

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.