

Institutional Strategic Planning Council (ISPC)

May 6, 2015

1:00-3:00 (ST 107)

Attendees:

• **Attendees:**

Ruth Leal (Staff-Instructional Production Specialist*ISPC Chair*)
Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)
Diane Dieckmeyer (VP Academic Affairs*ISPC Chair*)

Beth Gomez (VP Business Services)
Barbara Moore (Transfer Faculty)
Natalie Aceves (Staff-Educational Advisor)
Peggy Campo (Academic Senate President)
David Mills (Basic Skills Faculty)
Jason Parks (Chair of Chairs – APC)
Diann Thursby (Staff-Account Services Clerk)
Greg Aycock (Dean of Institutional Effectiveness)
Jim Thomas (CTE Faculty)
Celia Brockenbrough (Library Faculty)
Deborah Tompsett-Makin (At-Large)
Ruth Jones-Santos (Staff-Administrative Assistant II)
Mark DeAsis (Dean of Admissions and Records)
Ana Molina (Staff-Administrative Assistant II)
Collin Pacillo (ASNC-President)
Ruth Smith (Recorder)

• **Absentees:**

John Coverdale (CTE & Grants Advisory Rep)
Monica Green (VP Student Services)

• **Guests:** Lisa McAllister, Richard Henry, Paul Parnell, Kevin Fleming, Colleen Molko, Arend Flick, Koji Uesugi

Approval of Minutes:

Approval of Minutes for April 22, 2015.

Motion by Jim Thomas, second by Deborah Tompsett-Makin to approve the minutes from the April 22, 2015 meeting with a correction to the ASNC representative's name. It should be Collin. Motion approved,

Motion by Jim Thomas, second by Deborah Tompsett-Makin to amend today's agenda and add Item II.E. – Department Restructure. Motion approved.

I. Action Items:

A. Follow-up Report – 2nd Reading (Final Approval) – (Diane Dieckmeyer)

- Follow up report was presented and approved at the Academic Senate meeting on Monday.
- Dr. Dieckmeyer acknowledged and thanked Dr. Flick for all his amazing work on this project.
- Document was e-mail to everyone for their review on April 24.
- Discussed a question regarding the budget information and a concern about the names used on the signature page.
- This is still a working document and items will continue to be revised.
- Report will be presented at the COTW tomorrow.

Motion by Jason Parks, second by Ruth Jones to approve the Accreditation Follow-up Report. Motion approved.

B. Institutional Effectiveness Partnership Initiative (IEPI) Targets for 2015/2016 – (Greg Aycock)

- Received info from the State Vice Chancellor for Institutional Effectiveness indicating that the colleges must adopt the IEPI Framework by June 16.
- Our four targets will be listed on the website. The college will address successful course completion and the accreditation status. The remaining items are set by District.
- Successful course completion needs to be set by Norco. Suggestion to align with our Strategic Planning Goal. 2015-2016 goal should be 71.6%.
- Question on method used to calculate the course completion rate.
- Discussion on how 73% indication was decided on and concern that the number is too high and not attainable.
- Dr. Dieckmeyer will ask the IEPI at next week's meeting about concern of meeting targets for course completion (73% for 2017-2018).
- To get to 73% for 2017-2018 number will increase .7% each year and will start at 71.6% for 2015-2016.
- Discussion that this particular student success area (student completion) should be placed within the Academic Senates oversight. Suggest that a representative from the Academic Senate attend one of the Student Success Committee meetings and discuss the possible location change.

Motion by Jason Parks, second by Ruth Jones to adopt all 18 framework indicators. Motion approved.

Motion by Deborah Tompsett-Makin, second by Jim Thomas to approve the IEPI targets for 2015-2016. Motion approved with one abstention.

II. Information Items:

A. Standing Committee Reports

- ASNC
 - Election campaigning is currently going on.

- Elections will be held the week after next. There will be a new president elected.
- This week the Take Back the Night event was held with Lisa McAllister. There was a good turnout.
- Today is the Spring Health Fair.

➤ **Safety Committee**

- Lisa McAllister gave a PowerPoint presentation covering the Safety Committee. (see attached).
- Lisa and Sergeant Henry are co-chairs for this committee.
- All areas of the college are represented on this committee.
- Reviewed all activities, events and drills sponsored by the Safety Committee.
- Sergeant Henry discussed Service Animals at the College and reviewed AP 3440. (see attached)
- Shared future events, drills and videos that are currently being made.

