



**Institutional Strategic Planning Council  
Meeting Minutes for March 17, 2021  
(1:00-3:00pm)**

**Meeting Participants**

**Committee Members Present (total 16)**

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

**Committee Members Not Present (4)**

Leona Crawford, Mark Lewis, Chris Poole, Andy Robles

**Advisors (total 4):**

Greg Aycok, Vivian Harris, Azadeh Iglesias, Kimberly Thomas

**Advisors Not Present (2)**

Tenisha James, Adam Martin

**Guest(s)**

Laura Adams, Hayley Ashby, Melissa Bader, Tricia Hodawanus, Desiree Wagner

**Recorder**

Denise Terrazas

**1. Call to Order**

- Meeting called to order at 1:02pm

**2. Approval of the Agenda**

- MSC Fleming/Midgett
  - Kevin Fleming proposed merging 6.1-6.3 into one discussion item.

Approved as modified.

**3. Approval of the March 3, 2021 Meeting Minutes**

- Accepted as presented.

**4. Co-Chair Updates**

Virgil Lee

No Report

Ruth Leal

- Ruth Leal reported that Patricia Gill has been nominated to represent RCCD as Classified Professional of the Year, which the Board of Governors will select in May. The nomination was not voted on at the March 16<sup>th</sup> Board of Trustee meeting, but a special meeting of the Board will be called to consider this item. A number of students attended the BOT meeting on March 16 support of Patricia's nomination.
- Nominations for the 2021 Norco College Classified Professional of Year have been extended to this Friday with a hope to announce the winner in April.
- On March 26, the Classified Professional Development Committee will host a Safe Return workshop for classified professionals.

Monica Green

No Report

## **5. Action Items**

## **6. Information Item**

### **6.1 SPGM Spring 2021 Timeline Draft, 6.2 Council and Committee Appointment and Charters, 6.3 Charter Development Overview**

- Now that SPGM has been approved, the next step is to begin work on the charters. The goal is to be able to hit the ground running in the fall. Kevin Fleming provided an overview of the implementation steps. Today, ISPC is being asked to review the process and provide any feedback or edits. The pre-populated charter template will be sent to the council and committee leads/co-chairs this Friday. Kevin Fleming shared that the Strategic Planning website has many [Governance Resources](#) and technical assistance is available on demand for the creation of charters.
- There will be a Brown Bag drop-in session April 8<sup>th</sup> for anyone needing assistance in completing their charter. Meeting Zoom link will be shared soon.
- Kevin Fleming reviewed the due dates with the council which are provided in the Charter Implementation Steps handout.
- Virgil Lee clarified that the charter process is for College councils and committee. It is up to the Academic Senate to decide whether it is going to require its subcommittees to create charters.
- Kevin Fleming included a sample of a completed charter and emphasized that the charter template is simply a template. If some fields are irrelevant or additional fields are needed, then please feel free to customize.

Comments/Questions:

- Suggested to spell out IEGC.
- Should a faculty member be involved in drafting the charter for the Professional Development Collaboration Network? This is not representative of the voices involved but the designated leadership of the group. The PDCN charter was reviewed prior, and Gustavo Ocegüera is the approved/named facilitator for the PDCN.
- Given that the Racial Justice Taskforce currently has a Charter (link to the webpage), it was asked whether all subgroups are required to complete a charter? This should be determined by the Taskforce. There is no requirement for subgroups to complete separate charters as long as the larger group has completed one.
- Gilbert DeLeon is the classified professional liaison for Guided Pathways.
- Kevin Fleming asked council members to share with their constituent groups. Kevin will consult with each Council to determine due dates for charters. This communication will be sent college-wide Friday, March 19.
- Ruth Leal inquired about a transparent way to review the charters, suggesting that ISPC review all council and committee charters. ISPC's review and/or approval was added to the timeline.
- Are the other councils approving the charters? There is no protocol for the review process, Kevin Fleming recommends that the councils approve. The charters will then come to ISPC as either an information item (such as College Council as groups do not approve their own Charters) or as an approval Item. The due dates will vary depending on council and committee meetings dates.
- Kevin Fleming pointed out the [20-21 Guided Pathways Project Team Charters](#) as another example of completed charters

## **6.2 Create a Governance Meeting and Student Activities Schedule**

- Kevin Fleming presented a tentative meeting calendar for Fall 2021 showing the fixed monthly meetings at the College.
- This was an item proposed by classified professionals during the SPGM. Ruth Leal proposed a workgroup to include Student Activities Coordinator to create a proposed block calendar.
- Virgil Lee inquired about the ability to see the College events in Outlook. Melissa Bader shared that College events are not showing because they are normally scheduled in 25Live. Since we are not on campus, events are not scheduled in this manner.
- Jethro Midgett asked about how this might affect the amount of student activities on campus. Limiting the student activities to two days could result in multiple events on the same day.
- Angelica Calderon voiced that it is important to see the events. Since there are a lot of ASNC-sponsored events happening, limiting them to two days would be difficult.

