstentions.

***Welcomed Peggy Campo as new President of the Academic Senate.**

I. Action Items:

A. Center for Student Success Proposal (ASNC)

- ASNC presented a proposal to make changes to the CSS upper lounge. These changes will not only affect the layout of the area but will also help to change the current culture of the area.
- Proposal has been presented to the BFPC and the concept has been approved.
- ASNC is requesting that Norco College provide 50% of funds needed to make the changes. ASNC provided price quotes and diagrams (see attached).
- Proposal includes adding a 4 foot wall along open area by the stairs. Will have two desks with students, possibly from federal work study, at new entrance.
- There is a Resolution from student government pertaining to current use and design of CSS upper lounge.
- Students would cover the costs for advertising/promoting the new area and for a grand opening, etc.
- Suggestion from committee that ASNC seek out faculty members that can help with a culture change in that area.
- Discussion on type of wall that could be installed to identify area and to minimize the noise.
- Any additional questions can be taken to the ASNC.

Motion by Jim Thomas, second by Beth Gomez to approve the concept and recommend funding by the college for up to 50% of the amount needed for the Center for Student Success Proposal. Motion approved.

B. FTES Distribution Plan (Melissa Bader)

- New Vice Chancellor (Dr. Reiner) is heading the Enrollment Management Committee.
- The Norco College FTES Distribution Plan for 2015-2016 was shared with the committee. (see attached)
- Growth from State is 2.5% at the current time, could go to 3%.
- Distribution information covers 15 sum, 15 fall, 16 win, and 16 spring.
- Request to reconvene the enrollment subgroup of the ISPC to discuss possible changes to the distribution.

Motion by Peggy Campo, second by Jason Parks to approve the FTES Distribution Plan (2015-2016). Motion approved.

II. Information Items:

A. Committee Report – Grants (Gustavo Ocegüera)

- Dr. Dieckmeyer reminded the committee that the reporting group has been asked to share the status of the action items that their committee is working on.
- Gustavo shared a handout addressing the Grant Committee's strategic goals and objectives and their action plans (see attached).
- Gustavo is available to work with anyone that is interested in seeking out a grant opportunity.
- The Grant Committee reviews all grants to make sure that they align with the mission, strategic planning goals and objectives.
- Discussion about changing the meeting time for the Grant Committee meetings to better align with available faculty.
- Suggestion that future committee reports follow the same template for their presentation.

B. First Reading of District Technology Plan (Ruth Leal & Damon Nance)

- The district Information Technology Strategy Council prepared the District Technology Plan. Council members from Norco College include Damon Nance, Ruth Leal and Beth Gomez.
- Still have a couple more areas that need to be included in the Plan.
- The Plan will support all areas of the district along with the plans prepared by the individual colleges.
- Suggestion that the date on the front page be changed to reflect the start date of the Plan. Ruth Leal will take that recommendation to district committee.

C. First Reading of Follow-up Report (Diane Dieckmeyer)

- Follow up report is to respond to recommendations that Norco College received from the accreditation team.
- There are two district recommendations and four college recommendations.
- Briefly reviewed the follow up report.
- Please read and be ready for approval vote at next meeting.

D. Enrollment Management Workgroup (Melissa Bader)

- Requested volunteers for the enrollment management workgroup – Monica Green, Beth Gomez, Kevin Fleming, and Carol Farrar.
- Melissa Bader will work on meeting dates.

E. Strategic Planning Retreat (Recommendation 1) – (Diane Dieckmeyer)

- Reviewed retreat survey results. This was the survey taken after the retreat by Survey Monkey. (see attached)
- Dr. Dieckmeyer will send out the survey to the committee.
- Need to decide what steps to take to remedy the items that were identified.

III. Open Hearing:

- Discussion on Norco College branding and problem that several things indicate RCC – not Norco College.
- Dr. Parnell shared that he is working on a marquee sign to be installed at 3rd and Hamner.
- Dr. Parnell shared several positive changes that are happening in the district.
- Dr. Dieckmeyer indicated that there is a new manager for the Equity Plan duties. This has been added to Dr. Ocegüera's job description.

Adjourned – 3:08

Use this link to access additional handouts:

<http://www.norcocollege.edu/Documents/ISPC-2015-03-04.pdf>

**Norco College
Strategic Planning Retreat
December 3, 2014**

MINUTES

Participants:

Natalie Aceves	Beth Gomez	Barbara Moore
Melissa Bader	Monica Green	Damon Nance
Celia Brockenbrough	Lyn Greene	Gustavo Ocegueda
Patti Brusca	Vivian Harris	Ana Marie Olaerts
Sarah Burnett	Dan Lambros	Jason Parks
Peggy Campo	Ruth Leal	Paul Parnell
Diane Dieckmeyer	Leticia Martinez	Jim Thomas
Kevin Fleming	Julie Mendez	Diann Thursby
Arend Flick	Ana Molina	Koji Uesugi
		Debra Creswell (recorder)

Dr. Dieckmeyer opened the meeting at 12:45 pm and welcomed the group which is comprised of ISPC members, committee and council co-chairs, and strategic personnel.

Responding to Recommendation #1: Reflective Dialogue

The purpose of this discussion is to focus on this portion of Recommendation #1:

..."develop a process to assess the evaluation mechanisms used in integrated planning and resource allocation to ensure that those evaluations are effective in improving programs, processes, and decision-making structures..."

"Evaluation mechanisms": Reviewed the eight evaluation procedures in the Self Evaluation.

1. Annual Survey of the Effectiveness of the Planning Councils (Academic, Business and Facilities, Student Services, ISPC)
 - Discussion on what is actually in the surveys
 - Greg collects data via Survey Monkey
2. Senate Standing Committee Surveys
 - Do you know what your committee is doing?
 - Do you know if it's effective?
3. Annual Memorandum from President
 - Report out on the decisions made in the spring after the prioritizations have been completed. Either supports the recommendations, or offers rationale on a deviation. "Closing the loop" and demonstrating shared government.

4. Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators”
 - How we are progressing toward the targets
5. Survey of the Committee of the Whole Membership
 - Distributed at the last COTW meeting of the year in the spring.
6. Report of Resource Allocation
 - By the VP Business Service; need to follow up on the impact to student learning.
7. Annual Open Dialogue Session
 - During May, toward the end of the spring term
 - Opportunity to bring up topics that may not have been brought up in other committees.
 - Open agenda; documented conversation
8. Annual Evaluation Report
 - Prepared by Greg; here’s what we did, and here’s the evidence
 - Justification and analysis of the previous evaluation procedures
 - Doesn’t really assess them

Framework – how do we think about the 8 evaluation mechanisms?

- Make some meaning – do they impact programs, processes, decision-making?
- Programs – need to be more stringent on what is really a *program*; not just in name only (Summer Advantage, Honors, Puente, etc).
- Processes—curriculum approval, assessment, strategic planning, resource allocation
- Decision-making—strategic planning

The 8 mechanisms—do they impact programs, processes, decision-making? One, two, or all three? Look at the whole process, not just the mechanism. Separate the mechanism from the work of the committee. The process, anything that is impacted by the process, make decisions, make recommendations. The real evaluation is what we do with the survey – using it for improvement.

1. Annual Survey of the Effectiveness of the Planning Councils (Academic, Business and Facilities, Student Services, ISPC)
 - Impact processes, decision-making
 - The feedback can may change the way you “do business”
 - ISPC reviewed their survey, item by item
2. Senate Standing Committee Surveys
 - Professional Development—process, no decision-making, merging of faculty and staff; inclusion

- Student Success – effected programs
 - There is room for opinion on the surveys
 - Academic Senate – definitely decision-making
3. Annual Memorandum from President
 - Decision-making; because the President knows he is accountable for decisions made throughout the year/always cognizant to the President and Vice Presidents during discussion
 4. Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators”
 - All 3; becoming more of our vocabulary
 5. Survey of the Committee of the Whole Membership
 - Results are not discussed
 6. Report of Resource Allocation
 - All 3
 - Decision-making (same logic as applied to the Annual Presidential Memo)
 - Processes; has effected the way APC scheduled classes; development of the Budget Allocation Model/the way the District was allocating FTES/efficiency (an ongoing process, not just a one-time occurrence)
 7. Annual Open Dialogue Session
 - Report out an executive summary to ISPC and COTW (not consistently)
 - Processes – provides an open forum for anyone to speak what is on their mind
 - Has value, more of a democratic process rather than decision-making
 - Left blank for now
 8. Annual Evaluation Report
 - None for now, will ultimately influence all 3
 - Great exercise in transparency

Mechanism	Programs	Processes	Decision-Making
Annual Survey of Effectiveness of the Planning Councils		x	x
Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees		x	x
Memorandum from College President			x

Annual Progress Report on Educational Master Plan Goals, Objectives and “Dashboard Indicators	x	x	x
Survey of Committee of the Whole Membership			
Report of Resource Allocation	x	x	x
Annual Open Dialogue Session			
Annual Evaluation Report			

The Effectiveness of the Evaluation Mechanisms

This exercise utilized technology where individuals could vote anonymously with a hand-held clicker and rate the effectiveness of the evaluation mechanisms.

- Perspectives from outside of the Planning Councils is valuable. The voting is based on experience, whether or not you are a member.
- Rate your experience from 1 (worst) to 10 (best). A non-vote reflects “I don’t know.”
- Greg will use the means as a baseline.
- Both can actually exist.