B. Recommendation 1 – (Diane Dieckmeyer)

- Today the annual evaluation report will be discussed. Report is a compilation/summary of evidence that we did the surveys presented in report form. (#8 – Evaluation Procedures)
- Discussion that document has not been used appropriately. Suggestion to look at this report during the first ISPC meeting of the year and use it to guide the year's agendas and discussions.
- Suggestion to make a schedule of processes indicating how items go through all the committees for approvals. This will insure that everything is completed on time.
- Suggestion to include this discussion in the Open Dialogue meeting.
- Suggest making changes to the report and use precise verbiage to create clarity.
- Indicated that the retreat will still be held.

C. Dialogue on Completion – (Diane Dieckmeyer)

- Dr. Dieckmeyer went to the 2015 High Impact Practices Institute where the attendees were asked to review their college's cohort data prior to attending the conference.
- Reviewed the data and then asked the question what would you do with the results from your data?
- It is possible to use student equity plan funds to have faculty meet a few days during the summer to discuss solutions to the noted problems. The Academic Senate will discuss the possibility of the summer meetings and bring their comments back to the ISPC.

D. JFK Grant (Mark DeAsis)

- Middle College High School (MCHS) Grant funds for student success. \$149,500 awarded for one year.

- Some of the grant objectives are to enhance cooperation between JFK and Norco, reduce dropout rates and improve academic performance.
- Addresses goal #4 and Objective #5 of the Strategic Plan.
- Can reapply for grant in 2016 and would be four year grant at that point.
- Submitted application on April 24, It has been approved. We should hear more this week or next.

E. Department Restructure (Beth Gomez)

- The District is looking at services that can be moved to the colleges.
- The ITSC has recommended and the Chancellor has approved moving Micro Support to the colleges.
- Norco will keep the 2.5 FT micro support staff that are currently here.
- Norco will inherit the district's Service Desk Manager that will become the Technology Manager and oversee both micro support and IMC.
- Funds associated with microcomputer support will be reviewed and distributed to the colleges and district.
- Restructure will become effective July 1.

III. Open Hearing

- Requesting all faculty to please complete the faculty version of the CCCSE. We have the student perspectives, now need the faculty perspective. Contact Dr. Aycock for your log-in information.
- May is Foster Youth Awareness month. Have a walk planned during college hour and a guest speaker. Come and support this event.
- Technology survey is out. Please complete.
- Question on who to talk to if the wi-fi is not working. Answer: Please e-mail the help desk.
- District Strategic Planning meeting is May 8. District Enrollment Management meetings are May 11 and 19. May 14 is Norco's Enrollment Management meeting.
- Dr. Parnell explained that under certain circumstances ideas/processes need to have an immediate response and they cannot go through the strategic planning process.
- Dr. Fleming and Dr. Parnell traveled out of town to discuss Norco and the Career Path Grant. Should be hearing the final decision soon.
- Norco group attended the CNUSD board meeting last night for a Bellwether award presentation.
- Electrician program was approved at the Board meeting last night.
- Thank you to facilities and staff for all the hard work preparing for the many events that are going on now.

Adjourned – 3:15 pm

**Institutional Effectiveness Partnership Initiative Advisory Committee
Framework of Indicators**

INDICATOR	BRIEF DEFINITION	College/District Indicator	Required in 2014-15
Completion Rate (Scorecard): College-Prepared Unprepared for College Overall	Percentage of degree, certificate and/or transfer-seeking students starting first time in 2008-09 tracked for six years through 2013-14 who completed a degree, certificate or transfer- Student's lowest course attempted in Math and/or English was college level Student's lowest course attempted in Math and/or English was pre-collegiate level Student attempted any level of Math or English in the first three years	College	
Remedial rate (Scorecard): Math English ESL	Percentage of credit students tracked for six years through 2013-14 who started first time in 2008-09 below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline See above See above See above	College	
Career Technical Education Rate (Scorecard)	Percentage of students tracked for six years through 2013-14 who started first time in 2008-09 and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or	College	
Successful course completion (Datamart)	Percentage of students who earn a grade of "C" or better or "credit" in 2013-14.	College	X
Completion of degrees	Number of associate degrees completed in 2013-14	College	
Completion of certificates	Number of Chancellor's Office-approved certificates completed	College	
Number of students who transfer to 4-year institutions	Number of students who transfer to a four-year institution, including CSU, UC, or private university in 2013-14. (I)	College	
Accreditation Status		College	
Accreditation status	Latest ACCJC action: Reaffirmed, Warning, Probation, Show Cause, Restoration	College	X
Date of next visit	Informational item - no target collected.	College	X

**Institutional Effectiveness Partnership Initiative Advisory Committee
Framework of Indicators**

INDICATOR	BRIEF DEFINITION	College/District Indicator	Required in 2014-15
Fiscal viability and programmatic compliance with state and federal guidelines			
Salary and Benefits	Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures	District	
Full-Time Equivalent Students	Annual number of full-time equivalent students	District	
Annual Operating Excess/(Deficiency) Fund Balance	Net increase or decrease in unrestricted general fund balance	District	
Cash Balance	Ending unrestricted general fund balance as a percentage of total expenditures	District	X
Audit Findings	Unrestricted and restricted general fund cash balance, excluding investments Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited	District	X

1. Metric dependent upon external variables (UC and CSU transfer admission policy) and therefore collected as information. Colleges would NOT be expected to identify a goal.

