



## Institutional Strategic Planning Council

### **Minutes for Wednesday, September 16, 2020**

1:00-3:00 p.m.

#### **Committee Members (total 17):**

Makenna Ashcraft for Angelica Calderon (ASNC Rep.), Quinton Bemiller, Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Dominique Hitchcock, Ruth Leal (Classified Professionals Co-Chair), Sam Lee, Virgil Lee (Faculty Co-Chair), Arezoo Marashi, Jethro Midgett, Kaneesha Tarrant, Sigrid Williams, Patty Worsham

#### **Committee Members Absent (3)**

Mark Lewis, Andy Robles, Chris Poole

#### **Advisors (total 6):**

Greg Aycock, Vivian Harris, Azadeh Iglesias, Tenisha James, Adam Martin, Suzie Schepler

#### **Guests:**

Laura Adams, Melissa Bader, Daren Koch, Damon Nance, Gustavo Ocegüera, Brittnee Quintanar, Marianne Stefanous, Desiree Wagner, Alex Zadeh

#### **Call to Order: 1:02pm**

#### **Recorder**

Denise Terrazas

#### **Meeting Minutes**

##### **1. Call to Order**

###### 1.1 Co-Chair Updates

- Monica Green shared the established 19-20 ISPC group norms with the council and took suggestions on modifying for 20-21.
  - ISPC Norm Setting (edits shown below)

- ISPC members are aligned to a shared purpose and values that guide discussion
- Raise hands to signal a desire to speak
- Maintain an environment of authenticity
- Mutual respect
- Welcome collaboration
- Freedom of expression
- Consideration for the opinion of others
- Right to dissent
- Incorporate humor
- Recognize the importance of non-verbal communication
- Discourage sidebar conversations – Limited use of Zoom chat okay
- Encourage participation and engagement
- Active listening
- Recognize sound issues – mute when not speaking in CSS217 (eg. voices raised in order to be heard)
- Time issues, there is a lot of work to do, stay within the time limit, are we scheduling ourselves enough time?
- Revisit mission, want to keep the Norco-ness of the committee
- Avoid the reputation that ISPC is where good ideas go to die
- Need to clearly define what our process is so people know where to go first for Strategic Planning
- ISPC meetings – planning body, determine how the process runs, this is a group of constituent bodies around campus, learning experience to figure out how to fill the gaps. Set the tone for the institution at this meeting.

- Ruth Leal

During the summer, classified professionals held four forums on the draft Strategic Planning and Governance Manual. In summary, classified professionals have conveyed that they do not feel that their voice matters. It is not valued. Not important. And not represented in the draft Strategic Planning and Governance Manual. Where do we fit in and when is our voice considered? How is it demonstrated in the document? Therefore, we request at least one meeting of ISPC and classified leadership in order to discuss areas of the plan that are of

concern to classified professionals and discuss our feedback from the forums. The minutes from this would be included as a debrief at the follow-up ISPC meeting.

## 2. Action Items

### 2.1 Approval of Agenda

- No changes made to the agenda.

### 2.2 Approval of June 3 Meeting Minutes

- MSC (Bemiller/V. Lee)
- Request for a change in language page 4. Academic and professional matters and 10+1
- Melissa Bader clarified participation in taskforce as the Opening Colleges Taskforce.
- Ruth provided the following edits:
  - Under her report add: Growth Mindset and Zoom & Tech Tips, in May; and include a new CSEA Committee Appointment Process for classified professionals.
  - 4.1 remove bullet 6
  - 4.2 under bullet 3, sub-bullet 2 add: For classified professionals, this is codified in education code.
  - 4.2 under bullet 3, sub-bullet 5 add: The ISPC classified representatives need to gather feedback from their constituent group.
- Approved with changes.

### 2.3 Faculty Co-Chair Nominations – Quinton Bemiller

- Quinton opened the floor for voting members of the faculty.
    - Virgil Lee is nominated
    - MS (Bemiller/Midgett) for the faculty co-chair position to be filled by Dr. Virgil Lee.
- Approved.

2.2 Corrections	2.2 Task of	2.2 Due by
Amend sections 2.0 and 4.0 of the June 3 minutes.	Denise Terrazas	Sept. 16

## 3. Information Items

### 3.1 2020-21 ISPC Members

- The current ISPC membership was shared with the council noting changes in faculty and manager membership.

### **3.2 Summary Report of Open Dialogue Session**

- Reviewed the notes from the open dialogue session, please send feedback or corrections to ISPC chairs.
- Open dialogue sessions are an opportunity for the college to come together to openly discuss any topic regarding the college.

### **3.3 Joint Academic Senate – ISPC 8/31/20 Meeting Report**

- The notes from the joint meeting were shared.
- Kevin Fleming provided the following highlights from the August 31 meeting:
  - Discussion on COTW
  - Timeline for SPGM: maintain a review period in the fall
  - Chapter 5: SPGM assignments
  - Chapter 8: Proposed Council Structure
  - Discussion of College Council and 4 Leaderships Councils
  - Due to feedback from the last meeting, the AS/ISPC next meeting on Sept 30 will have 2 interactive breakout sessions.
- Ruth Leal invited comments or questions on Chapters 5 and 8
- Rex Beck requested additional qualifier to report section: Although their participation is critical to the efficient and effective operation of Norco College, classified professionals do not have as a condition of employment to participate in college governance.