The captured data from the exercise is attached.

Planning Inquiry Groups

Meeting participants broke into small groups to discuss the goals and ask the following:

1. What stands out as you review the data?
2. What questions do you have?
3. How could we use this data to improve the institution?

Note cards were provided at each table for adding comments about the goals and offering suggestions for possible evidence.

Following 20 minutes of discussion, a representative from each small group reported to the whole group.

Majority indicated this is the first time that they have engaged with this data (looking at the report).

Goal 1: Increase Student Achievement and Success

- Group got through 6 of the 10 objectives.
- Transfer prepare rates had a 22% increase over the past year; need to continually monitor; one data change doesn't tell us a whole lot.
- Both English and Math pipelines are coming up. Not sure about the significance of the math increase. Students in a 6-year cohort can complete math in 1 ½ years or 6 years.
- Reading is down. Where is the leak? Why are they exiting? One reason may be that it is not required for graduation.
- ESL – going up; but not understanding the growth.
- Persistence –86 sections were added; may have had an impact.
- Students in the baseline went through both the recession and the recovery.

Goal 2: Improve the Quality of Student Life

- Objective 1; based on the Community College Survey of Student Engagement. Overall national benchmark is 50; did not hit 50 on any of the benchmark activities; have some work to do.
- Objective 2; considering the commuter and part-time students; perhaps can't engage as much.
- A lot of questions—are we offering the activities, most students can't attend? Using college hour used for meetings; not much offered for students
- Satisfaction with services; rated high interested, but satisfaction rate is low. Are we doing enough?
- Will take a while to see the impact of the SSSP.

Goal 3: Increase Student Access

- The development of ed plans exceeded the target phenomenally; may be because of Summer Advantage.
- Objectives 1, 2, 3; exceeded the goals, doubled the target; can we increase the target rate to give us a challenge? It's up to the committee that set the target.
- Distribution of population versus service area—currently serving more Hispanics and fewer whites than are in our service area.

Goal 4: Create Effective Community Partnerships

- Only four of the eight objectives have data. There are missing action plans and data points about industry and community partnerships.
- There is no one in charge, no funding stream, no committee assignment. Not a prime area of focus.
- The four objectives with data are doing well.
- Could turn into another action plan.
- Came up with 11 index cards with questions, ideas, opportunities for improvement

Goal 5: Strengthen Student Learning

- Just because we increase assessment, does not mean we increase student learning.
- The outcome of assessment may not effect student learning; it's not always adequate.
- Regarding Objective 5 (workshops); need to know what pedagogy faculty use already with discipline specific approaches before workshops are scheduled; make sure they are needed and will benefit faculty.
- Online courses –how do we make it consistent between face to face and classroom; what works best in both; engaging directly with the professor; Blackboard doesn't support that kind of interaction.

Goal 6: Demonstrate Effective Planning Processes

- Objective 5; the Facilities Master Plan has been revised
- Objective 4; the Technology Plan is complete
- Objective 3; we are good with resource allocation being tied to planning
- Objective 2; regarding assessing the effectiveness of committees and councils
 - We need to include external assessment, not just internal
 - Proposing to include focus groups during Flex days; use different modes for external assessment
 - As the question "Why waste your time if it doesn't count?"
 - We don't use the information we gather from the COTW survey.

- Objective 1; Enrollment Management Strategy
 - We drive our classes on the campus with data; feeling that we are somehow “punished” by the District for being effective.
 - Our effectiveness needs to be tied to student success in the sense that we are taking care of pipeline problems efficiently; providing the classes that students want.
 - We don’t do an effective job in communicating how good we are.

Goal 7: Strengthen our Commitment to our Employees

- Can’t change the goal, but regarding unfair treatment, experiencing is very import, whether they are experiencing themselves or witnessed others.
- Unfair treatment, note strategy or approach by management; can have professional development workshops on the subject. Need to further define “unfair.”
- Define “inclusiveness.” Can be linked to Legacy, Ally, Read to Succeed, for example.

The goals and objectives are set through the strategic planning process; however the targets could be fluid and possibly change (action plans and activities).

The data and questions should be taken back to the committees and councils.

Accreditation Update

A follow-up report is due to ACCJC in the fall of 2015 to address the recommendations. One of the areas that the faculty are stuck on is the syllabi course SLO template issue. Some faculty do not support it. Diane will work with the Senate in the spring to try to resolve the issue.

Arend will work on the follow-up report during the winter. The report will be taken through our strategic planning process and presented to the Board in June. It will be sent to ACCJC by mid-September. A lot of work will take place on the report in the spring.

Recommendation 1: Strategic Planning

- Strategic planning timeline created and soon to be published with standardized naming protocols for all evaluations
- Institution Set Standards reconsidered and methodology revised
- Broad communication methods are still under discussion
- Strategic planning retreat to evaluate our evaluation mechanisms

Recommendation 2: Outcomes Assessment

- Syllabus template still under discussion. Must be finalized in Spring and be implemented by Fall 2015.

- Program assessment guidelines being revised with a focus on direct assessment measures.
- Modified four-year cycle for assessing all programs.
- GE outcome involving information competency and technology literacy assessed in fall 2014 with report completed in early 2015.
- APR assessment rubric modified to ensure assessment loops are closed regularly.
- Assessment data will now be collated annually in terms of Key Indicators to ensure systematic evaluation of assessment processes

Recommendation 3: Business Services

- Annual Administrative program reviews completed in each area of Business Services
- Measurable outcomes identified and documented in each program review
- Assessment of all outcomes done annually in summer
- Evaluation of assessment data and methodology done annually and included in next year's program review

Recommendation 4: Technology

- Technology replacement / refresh plan completed by Technology Committee and approved by ISPC/COTW.
- Total Cost of Ownership (TCO) process developed and approved. Implementation in Spring 2015
- Spring 2014 survey to assess technology resources being evaluated by college committees in fall 2014 in order to suggest needed improvements

Questions:

- Don't have to report on the planning agenda items; deal just with the recommendations.

Good of the Order

No items

Session Name
New Session 12-3-2014 2:24 PM-first

Date Created
12/3/2014 12:00:12 PM

Average Score
0.00%

Active Participants
27

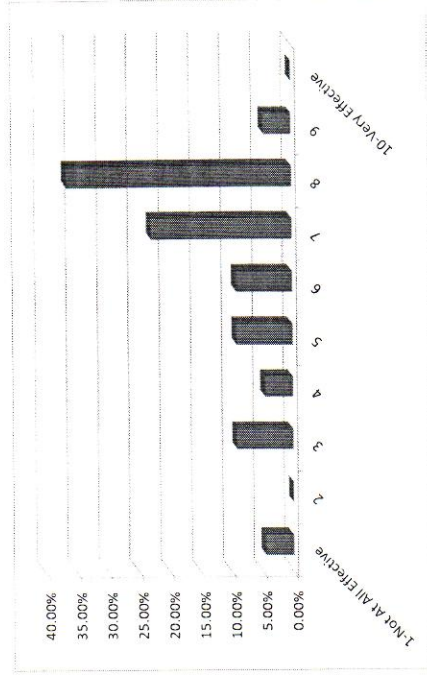
Questions
9

Total Participants
27

Results by Question

1. How effective was the Annual Survey of Effectiveness of the Planning Councils in improving processes: (Multiple Choice)

Responses		
	Percent	Count
1-Not At All Effective	4.55%	1
2	0.00%	0
3	9.09%	2
4	4.55%	1
5	9.09%	2
6	9.09%	2
7	22.73%	5
8	36.36%	8
9	4.55%	1
10-Very Effective	0.00%	0
Totals	100%	22

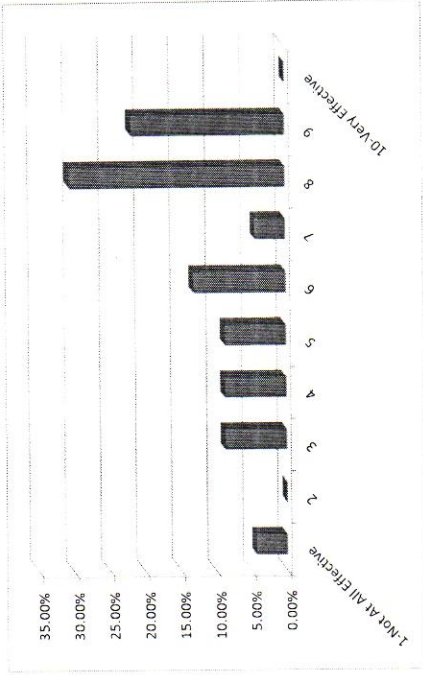


Question Statistics

Mean	6.41
Median	7.00
Variance	4.15
Standard Deviation	2.04

2. How effective was the Annual Survey of Effectiveness of the Planning Councils in improving decision-making structures: (Multiple Choice)