In year one, three years of baseline trend data would be prepopulated and sent to each college by the Chancellor's Office. Each college would use a collegial consultation process to set goals (short-term and long-term) for the subsequent year and return a spreadsheet to the Chancellor's Office with the goals in June.

NORCO COLLEGE

Safety Committee Report

ISPC Meeting • May 6, 2015

Safety Committee Members

- o Sgt. Richard Henry, College Safety and Police (Co-Chair)
- o Lisa McAllister, Director of Health Services (Co-Chair)
- o Leona Crawford, Disability Specialist
- o Cpl. Shaun Frantz, College Safety and Police
- o Carlos Garcia, Associate Professor, Drafting
- o Beth Gomez, Vice President, Business Services
- o Daren Koch, Learning Center Assistant
- o Dan Lambros, Instructional Media/Broadcast Technician
- o Leroy Welch, JFK High School
- o Steve Monsanto, Director of Facilities
- o Gustavo Ocegueda, Associate Dean, Grants and College Support
- o Chris Poole, Library Clerk II
- o Hector Ramirez, Groundsperson
- o Nicole Ramirez, Instructional Programs Support Coordinator
- o George Sales, Maintenance Mechanic
- o Sherry Stone, District Safety and Emergency Planning Coordinator
- o Stanley Tyler, Assistant Professor, Chemistry

5/6, 7:52P Meeting

Safety Committee

Mission Statement

Drawn from a cross section of the college community, the mission of the Norco College Safety Committee is to **develop and maintain a healthy and safe learning environment** for students, staff, faculty and visitors. Acting as a problem solving group, the committee will help **identify and resolve security issues, health and safety concerns** and make **recommendations** to the appropriate office or committee in order to **maintain safe conditions**.


5/6, 7:52P Meeting

Goal 7 Strengthen Our Commitment to our Employees

Objective 1	PO2/TC	Provide professional development activities for all employees
Objective 2	Legacy	Increase the percentage of employees who consider the college environment to be inclusive
Objective 3	Legacy	Decrease the percentage of employees who consider the college environment to be an unsafe work environment based on diversity-related characteristics
Objective 4	Legacy/TC	Increase participation in search and recruitment related to recruitment
Objective 5	Safety	Implement programs that support the safety, health, and wellness of our college community.

5/6, 7:52P Meeting

2014 Outcomes



5/15, 7:50 PM meeting

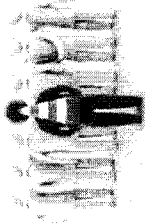
New!

- Crosswalk Safety - Lights in crosswalk outside of SSV/Police
- Police on duty Saturdays
- Safety Walks performed by members of Safety Committee/Departments/Facilities
- Completed and deployed evacuation maps

5/15, 7:50 PM meeting



- **Safety Awareness & Security** - make staff/faculty more aware of locking doors and safety awareness.
- **Revisited smoking area protocols** - communicating smoking areas, all types of smoking e-cigs, etc.
- **Golf Cart Procedures** - resulted in new Golf Cart Program for College



5/15, 7:50 PM meeting

New!


- Google Maps - fire extinguisher identification/placement
- Unisex bathrooms now located on campus
- College Resource Center
- SSV Upstairs
- STEM Center
- Crosswalk signage - College Way/Rodeo Way
- Traffic/pedestrian crossing WEQ signage

5/15, 7:50 PM meeting


Activities & Events

S&S, JS&S Marketing

- ✓ Flu vaccinations - free for students \$20 for staff
 - ✓ 120 flu shots administered
- ✓ Backpack drive
 - ✓ Collect 1,100 backpacks in support of suicide prevention
 - ✓ To date - collected 50 backpacks
- ✓ Health Fair May 2014 & May 6, 2015 today!
- ✓ Emergency Phones monthly inspections
- ✓ Spring Evacuation Drill postponed
- ✓ Take Back the Night Event (TBNE)
 - ✓ April 30, 2015
 - ✓ 115 attendees



