

Institutional Strategic Planning Council
November 15, 2017
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation co-chair), Greg Aycock, Melissa Bader (Faculty Chair), Ceila Brockenbrough, Peggy Campo, Chris Castillo (ASNC Rep.), Mark DeAsis, Daniel Landin, Ruth Leal (Staff Chair), Sam Lee, Mark Lewis, Barbara Moore, Chris Poole, Jim Reeves, Mitzi Sloniger

Guests Present: Justin Czerniak, Ashley Etchison, Charles Henkels, Tenisha James, Colleen Molko, Debra Mustain, Gustavo Ocegüera, Monique Pierce, Stan Tyler

Call to Order: 1:04pm

Approval of Minutes:

Approval of Minutes for November 1, 2017

MSC (Lewis/Landin) Corrections: None.

Approved: no abstentions

I. Action Item:

- A. SSSP/SE/BSI Integrated Plans (Handouts) (Gustavo Ocegüera)
MSC (Campo/Moore)

Gustavo highlighted the changes to the draft of the executive summary based on comments from previous meeting noting the goals were revised reflect the focus on equity. Gustavo reminded the group that this is a fluid plan; we will continue to adjust our activities around new data as it is collected.

Approved.

- B. Application Deadline (Monica Green)
Tabled.

- A. Style Guide (Handout) (Ruth Leal)
MSC (Landin/Castillo)

Ruth reviewed the components of the draft style guide noting that the logos/graphic elements presented in the document are placeholders and are there for sample purposes only.

Questions/Comments:

- Where will people go if you want to create a flier, create webpages? Are there a resource page with templates, etc.? There will be a dedicated webpage with these template resources, logos, etc.

- Do fliers need to be approved by the proposed Marketing Committee? In the Style Guide there is an approval process however it is not directed at the student-generated fliers, which has its own approval process. The style guide is for NC employees but is a resource for students creating fliers as well.
- School colors will not change.
- Will the Bookstore be made aware? Yes.

Approved.

B. Strong Workforce and NSF ATE Grant Proposals (Ashley Etchison)
(Handouts)

Strong Workforce Grant Proposals

MSC (Lewis/DeAsis)

Ashley provided an overview of the following grants, (*details are included in the handouts provided*):

IEDRC Continuation: CTE Marketing & Rebranding (A. Etchison)

LAUNCH: Inland Empire Apprenticeship Network (C. Henkels)

Awarding Veterans the College Credit They Deserve (K. Fleming)

EMERGE – A regional project to develop curriculum for emerging technologies (J. Lopez)

Questions/Comments:

- Committee members expressed concerns about the timeline for vetting grant applications outside the established [Grant Development Process](#).
- Discussion ensued on the need to review the process to address the gaps in application timelines and the frequency of committee meetings.

Committee Recommendation

ISPC made a recommendation to the Grants Committee to review and improve the Grant Development Process to include a regular report from the Grants Committee that informs ISPC about what is the queue and being considered.

Approved.

NSF ATE Grant Proposals

(Reeves, Moore) Rescinded

Motion to remove the NSF Grant Proposal for Norco College Photonics Project from consideration pending Academic Senate review. MSC (Campo/Anderson)

Charles Henkels reviewed the Advanced Technological Education (ATE) Project – Apprenticeship Program grant submission.

Approved.

II. Committee Reports

A. Grants Committee – Handout (Ashley Etchison)

Ashley will bring the discussion and recommendations from the ISPC back to the Grants committee.

Questions/Comments:

- Gustavo commended Ashley for chairing this committee.

B. Safety Committee – Handout (Justin Czerniak)

Justin shared the Safety Committee Report for Fall 2017 including a review of the strategic goals and objectives. The Safety Committee requested to establish a budget line.

Questions/Comments:

- Committee discussed the role of ISPC in request for budgets citing the fact that committees do not submit program review, and therefore have no means for requesting budget.

III. Information Items:

A. Annual Grants Update (Gustavo Ocegüera)

Gustavo requested to come back in December. Item tabled.

B. [Progress Report on Strategic Planning Goals](#) (Greg Aycock)

Greg reviewed the highlights of the report for the committee. It will be available for further inspection on the IE website.

C. Marketing Committee (Ruth Leal)

Marketing workgroup of individuals who are involved with outreach in their daily duties. A proposal to create a permanent shared governance committee will be brought to ISPC at a future meeting.

IV. Good of the order

Meeting adjourned: 3:06pm

Next meeting: November 29, 2017

Minutes submitted by Denise Terrazas