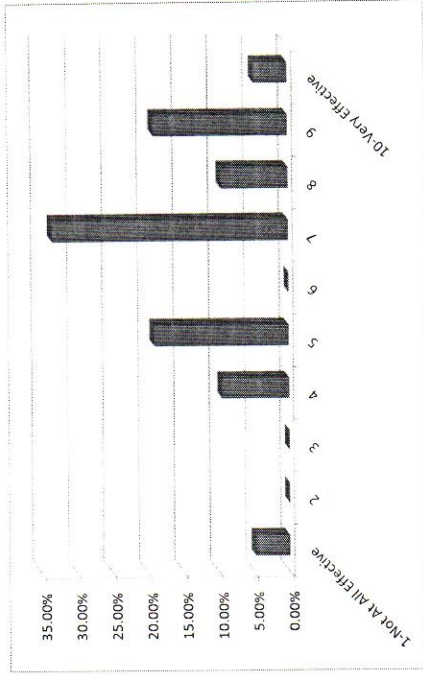
Responses		
	Percent	Count
1-Not At All Effective	4.35%	1
2	0.00%	0
3	8.70%	2
4	8.70%	2
5	8.70%	2
6	13.04%	3
7	4.35%	1
8	30.43%	7
9	21.74%	5
10-Very Effective	0.00%	0
Totals	100%	23



Question Statistics	
Mean	6.57
Median	8.00
Variance	5.20
Standard Deviation	2.28

3. How effective was the Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees in improving processes: (Multiple Choice)

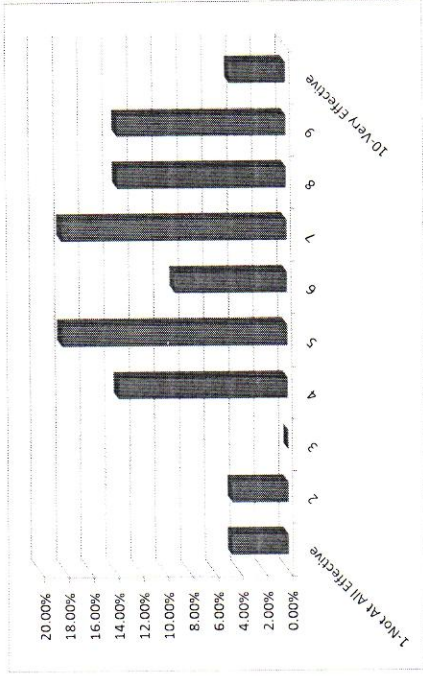
Responses		
	Percent	Count
1-Not At All Effective	4.76%	1
2	0.00%	0
3	0.00%	0
4	9.52%	2
5	19.05%	4
6	0.00%	0
7	33.33%	7
8	9.52%	2
9	19.05%	4
10-Very Effective	4.76%	1
Totals	100%	21



Question Statistics	
Mean	6.67
Median	7.00
Variance	4.51
Standard Deviation	2.12

4. How effective was the Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees in improving decision-making structures: (Multiple Choice)

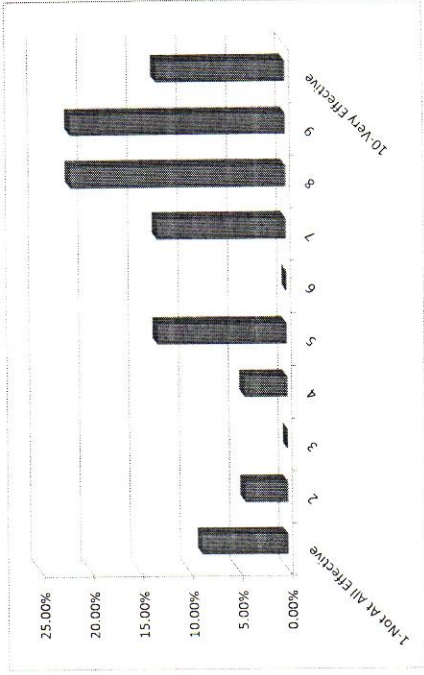
Responses		
	Percent	Count
1-Not At All Effective	4.55%	1
2	4.55%	1
3	0.00%	0
4	13.64%	3
5	18.18%	4
6	9.09%	2
7	18.18%	4
8	13.64%	3
9	13.64%	3
10-Very Effective	4.55%	1
Totals	100%	22



Question Statistics	
Mean	6.18
Median	6.50
Variance	5.24
Standard Deviation	2.29

5. How effective was the Memorandum from College President in improving decision-making structures: (Multiple Choice)

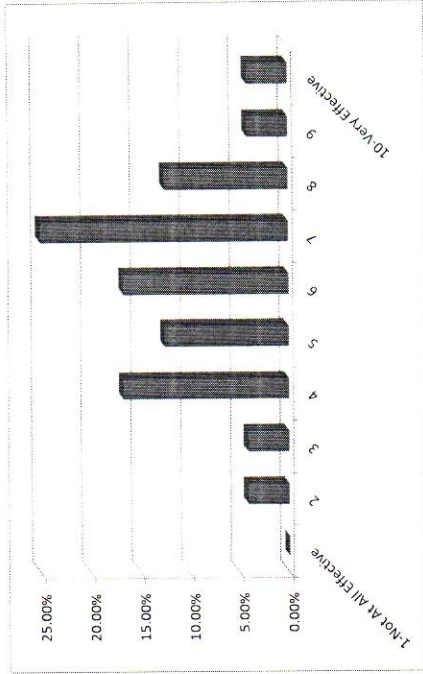
Responses		
	Percent	Count
1-Not At All Effective	8.70%	2
2	4.35%	1
3	0.00%	0
4	4.35%	1
5	13.04%	3
6	0.00%	0
7	13.04%	3
8	21.74%	5
9	21.74%	5
10-Very Effective	13.04%	3
Totals	100%	23



Question Statistics	
Mean	6.91
Median	8.00
Variance	7.38
Standard Deviation	2.72

6. How effective was the Annual Progress Report on Educational Master Plan Goals, Objectives and "Dashboard Indicators" in improving programs: (Multiple Choice)

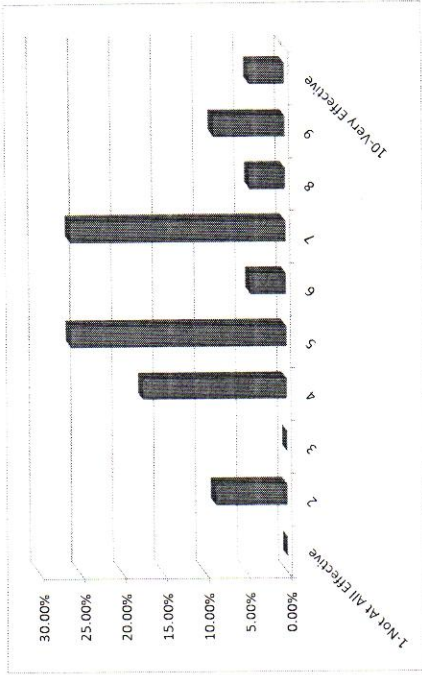
Responses		
	Percent	Count
1-Not At All Effective	0.00%	0
2	4.17%	1
3	4.17%	1
4	16.67%	4
5	12.50%	3
6	16.67%	4
7	25.00%	6
8	12.50%	3
9	4.17%	1
10-Very Effective	4.17%	1
Totals	100%	24



Question Statistics	
Mean	6.04
Median	6.00
Variance	3.62
Standard Deviation	1.90

7. How effective was the Annual Progress Report on Educational Master Plan Goals, Objectives and "Dashboard Indicators" in improving processes: (Multiple Choice)

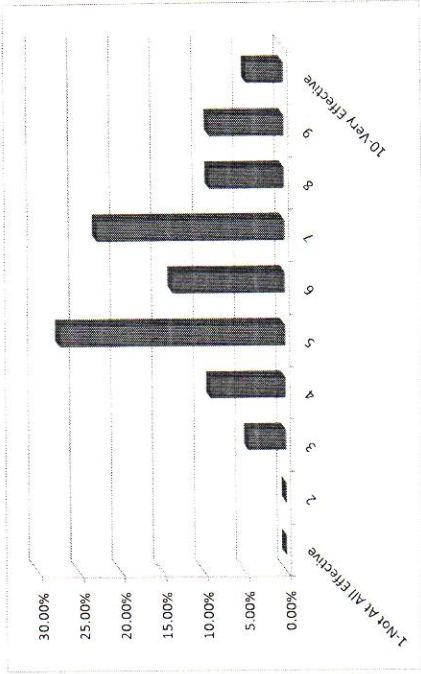
Responses		
	Percent	Count
1-Not At All Effective	0.00%	0
2	8.70%	2
3	0.00%	0
4	17.39%	4
5	26.09%	6
6	4.35%	1
7	26.09%	6
8	4.35%	1
9	8.70%	2
10-Very Effective	4.35%	1
Totals	100%	23



Question Statistics	
Mean	5.83
Median	5.00
Variance	4.23
Standard Deviation	2.06

8. How effective was the Annual Progress Report on Educational Master Plan Goals, Objectives and "Dashboard Indicators" in improving decision-making structures: (Multiple Choice)