- Once we return to campus, what will space availability look like if all the events happen on the same day?
- Kevin Fleming recalled that during the joint meeting of ISPC and the Academic Senate in Fall 2020 there was agreement on finding at least one hour a month where there will be no governance meetings or conflicts.
- Monica Green reminded the group that the dedicated student engagement days are not meant to limit the scheduling of student activities; they were meant to provide a way for faculty, managers, and classified professionals to engage with students without meeting conflicts. We have never had a dedicated student day and the addition of one is progress.
- The Sciences and Kinesiology and Social and Behavior Sciences department meetings take place on the third Thursday of the month, not the third Tuesday of the month.
- We have a publicly facing calendar connected to 25Live. If anyone is looking to plan the event, please check the College website.
- Co-Chairs discussed at length the charge and the purpose of a proposed work group.
  - Denise Terrazas informed the council that the President's office created a NC Events calendar several years ago. The process has not been in use for more than a year due to the pandemic.
  - Ruth Leal indicated that classified professionals would like to give feedback on the block calendar. She went on to state that ASNC should also be consulted due to the recent conflict with Committee of the Whole and Club Rush.
  - The Co-Chairs agreed that each representative should bring the proposed block calendar back to their constituent groups for feedback and report back to ISPC. Once feedback is received, the next steps will be determined.

### **6.3 Safe Return**

- Virgil Lee opened the discussion on Safe Return following Vice Chancellor Kim's and Dr. Green's message to the College on returning in the fall. There was discussion on this topic at COTW and a lively discussion at the Senate where faculty voiced their concerns.
- Monica Green shared that there has been a considerable amount work that has been done in terms of planning for the safe return. Dr. Steinback, who is chairing the Safe Return Taskforce, will be sharing more information soon. The reason the plan was raised now is to give us enough time to plan. There are assumptions in place that may not be true as we get closer to fall, so we will need to be flexible. We did not have the luxury of time when the College closed last spring so we want to now give our community enough time to prepare for returning to campus, which will not be easy. Safety is of primary importance in our efforts, as is maintaining the continuity of instruction. The reality is that the College is struggling with enrollment; we are at 78% of our FTES target. This is unprecedented within RCCD and means that we are leaving prospective students behind. Many students have entered the working world, and it is feared that they may not return to higher education. Yet, the development of the Safe

Return plan is underway, and Norco College is blessed with bright, amazing people who know how to get things done.

Comments/Questions:

- When can we anticipate having some details for the safe return plan and the assumptions on which the plan is based? Will the Safe Return the College community be updated regularly?
  - The Safe Return Taskforce will prepare recommendation for the Chancellor with more specifics such as what we need to ensure we have regular communication so as to maintain an informed community.
  - The assumptions are that vaccinations will be widespread, that we will be herd community, and that we are permitted to open at 100% capacity without social distancing requirements. We don't have all of the answers because we are not there yet.
  - The District is working with the county and various businesses to get vaccination appointments for District employees and student. The District is looking into the possibility of using the college campuses as vaccination sites.
  - Ruth Leal suggested adding Safe Return as a standing item on the agenda, which was agreed to by Monica Green.
  - Might some student activities be returning in fall? The expectation is that we return to normal, in-person operations that includes performing arts, athletics, and events. Of course, we must follow all OSHA and Cal/OSHA regulations while basing our plans on CDC and county guidelines.