S&S, JS&S Marketing



- * Fire Alarm first day of school
 - * Outcomes:
 - Improve communication
 - Appointment of BC/FC Coordinator
 - Evacuation Chair training
- * Red Cross Disaster Preparedness Event
 - * October 2014 - 4 attendees

S&S, JS&S Marketing

Training/Awareness

S&S, JS&S Marketing

Emergency Drill - 11/20/14

Center for Student Success

Outcomes:

- Assess improvements from evacuation on first day of school
- Improvement of after action reports

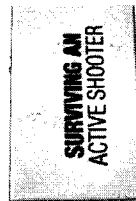
SOS, JSPP Meeting

Next Steps

- ◆ Evening Drills
- ◆ Campus Wide Evacuation Drills
- ◆ RCCD Active Shooter Video

SOS, JSPP Meeting

- RAVE System
 - Mass notification System
 - Currently in testing phase
 - Opt out system



Campus SAVE Act

SOS, JSPP Meeting

- Hazard/MSDS online training for staff
- Great Shakeout - 10/16/14 @10:16am (Drop, cover & hold-on)
- Service Animal Training (AP/BP 3440)

AP 3440 SERVICE ANIMALS

References:

- Civil Code Sections 54 et seq.;
- Penal Code Section 365.5;
- The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
- 28 Code of Federal Regulations Part 35;
- 28 Code of Federal Regulations Part 36;
- 34 Code of Federal Regulations Part 104.44(b)

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damaged caused by his or her service animal.

Office of Primary Responsibility: Director, Diversity, Equity and Compliance

Administrative Approval: January 23, 2012

Fund for Student Success (FSS)
Middle College High School (MCHS) Grant

CA Community Colleges Chancellor's Office, Academic Affairs Division

Purpose/Use of the Funds

The purpose of the *Fund for Student Success* is to increase student success based on an analysis of student outcomes. Through a collaborative effort between the community college and local high school districts, the purposes of the funding for Middle College High School (MCHS) are to: reduce high school dropout rates by improving academic performance; improve students' self-concept and self-esteem; improve the rates of high potential, low achievement students who enter college; and enhance their college and career options.

Pursuant to *Education Code Section 11300*, Middle College high schools have proven to be highly effective collaborative efforts between local school districts and community colleges. The goal of the middle college high school is to select at-risk high school students who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.

Funding Period: May 2015 – Dec. 2015	Maximum Funds Available: \$50,500	Total Funds to Norco College \$149,500
Funding Period: July 2015 – June 2016	Maximum Funds Available: \$99,000	
Match Requirement: 50/50 (in-kind contributions)	Match Sources: Existing RCCCD and CNUUSD Funds	

Primary Objectives

1. Reduce high school dropout rates
2. Improve academic performance
3. Improve students' self-concept and self-esteem through college attendance
4. Improve the rates of high potential, low achievement students who enter college
5. Enhance students' college career options

Grant addresses Norco College Strategic Plan and Process
 GOAL 4: Create Effective Community Partnerships, OBJECTIVE 5: Continue the success of Kennedy Partnership

Personnel

1. Mark DeAsis, Project Director
2. Academic Counselor (PT)
3. Educational Advisor (PT)
4. A&R Operations Assistant (PT)

Sustainability

1. Re-Apply for FSS Grant in 2016
2. 3SP Funds for Counseling
3. Existing NC and JFK staff members

Facilities

N/A – Existing facilities at Norco College and JFK will accommodate new members.

Application Deadline:

- April 24, 2015

Application Status:

- Signed and Approved by CCCCCO's AA on 4/29
- Currently pending Chancellor's signature/approval

It is therefore the recommendation of the ITSC that the function of microcomputer support and the associated staff transition from the district to the three colleges. The specific recommendation is as follows:

- That the 2.5 FTE microsupport staff currently working at MVC would remain at MVC and report to Technology Services;
- That the district's Service Desk Manager would become the Technology Manager at NC, report to Business Services and be responsible for both microsupport and IMC staff;
- That the 2.5 FTE microsupport staff currently working at NC would remain at NC and report to the Technology Manager;
- That 4.5 FTE microsupport staff currently working at RCC would remain at RCC and report to the IMC Manager;
- That 1.0 FTE microsupport staff currently working at RCC would remain at RCC but report to the Network Manager to support the district;
- That the Service Desk Support Technician would remain at RCC but report to the Associate Vice Chancellor of Information Technology and Learning Services to support all colleges and the district;
- That all discretionary funds associated with district microcomputer support be reviewed and distributed to the colleges and district based on an approved methodology;
- That once approved, Information Services would begin work with the three colleges to develop and execute a transition plan; and
- That formal reorganization would become effective 7/1/15.