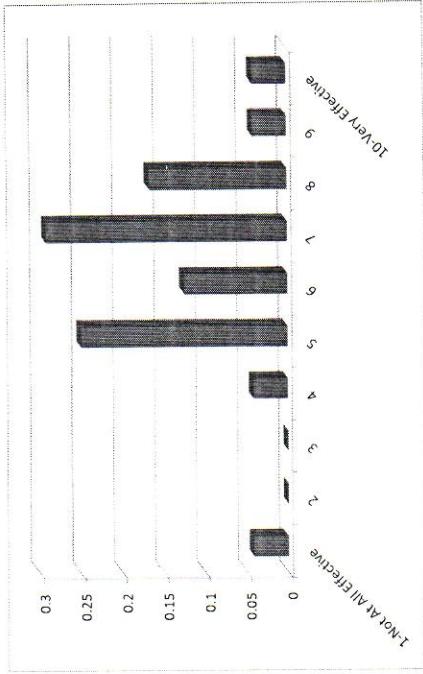
Responses		
	Percent	Count
1-Not At All Effective	0.00%	0
2	0.00%	0
3	4.55%	1
4	9.09%	2
5	27.27%	6
6	13.64%	3
7	22.73%	5
8	9.09%	2
9	9.09%	2
10-Very Effective	4.55%	1
Totals	100%	22



Question Statistics	
Mean	6.27
Median	6.00
Variance	3.11
Standard Deviation	1.76

9. How effective was the Report of Resource Allocation in improving programs: (Multiple Choice)

Responses		
	Percent	Count
1-Not At All Effective	4.17%	1
2	0.00%	0
3	0.00%	0
4	4.17%	1
5	25.00%	6
6	12.50%	3
7	29.17%	7
8	16.67%	4
9	4.17%	1
10-Very Effective	4.17%	1
Totals	100%	24

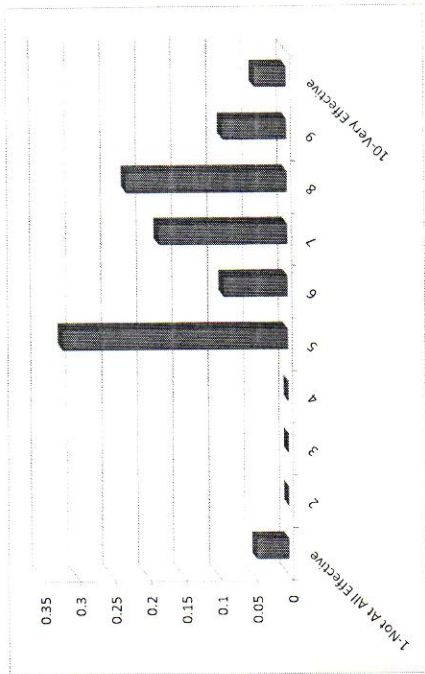


Question Statistics	
Mean	6.38
Median	7.00
Variance	3.32
Standard Deviation	1.82

10. How effective was the Report of Resource Allocation in improving processes: (Multiple Choice)

Responses		
	Percent	Count
1-Not At All Effective	4.55%	1
2	0.00%	0
3	0.00%	0
4	0.00%	0
5	31.82%	7
6	9.09%	2
7	18.18%	4
8	22.73%	5
9	9.09%	2
10-Very Effective	4.55%	1
Totals	100%	22

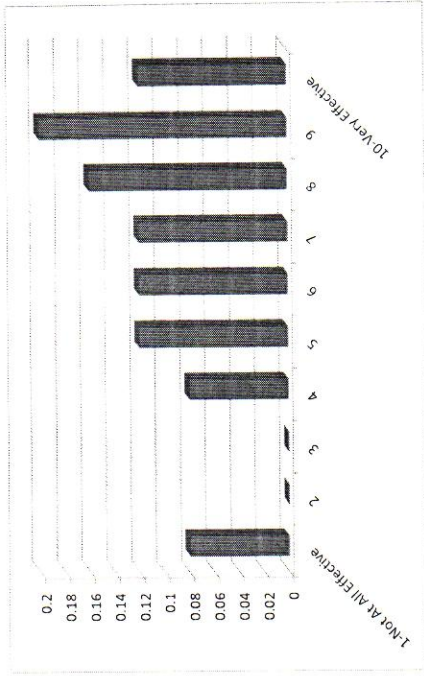
Question Statistics	
Mean	6.55
Median	7.00
Variance	3.79
Standard Deviation	1.95



11. How effective was the Report of Resource Allocation in improving decision-making structures: (Multiple Choice)

Responses		
	Percent	Count
1-Not At All Effective	8.00%	2
2	0.00%	0
3	0.00%	0
4	8.00%	2
5	12.00%	3
6	12.00%	3
7	12.00%	3
8	16.00%	4
9	20.00%	5
10-Very Effective	12.00%	3
Totals	100%	25

Question Statistics	
Mean	6.84
Median	7.00
Variance	6.21
Standard Deviation	2.49





1375 DOVE STREET, SUITE 300, NEWPORT BEACH, CA 92660 TEL: (949) 955-6700 FAX: (949) 955-6799

SANTA FE SPRINGS (542) 346-5000 | BAKERSFIELD (661) 397-5300 | RIVERSIDE (951) 784-1519 | FRESNO (559) 275-4111

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
429634	1/5/2015		RIV012	KIMBERLY BARNOW	429634

QUOTE TO: Accounts Payable
 Riverside Community College
 4800 Magnolia Ave
 Riverside, CA 92506

SHIP TO: Accounts Payable
 Riverside Community College
 4800 Magnolia Ave
 Riverside, CA 92506

P: 1.951.222.8600
 F: 1.951.222.8021

P: 1.951.222.8600
 F: 1.951.222.8021

Terms: CPC#/NET 30 DAYS

Sales Loc.: NEWPORT BEACH SALES

Return Your Signed Quote/P.O. To Fax #: 1.949.955.6758

Line	Quantity	Catalog Number / Description	Unit Price Sell/List/Disc	Extended Amount
THIS QUOTE IS VALID UNTIL JANUARY 30, 2015. CAL STATE PRICING STEELCASE CONTRACT #2724/10204814 HAS BEEN APPLIED. PREVAILING WAGE HAS BEEN APPLIED. TO ORDER, PLEASE SUBMIT PURCHASE ORDER TO LESLEY RIVERA AT LRIVERA@TANGRAMINTERIORS.COM OR FAX 949-955-6759 Contact: KIMBERLY BARNOW SALES EXECUTIVE kbarnow@tangraminteriors.com 1.949.955.6706 x6706 FAX: 1.949.955.6707				
1	1T	TSAPF4224 STEELCASE Panel-Tackable, 42H x 24W BASIC :4799 PLATINUM METALLIC SURF-1 :P533 ELEMENT SURF-2 :P533 ELEMENT OPTIONS * * OPTIONS * * TOP CAP *OPT:TOP CAP OPTIONS 24" LOW STD:LOW TOP CAP Tag For: 4224	102.20	102.20
2	4T	TSAPF4236 STEELCASE Panel-Tackable, 42H x 36W BASIC :4799 PLATINUM METALLIC SURF-1 :P533 ELEMENT SURF-2 :P533 ELEMENT	115.92	463.68

Accepted by _____ Title _____ Date _____



1375 DOVE STREET, SUITE 300, NEWPORT BEACH, CA 92660 TEL: (949) 955-6700 FAX: (949) 955-6799

SANTA FE SPRINGS (642) 365-5000 | BAKERSFIELD (441) 397-5300 | RIVERSIDE (951) 784-1619 | FRESNO (559) 276-4111

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
429634	1/5/2015		RIV012	KIMBERLY BARNOW	429634

Line	Quantity	Catalog Number / Description	Unit Price Sell/List/Disc	Extended Amount
		OPTIONS * * OPTIONS * * TOP CAP *OPT:TOP CAP OPTIONS 36" LOW STD:LOW TOP CAP Tag For: 4236		
3	4 T	TSAPF4248 STEELCASE Panel-Tackable, 42H x 48W BASIC :4799 PLATINUM METALLIC SURF-1 :P533 ELEMENT SURF-2 :P533 ELEMENT OPTIONS * * OPTIONS * * TOP CAP *OPT:TOP CAP OPTIONS 48" LOW STD:LOW TOP CAP Tag For: 4248	135.24	540.96
4	3 T	TSAPTC42 STEELCASE Trim-Vertical, Corner, 42H BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * END CAP *OPT:END CAP VERT CORNER OPTS LOW STD:LOW END CAP Tag For: 42	22.68	68.04
5	5 T	TSAPTE42 STEELCASE Trim-Vertical, End of run, 42H BASIC :4799 PLATINUM METALLIC OPTIONS * * OPTIONS * * END CAP *OPT:END CAP VERT EOR OPTIONS LOW STD:LOW END CAP Tag For: 42E	16.80	84.00
6	2 T	TSAWHR2448 STEELCASE Worksurface-Straight, High pressure laminate, 24D x 48W EDGE :6237 CLEAR MAPLE TOP-SURF:2409 CLEAR MAPLE (HPL) Tag For: W2448	71.96	143.92
7	1 T	UCL STEELCASE C legs-Double post, Glides, 28 1/2H LEGS :4799 PLATINUM METALLIC Tag For: WCLEG	107.19	107.19
8	3 T	UEP24 STEELCASE	104.49	313.47