## **7. Good of the Order**

## **8. Future Agenda Topics**

### **8.1 Defining “Participatory Governance” and “participate effectively” in the SPGM**

### **8.2 Technology Prioritization**

### **8.3 Appeal Process in SPGM**

## **9. Adjournment**

- 2:22pm

## **Next Meeting**

Wednesday, April 7, 2021

1:00-3:00pm

<https://cccconfer.zoom.us/j/96164905019>

## CHARTER IMPLEMENTATION STEPS

TASK		DUE DATE
COTW		March 11
Identification/Validation of person(s) responsible to help draft 2021-2022 charters		March 11-March 19
ISPC review of Chartering process and responsible person(s)		March 17
Prepopulated Charter templates for 5 Councils emailed to development team leads, along with sample Charter, SPGM resources, and templates		March 19
Governance webpage creation <ul style="list-style-type: none"> <li>○ RRO videos – both recordings &amp; and documentation/ppts (first on Strategic Planning page)</li> <li>○ Charter templates</li> <li>○ Strategic Planning &amp; Governance Manual</li> <li>○ RRO library access</li> <li>○ Additional Resources (Articles, Click up information)</li> </ul>		March 19
Teams to discuss/vet charters with committees/council members either during meetings and/or asynchronously via email		March 19 - April X
Technical assistance available on demand to any group/team/person via Dr. Fleming		March 19 - April 30
Brown Bag “Drop In” Assistance Session: Finishing your draft Charter <ul style="list-style-type: none"> <li>○ Open to all</li> </ul>		April 8 12:50-1:50pm
BFPC reviews/approves all 2021-2022 Charters		April 13 (ISPC April 21)
ISPC reviews/approves all Charters 2021-2022 Charters		April 21
Office of the President reviews/approves all 2021-2022 Charters		April 21
SSPC reviews/approves all Charters 2021-2022 Charters		April 28 (ISPC May 5)
All groups to identify membership, and co-chairs for the 2021-2022 year		April - June 11
CHARTER TO COMPLETE	PERSON(S) RESPONSIBLE	APPROVED IN APRIL 2021 BY

Academic Council	Sam Lee, Patty Worsham, and classified professional representative with knowledge/experience in area of career education programs, academic learning support, or instructional scheduling and support.	Office of the President
College Council	Monica Green, Virgil Lee, Ruth Leal	Office of the President
Diversity, Equity and Inclusion	Greg Ferrer, Bernice Delgado, Brady Kerr	SSPC & ISPC
Enrollment Management Workgroup	Sam Lee, Kaneesha Tarrant	SSPC & ISPC
Grants Advisory Panel	Stan Tyler, Gustavo Ocegüera, Leona Crawford	BFPC & ISPC
Guided Pathway Project Teams	Tenisha James, Melissa Bader	SSPC & ISPC
IEGC	Kevin Fleming, Virgil Lee, and classified professional representative with knowledge/experience in area of governance/strategic planning, marketing, professional development, or planning and effectiveness.	Office of the President
Marketing Committee	Ashley Etchison, Brady Kerr, Ruth Leal	ISPC
Professional Development Collaboration Network	Gustavo Ocegüera	Office of the President (already approved for 2021)
Racial Justice Taskforce Group A	Dominique Hitchcock, Shaun Leflore (student)	SSPC & ISPC
Racial Justice Taskforce Group B	Tenisha James	SSPC & ISPC
Racial Justice Taskforce Group C	Lisa Nelson, Kaneesha Tarrant	SSPC & ISPC
Resources Council	Michael Collins, Dan Lambros, Jim Thomas	Office of the President
Safety Workgroup	Justin Czerniak	BFPC & ISPC
Student Support Council	Kaneesha Tarrant, John Moore, Natalie Aceves	Office of the President
Technology Committee	David Schlanger, Ruth Leal	BFPC & ISPC



## Charter for

### Professional Development Coordinating Network

November 15, 2020

The Professional Development Coordinating Network (PDCN) is a network formed from an agreement between the Office of the President, Academic Senate, Management and Leadership Association (MLA) and California Schools Employee Association (CSEA), Chapter 535, to collaborate on the process and planned outcomes for strategic professional development activities during a one-year period commencing in the 2020-2021 academic year.

<b>Purpose</b>	The PDCN is the coordinating venue through which the college's constituent bodies develop common professional development activities to strategize and maximize resources to achieve the college's strategic and EMP goals.
<b>Guiding Principles</b>	<ul style="list-style-type: none"> <li>Norco College deeply values and supports professional development for all employees (faculty, classified professionals, and administrators).</li> <li>Our Educational Master Plan targets specific PD objectives (Goal 4), which need to be coordinated and strategized in order to maximize resources among constituent groups.</li> <li>Title 5 §53200 affirms the Academic Senate's purview for both "policies for faculty professional development activities" as well as "district and college governance structures, as related to faculty roles."</li> <li>Norco College shall maintain its 0.2 reassigned time for faculty PD coordination.</li> <li>CSEA's Classified Senate has an established committee for coordinating professional development for classified professionals.</li> <li>MLA provides professional development opportunities to managers and is interested in collaborating with other constituent groups to strategize about PD opportunities.</li> </ul>
<b>Initial Assumptions</b>	<ul style="list-style-type: none"> <li>Norco College will achieve synergies by institutionally coordinating efforts, strategizing, leveraging external speakers/consultants, and avoiding fragmented responses to employee needs.</li> <li>There are different nuances, perspectives, and needs (often constituency-specific) within general PD needs (e.g. Guided Pathways and equity).</li> <li>There is ambiguity regarding funding for PD activities.</li> <li>There may be value in establishing a college-wide body to coordinate and provide a venue for the faculty, management, and classified professional groups regarding PD funding and requests. Such a group can also seek synergies with timing, outside consultants, etc.</li> <li>The proposed Institutional Effectiveness and Governance Council as well as part of a manager's time and effort, is anticipated to hold responsibility for the support of PD efforts for Norco College.</li> <li>Such a PD advisory group could review the current obligations the College must meet regarding grant-funded PD activities as well as EMP-focused professional development.</li> </ul>