### **3.4 Committee Reports – 20/21 Academic Year**

- This year is a planning year, we have provided fall dates for the committees to share a report and feedback the SPGM.
- Reports are due to ISPC by November 10.
- Academic Senate noted that reports from standing committee of the AS are due by October 5.

### **3.5 Committee of the Whole – 20/21 Academic Year**

- COTW is still a part of the college's strategic planning process and must be incorporated in the SPGM timeline.
- Monica Green solicited feedback on COTW, which is not currently included in the SPGM.

- Suggestion to use committee reports to college council as a way to communicate to the entire college. Report to the college could also serve as template for an annual report to the BOT.
- Concern about the strategic and governance process i.e. if there are any items that AS and ISCP approve before it reaches COTW. Is it truly a voting item if the two bodies have already approved? Does this still fit in within our SP structure?
- Comment from the chat: We are still a public entity; COTW serves the community that NC serves. Members of the public can and have attended COTW.
- Feedback from classified professional forums include concerns about checks and balances, transparency, student participation, taking away opportunities for feedback.
- Concern that Classified Professionals are not able to attend all committee meetings.
- Reminder that we have a Regular Update that is sent out twice a month college wide.
- Has there been a time when an item that has reached COTW and was voted down? Yes, the smoking circle removal was voted down the first time.
- COTW is important however there is a challenge with voting down an item that has been thoroughly vetted by knowledgeable groups. Voting should be done separate of the meeting.
- Voting currently takes place outside of the meeting. The meeting provides an overview of the item and then a period of voting was opened.
- Relative to SP, it is critical that we have demonstrated that we have closed the loop.
- Feedback from 5 out of 9 open zoom sessions on SPGM includes support of eliminating COTW.
- We are currently not in compliance per Roberts Rules of Order with COTW, we need to be sure that we are accurately classifying it as an open forum for feedback.
- Many faculty members echoed concern that voting after the items are vetted through AS and ISPC is problematic. There are some items that should be considered for a college-wide vote, such as the content of a mural. Faculty and administration have a primary role in SP, classified professionals and students are invited to provide input and the Board of Trustees has the final say on what is approved. To go to COTW and open for a vote, is out of line with how our process works.

- Our strategic governance structure is based on aligning better with the district, so that our plans are more cohesive for seamless implementation. Do RCC and MVC also have COTW? If so, how do they operate?
- COTW is very much a part of the culture of the college, we want to maintain it in the spirit for which it is intended.
- In going forward with Guided Pathways, having a college-wide meeting will be important.

### **3.6 Accreditation Update and ACCJC June 2020 Report – Sam Lee**

- Sam Lee provided an update on accreditation and our accreditation status.
- Laura Adams will serve as the faculty accreditation chair.
- Regarding our standing in this report, there were two colleges in ACCJC's region that achieved full accreditation for the full seven years with no recommendations, Norco College is one of those colleges.
- We still have work to do, our obligation moving forward is to file a mid-term report at the halfway mark.
- Norco College received three excellent commendations; one recommendation that is not compliance related. The District received one commendation and three recommendations for improvement.
- Sam Lee reviewed improvement plans and quality focus essays that we will be reporting on in our mid-term report.

### **3.7 Library/LRC Advisory Committee Update – Vivian Harris/Damon Nance**

- Vivian Harris provided the following report from Library & LRC Advisory Committee.
  - The committee has expanded the charge for the LRC to better meet the growing needs of the changing times.
  - Committee will make a recommendation to AS for a name change: Library & LRC Advisory Committee. Academic Senate will vote on Monday.
  - Learning Resource Center workgroup will address planning and operational changes that need to be made moving forward.

- LRC workgroup will regularly review and discuss the LRC plan and bring recommendations to the larger committee. Workgroup members are Damon Nance, Mitzi Sloniger, and Daren Koch.
- Request to bring the final LRC Plan to ISPC.
- Suggestion to include a student on the workgroup.
- Request for an update to Academic Senate on Monday.

### **3.8 DSPC Update**

- This is a standing item at ISPC. Monica shared the agenda for the upcoming meeting the minutes from the August meeting for the council to review.

### **4. Good of the Order**

- Read to Succeed save the dates: September 24, 2020-Book Discussion-12:50-1:30 pm; October 22, 2020-Student Panel-12:30-1:30 pm; November 19, 2020-Author Appearance-12:30-2:30 pm.
- Classified professionals are the process of appointing representatives for Guided Pathways Teams (5 seats to fill)

### **5. Future Agenda Topics**

- Please send to tri-chairs one week prior to the ISPC meeting.

### **6. Adjournment**

- No motion made.
- 2:40 p.m.

### **Next Meeting**

Wednesday, September 30 (Joint Academic Senate/ISPC Meeting)

1:00-3:00 p.m.

<https://cccconfer.zoom.us/j/94223331430>

Meeting ID: 942 2333 1430