Accepted by _____ Title _____ Date _____



1375 DOVE STREET, SUITE 300, NEWPORT BEACH, CA 92660 TEL: (949) 955-6700 FAX: (949) 955-6799

SANTA FE SPRINGS (642) 386-5000 | BAKERSFIELD (661) 397-6300 | RIVERSIDE (951) 784-1619 | FRESNO (559) 276-4111

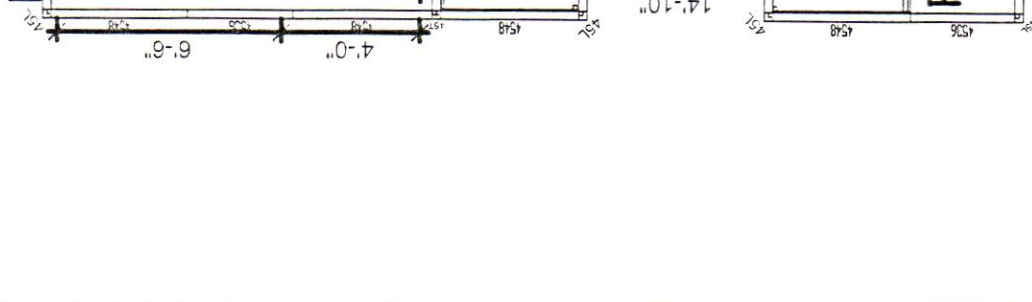
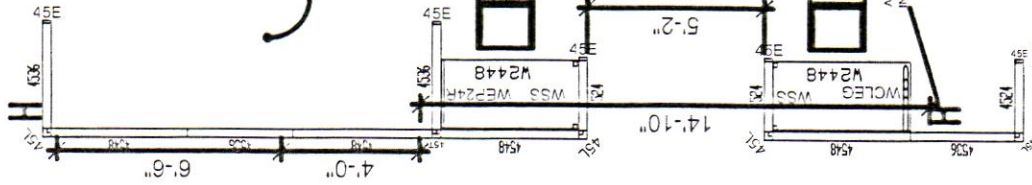
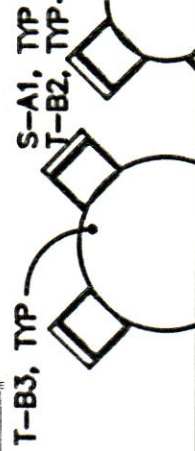
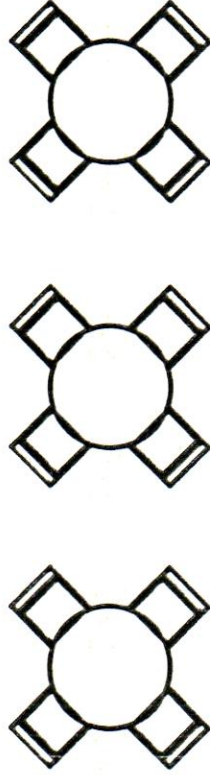
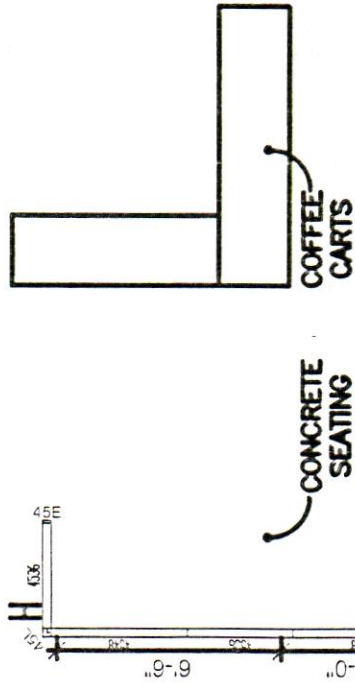
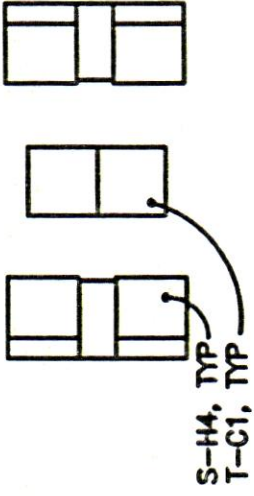
Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
429634	1/5/2015		RIV012	KIMBERLY BARNOW	429634

Line	Quantity	Catalog Number / Description	Unit Price Sell/List/Disc	Extended Amount
9	1	Panel-End, On module application, 24D x 27H BASIC :4799 PLATINUM METALLIC Tag For: WEP24 FEE TANGRAMINT DESIGN SERVICES	760.00	760.00
10	1.00	FEE Service to receive and install (9) 42"H Kick Panels, (2) 24x48 surfaces with C-legs and panels. Service to be performed during regular business hours, M-F, via Prevailing Wage Labor. Elevator access is assumed; stair carry extra. Space to be clear and ready for installation. Client to provide electrician and data companies as needed.	565.00	565.00

QUOTATION TOTALS	
Sub Total	3,148.46
NON TAXABLE	0.00
RIVERSIDE COUNTY TAX	191.08
Grand Total (US Dollars)	3,339.54

*****End of Quotation*****

Accepted by _____ Title _____ Date _____



tangram.
 Santa Fe Springs, CA . 562.365.5000
 Santa Ana, CA . 949.955.6700
 www.tangraminteriors.com

NORCO COLLEGE
SSC BUILDING S
2ND FLOOR OPEN STUDENT AREA

PROPOSED PLAN

Designer: M.GIBBS	Scale: 3/16" = 1' - 0"
Date: 11-18-14	Project # 429634
Project Start Date: 11-17-14	SHEET NO.



Proposal OG2422
(December 5, 2014)
Revised January 22, 2015

Norco College
Attn: Dimitrios Synodinos
2001 Third Street
Norco, CA 92860

Dear Mr. Synodinos:

Thank you for the opportunity for Olpin Group to submit a proposal to Norco College for the Swift Space stations in the upper loft area in the Student Services Center building. Attached with this proposal are several conceptual layout drawings for an interactive social student area adjacent to the college cafeteria. The drawings show different quantities for seating capacity of a quantity for 50-64. The quote is priced for 64 seats.

The purpose of the revision for this proposal is to introduce and offer 10% discount to the education sector for the Swiftspace product on material. We are also waiving a \$500.00 delivery and set up cost. This is reflected in the quote below under the investment heading. There is a total savings of \$3,780.00 (please refer to original proposal quoted for a total of \$35,031.00, dated December 5, 2014)

Scope of Work

Olpin Group will furnish the upper loft area with Swift Space foresight benching tables:

Foresight 2460: (4) Single tables. Size 24" deep x 60" wide x 29" high
Overall footprint when open: 32" deep x 60" wide
Work surface laminate: Wilsonart Kiwi 4917-60
Legs: Standard white powder coat
Seating capacity: (2) per single table. Total seating capacity for (8) students

Foresight 4860: (14) Double tables. Size 48" deep x 60" wide x 29" high
Overall footprint when open: 32" deep x 60" wide
Work surface laminate: Wilsonart Kiwi 4917-60
Legs: Standard white powder coat
Seating capacity: (4) per double table. Total seating capacity for (56)

Quantity (2) 60 degree angel tables 48"x48"
Quantity (4) 90 degree angle tables 48"x48"
Work surface laminate: Windswept Pewter 4795
Legs: Standard white powder coat
Angled tables allow the layout of several more interactive configurations in various non-formal group settings

- The laminate colors for the tables have been specified to work with the existing color scheme



Proposal OG2422
(December 5, 2014)
Revised January 22, 2015

- Each individual work station is one complete folding unit that can be rolled away and stored.
- Each station has locking casters
- The pricing for material reflects all standard laminates

<u>INVESTMENT</u>	
<u>Based on a seating capacity of 64</u>	
Material:	\$30,367.00
-10% Educational Discount	-\$3,036.70
Delivery and set up included (\$500 savings included with material cost)	
Material Total Cost	\$27,330.30
8% Sales Tax:	\$ 2,186.42
Freight:	\$ 2,235.00
TOTAL	\$31,751.36

Note: Price quoted includes delivery and set up at to Norco College and a 10% community college educational discount

- **Please note that April 1, 2015 there will be a 5% price increase on all Swiftspace orders. A purchase order or deposit would need to be received by March 15, 2015 for the above quoted material cost.**

Terms & Conditions

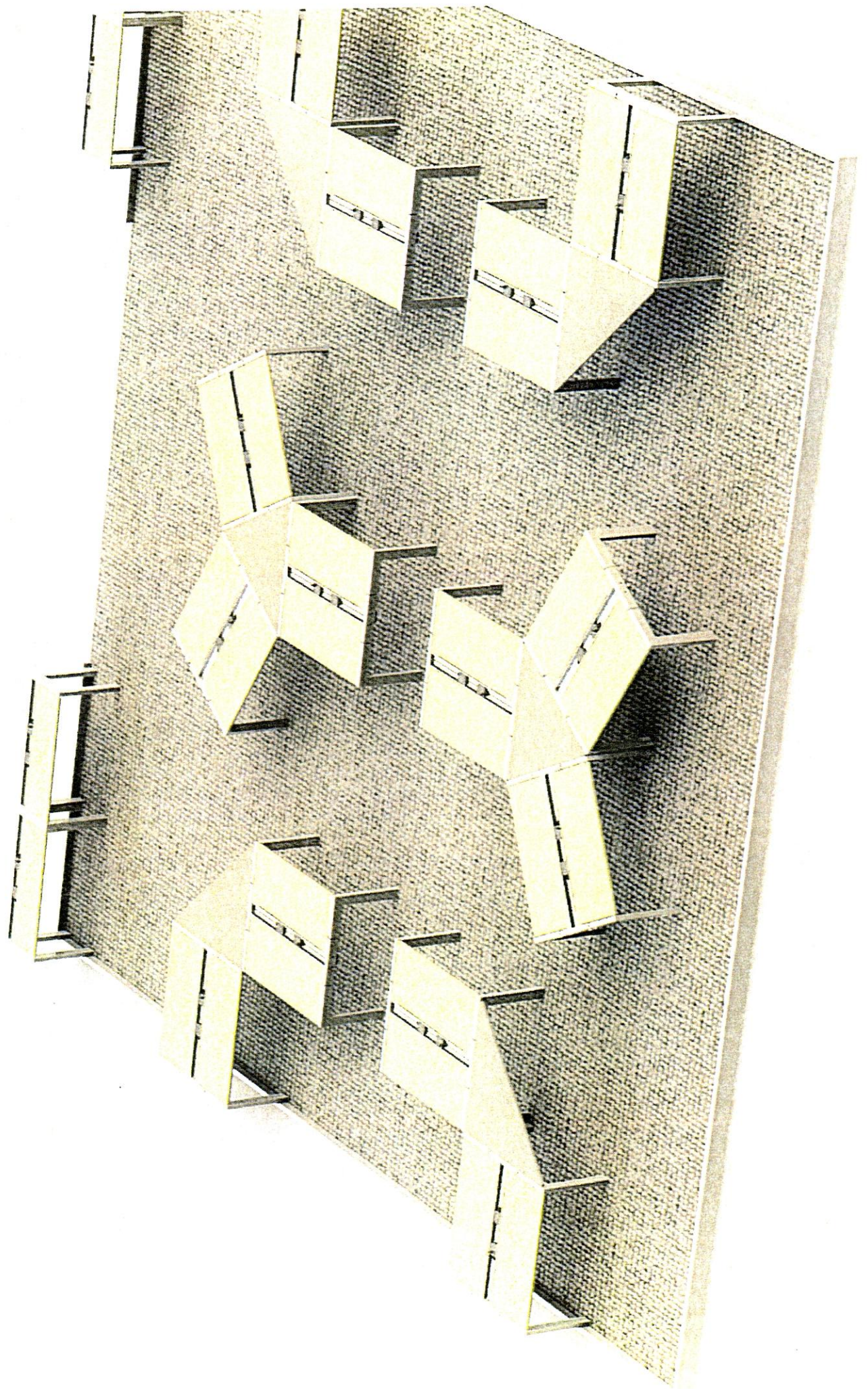
- Scope of work is detailed in above proposal. Additional services are available upon request.
- Allow 6 weeks for Swift Space Station from the receipt of order
- Proposal valid for 60 days
- Standard Certificate of Insurance provided by Olpin Group. Cost associated with required Additional Insured Endorsement will be \$1,200 charge.

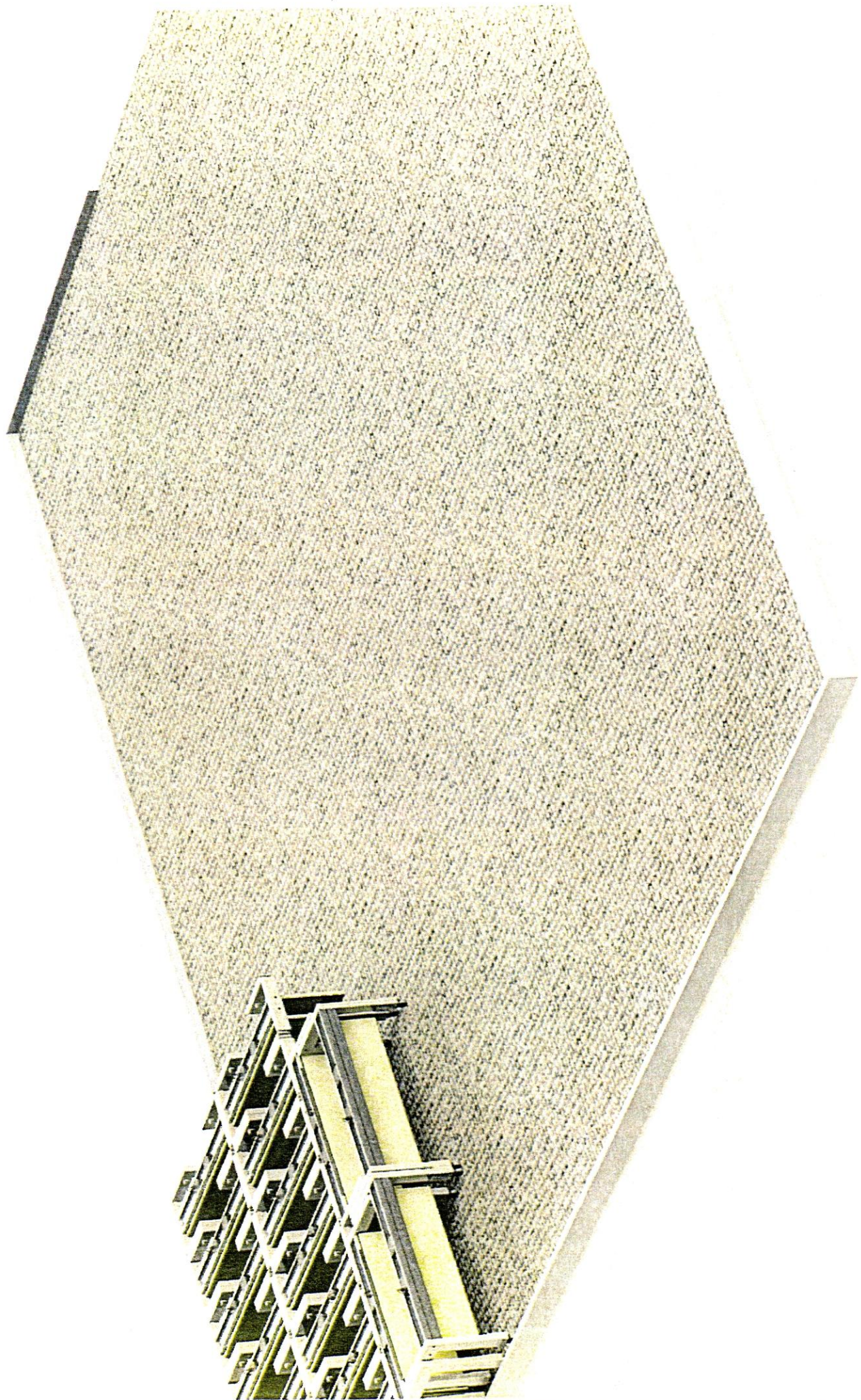
Olpin Group is a leading supplier of storage and millwork solutions in Southern California. Olpin Group has a California contractor's license (license # 863368). We have in-house installation crews, maintenance technicians, projects managers and designers.

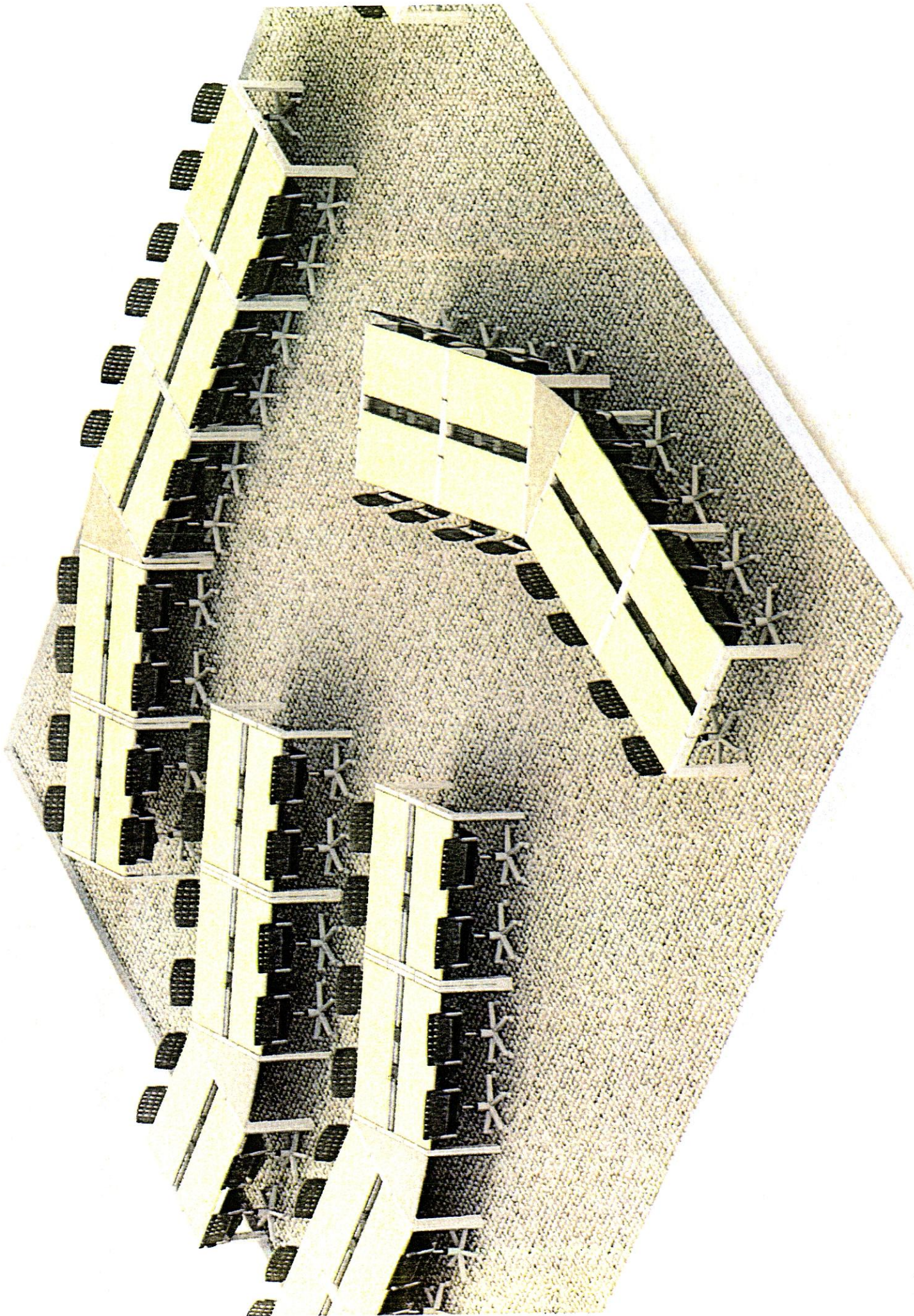
Thank you for the opportunity to present this proposal. If you have any questions, or if you would like additional information, please contact me at (951) 961-1149.

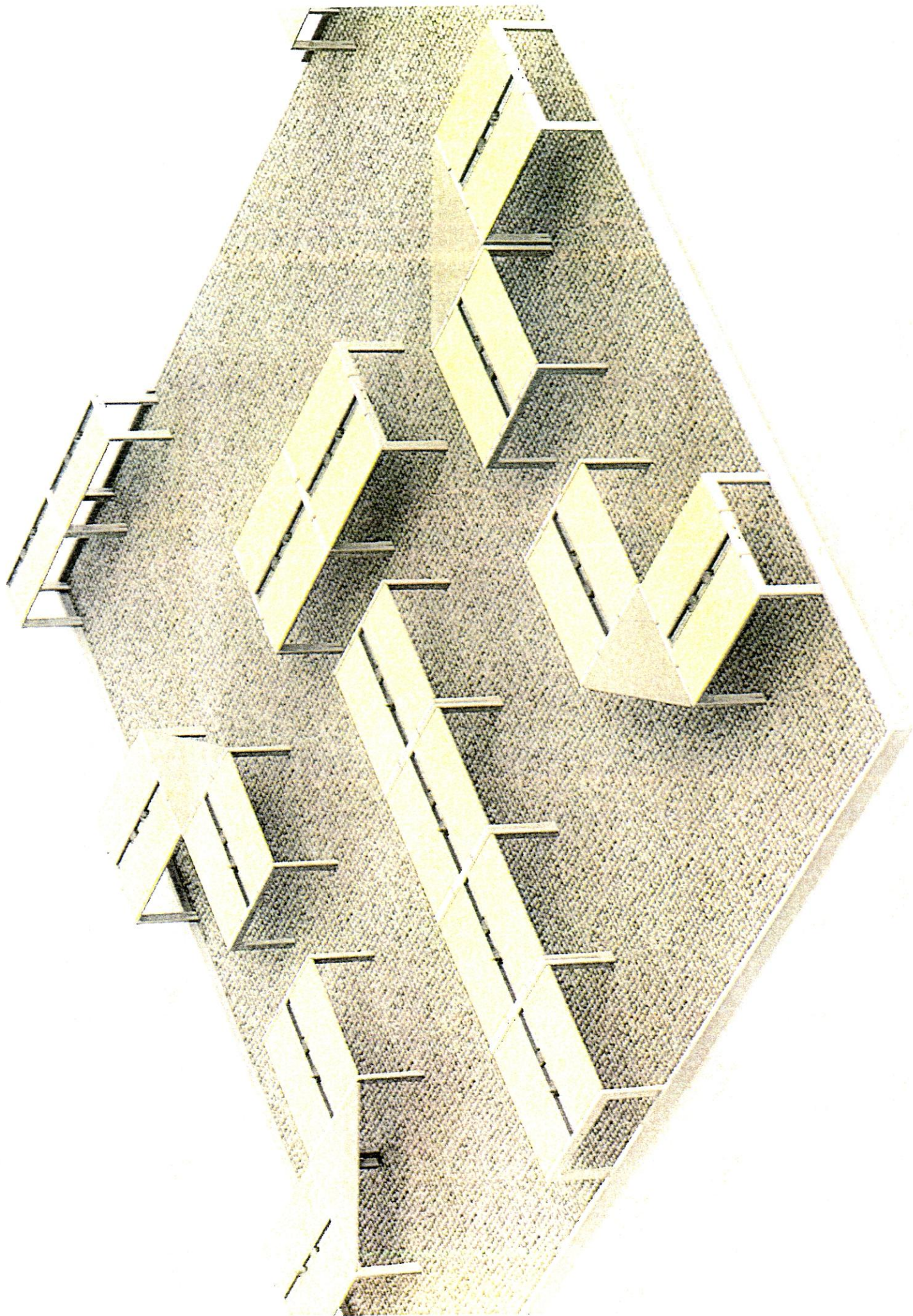
Sincerely,

Sarah Sherter
Sales/Account Manager









Associated Students of Norco College
Modification of the CSS Upper Lounge Area/ Space

Whereas, the space of the CSS Upper Lounge was originally designed to be a safe and welcoming environment for Norco College students, staff, and faculty; and

Whereas, currently the area is underutilized and occupied by disruptive and inconsiderate student groups; and

Whereas, there have been incidents of violence and inappropriate behavior; and

Whereas, there has been destruction of school property; and

Whereas, there has been destruction of school property and violations of the Student Code of Conduct.; and

Whereas, immediate action is warranted before further incidents occur; and

Whereas, a cordial and safe atmosphere will ensure the best use of this space, as originally intended.

Resolved, the Associated Students of Norco College, will financially and otherwise support any effort to revert the CSS Upper Lounge back to a safe, cordial, and welcoming area that will enhance curricular and co-curricular engagements.

Resolved, the Associated Students of Norco College strongly supports the following specific recommendations as set forth by the majority of the Associated Students of Norco College Legislature:

- a. Restrict power access for both the Upper and Lower Levels
- b. To reinstate the registration of all computers with the college in order to gain access to the Wi-Fi.
(Suggestions: Eliminate Guest Access, Limit Bandwidth)
- c. Modify space to create a “non-quiet” lounge area accessible only to registered Norco College/ RCCD students.
- d. Adopt a standing calendar of events hosted by this area for the entire academic year.
(Suggestions: Art Exhibits, Silent Auctions, Etc.)

Resolved, The Associated Students of Norco College will support any combination of the aforementioned recommendations.

FTES Distribution Plan

Norco College

2015-16

Norco's overall FTES Target for 2015-16 = **6575.56**

Term	FTES Target	Percent Total FTES
15 SUM	394.53	6 %
15 FAL	2959.00	45 %
16 WIN	394.53	6 %
16 SPR	2827.49	43 %
Total	6575.56	100%

Considerations:

- Contractual requirement for FT faculty to be able to make load in the primary terms.
- Load Cap ratios are based on fall data.
- IPEDS data is based on fall data.
- Persistence is based on fall to fall data.
- State apportionment is based on fall enrollments.
- We get more bang for our (FTES) bucks when sections are scheduled WSCH as in Fall/Spring, rather than DSCH or Positive Attendance.

Credit FTES 2015-2016						
College	Base Funding Credit FTES	Access/Growth (2.5 % of Base)	Subtotal	Unfunded FTES (4.5% of subtotal)	FTES Targets	
MOV	6138.93	153.47	6292.40	283.16	6575.56	23.10%
NOR	6138.93	153.47	6292.40	283.16	6575.56	23.10%
RIV	14297.59	357.44	14655.04	659.47	15314.52	53.80%
District	26575.45	664.39	27239.84	1225.79	28465.64	100.00%

May be rounding corrections

GRANTS COMMITTEE REPORT

SPRING 2015

COMMITTEE STATEMENT OF PURPOSE

The purpose of the Grants Committee is to identify grant opportunities that align with the mission, strategic planning goals, and resource needs of Norco College. The committee also informs the college community about existing grants, serves as a liaison between the RCCD Grants Office and Norco College, and provides local support for grant efforts to college staff, faculty, and administration.

STRATEGIC GOALS AND OBJECTIVES THAT APPLY TO THIS COMMITTEE:

GOAL 4: CREATE EFFECTIVE COMMUNITY PARTNERSHIPS

Objective 1: Increase the number of students who participate in summer bridge programs or boot camps. (Grants Committee & Student Success Committee)

- Objective one is a responsibility that is shared with the Student Success Committee. The Grants Committee contributes to achieving this objective by identifying external funding sources which support the expansion of existing college programs and initiatives that offer summer components (i.e. Summer Advantage). The Title V and the Student Support Services Trio grants are examples of proposals that were supported by the committee in collaboration with the Student Success Committee.

Objective 8: Increase external funding sources which support college programs and initiatives. (Grants Committee)

ACTION PLANS

1. Promote grant opportunities that become available
2. Seek out grant opportunities that directly benefit college programs and initiatives
3. Increase knowledge and awareness about the grant development process through professional development.

- The committee identifies and promotes grant opportunities that align with the mission, strategic planning goals, and resource needs of Norco College. Only grant opportunities that meet these requirements are forwarded to nor-all.
- Committee members scrutinize all proposals to make sure they align with the strategic goals and objectives, and/or provide funding to secure resource needs documented in program reviews and in other college documents.
- Grants focused on developing new academic programs and/or enhancing existing programs are more closely scrutinized by committee members.
- Grants focused on expanding or improving direct services to students are evaluated on the basis of institutional commitments required by the funding agency. Requirements such as matching funds, time commitments from existing personnel, facilities and requirements for institutionalization of services or personnel are carefully considered.

- Committee continues to serve as a liaison between the college and the RCCD Grants Office, and Foundation (i.e. SSS-Trio, Title V grants, College Pathways, Master Submission List, Stuart Foundation Grant, etc.).
- Committee members support faculty, staff, and administrators by vetting ideas for new grants, assisting with developing grant budgets, defining research needs, and identifying available resources for grant development (i.e. consultants).
- Grants 101 Workshop will be offered in spring 2015.

HOW DOES THE COMMITTEE ALIGN WITH NORCO'S COLLEGE MISSION?

- The committee members seek, promote, and approve grant opportunities that are designed to enhance educational opportunities and services for students.
- The committee promotes and supports collaboration by vetting grants that involve private industry, K-12, and 4-year postsecondary institutions.
- The committee helps to identify funding sources that support the development of pathways to transfer, career and technical education, certificates and degrees.

CHANGES

- All college constituencies are well represented on the committee. The current membership structure includes 4 faculty, 4 classified members, 6 administrators and 2 students.
- For the 2015-2016 academic year, the committee is considering changing its meeting time. Currently, the committee meets the 4th Wednesday of each month, 12-1:30 pm. This meeting time is not convenient for faculty and student representatives.

ASSISTANCE NEEDED FROM ISPC:

- Need assistance with filling faculty vacancies. Currently, only Math, Science & Business Department is represented on the committee.

2014-2015 COMMITTEE MEMBERS:

Greg Aycock

Beth Gomez

Hortencia Cuevas

Bernice Delgado

Monica Esparza

Ruth Leal-Classified

Damon Nance

Erin Power

Ridhika Prasad

Kevin Moy-Student

Gustavo Ocegueda (Co-Chair)

Stanley Tyler

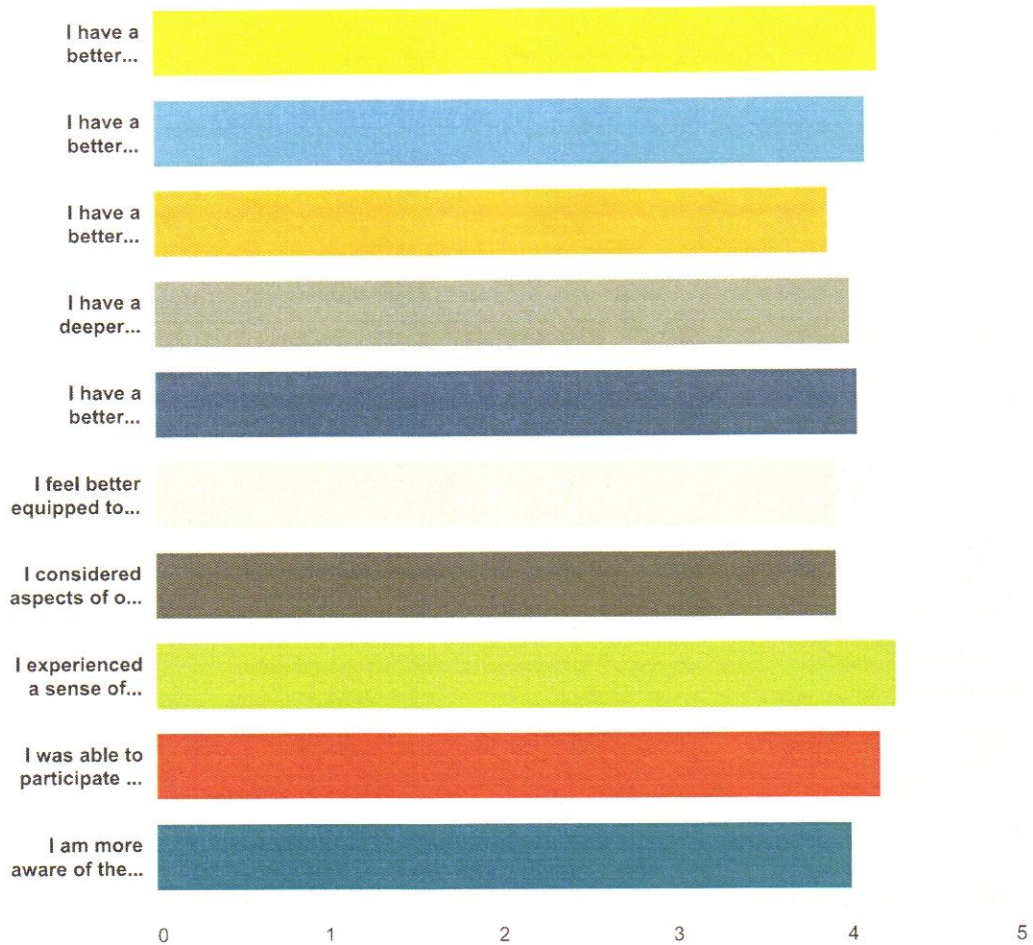
3 faculty seats are currently vacant (BEIT, AHWL, SBS, COMM)

Note: BEIT Faculty representative serves as Co-Chair

Strategic Planning Retreat

Q1 As a result of attending the Fall 2014 Strategic Planning Retreat:

Answered: 23 Skipped: 0



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total	Weighted Average
I have a better understanding of our eight evaluation mechanisms.	34.78%	47.83%	17.39%	0.00%	0.00%	23	4.17
I have a better understanding of the impact of our eight evaluation mechanisms on programs, processes, decision-making structures.	34.78%	43.48%	17.39%	4.35%	0.00%	23	4.09
I have a better understanding of how effectively the eight mechanisms are in impacting programs, processes, decision-making structures.	26.09%	43.48%	21.74%	8.70%	0.00%	23	3.87
I have a deeper understanding of the data reported on the strategic goals/objectives.	26.09%	52.17%	17.39%	4.35%	0.00%	23	4.00
I have a better understanding of our progress on the accreditation Follow-Up Report.	30.43%	47.83%	17.39%	4.35%	0.00%	23	4.04
I feel better equipped to fulfill my current role in the strategic planning processes within the institution.	30.43%	43.48%	17.39%	4.35%	4.35%	23	3.91

Strategic Planning Retreat

I considered aspects of our college planning processes that had not occurred to me previously.	21.74% 5	52.17% 12	21.74% 5	4.35% 1	0.00% 0	23	3.91
I experienced a sense of authentic community through collegial dialogue.	52.17% 12	21.74% 5	26.09% 6	0.00% 0	0.00% 0	23	4.26
I was able to participate in rigorous and reflective thought regarding our planning processes.	39.13% 9	39.13% 9	21.74% 5	0.00% 0	0.00% 0	23	4.17
I am more aware of the ways in which strategic planning impacts the overall institution.	34.78% 8	39.13% 9	17.39% 4	8.70% 2	0.00% 0	23	4.00

Strategic Planning Retreat

Q2 Please share any other comments you would like us to know:

Answered: 8 Skipped: 15

#	Responses	Date
1	Nicely done. I was very well prepared.	12/9/2014 12:03 PM
2	The irony is not lost on me that this survey is an evaluation of a retreat which was an evaluation on evaluation mechanisms that are essentially evaluation metrics of/from strategic planning committees formed to guide/report on the actual work of the college. whew!	12/5/2014 3:13 PM
3	The retreat was well organized and productive. We accomplished a considerable amount and enjoyed a wonderful Southwestern salad. Some additional caffeine later in the day such as hot tea would have been most splendid.	12/5/2014 2:38 PM
4	We should've spent more time reviewing the data reported on the strategic goals and objectives.	12/5/2014 2:08 PM
5	For the first time, I was struck by how our insistence on inclusiveness and participation by all constituencies can contribute to undermining rather than strengthening our efforts. At times, I was afforded an opportunity to weigh in--and encouraged to do so--on subjects about which I have no knowledge, information, or experience, and my contributions were given as much consideration as those of the truly knowledgeable, aware, and experienced. This sort of even-handedness may be collegial and communal, but it isn't constructive.	12/5/2014 2:06 PM
6	I would opt for a working lunch to make overall retreat time shorter.	12/5/2014 12:09 PM
7	Many of the questions asked if my understanding of mechanisms improved at the retreat and I answered honestly "Disagree". But I don't feel that is a reflection of the quality of the retreat, I already had a deep understanding of how they worked.	12/5/2014 11:26 AM
8	Well done! More "collegial dialogue" please!	12/5/2014 11:21 AM