<b>Scope &amp; Deliverables</b>	<ul style="list-style-type: none"> <li>• The PDCN will serve as the coordinating venue through which the College's constituent bodies develop common professional development training, primarily those around Guided Pathways and equity frameworks.</li> <li>• The PDCN will serve as a hub to collaborate, cooperate, and coordinate around annual strategic professional development training plans and may expand into other areas where all of the body's constituent groups agree there is common ground (e.g. College-specific employee onboarding).</li> <li>• The PDCN supports training for institution-wide leadership and succession planning, especially for non-teaching faculty roles (e.g. governance, meeting management, and parliamentary procedure/Roberts Rules of Order).</li> <li>• The PDCN will advocate for the necessary resources to effectively and efficiently implement professional development plans.</li> <li>• The PDCN will seek synergies with timing, use of consultants and vendors, and promotion of training opportunities.</li> <li>• Job skills training is not within the purview of the PDCN. These will primarily be handled by the individual employee with their supervisor, via a collective bargaining group, and/or through the operational groups of the College (e.g. HRER trainings and software platforms like Etrieve).</li> </ul>
<b>Membership</b>	<p>The PDCN membership is representative of all constituency groups. Members are appointed to the PDCN by their constituent bodies based on their roles and functional responsibilities related to professional development. The PDCN will be comprised of 9 members:</p> <ul style="list-style-type: none"> <li>• Professional Development Facilitator (serves as the facilitator and provides administrative support)</li> <li>• Faculty Professional Development Committee Chair/Co-Chair(s)</li> <li>• Teaching &amp; Learning Committee Chair/Co-Chair(s)</li> <li>• Classified Professional Development Committee Chair/Co-Chair(s)</li> <li>• Management Leadership Association NC Representative</li> <li>• Human Resources and Employee Relations Representative of Norco College</li> </ul>
<b>Meeting Time/Pattern</b>	<p>The PDCN meets at least once in the fall term and once in the spring terms, and as needed.</p>
<b>Roles of Facilitator and Members</b>	<p>The PDCN Facilitator is accountable to the Office of the President/Academic Senate to ensure continuity of dialogue between governance tiers. The Facilitator is responsible for preparing the agenda and facilitating meetings of the PDCN based on best practices and guidelines for effective facilitation.</p> <p>Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the PDCN, which can help to achieve the PDCN's charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the PDCN. While representing the perspectives of the constituency group to which they belong, members are expected to engage in effective dialogue with their PDCN peers with the goal of finding consensus on issues that come before the PDCN.</p>

<b>Meeting Procedures and Expectations</b>	<p>The Facilitator and members of the PDCN will adhere to College governance best practices as follows:</p> <ul style="list-style-type: none"> <li>○ Meeting agendas are issued in advance of meeting times.</li> <li>○ Members endeavor to: <ul style="list-style-type: none"> <li>• Adequately prepare for meetings based on the meeting agenda.</li> <li>• Arrive promptly and stay for the entire duration of meetings.</li> </ul> </li> <li>○ Participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations. Welcome all ideas, interests, and objectives that are within the scope of the charter.</li> <li>○ Actively listen and engage in respectful and constructive dialogue.</li> <li>○ Work with a spirit of cooperation and compromise leading to authentic collaboration.</li> <li>○ Support decisions that are made by the group.</li> <li>○ Follow through on PDCN commitments that are made outside of scheduled meetings.</li> <li>○ Seek to identify and consider stakeholder voices that may not be present for the group's immediate discussions.</li> </ul>
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# NORCO COLLEGE STANDING MEETINGS | Proposed - Fall 2021 (All meetings will be held with ZOOM option)

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>WEEK 1</b>	<b>Academic Senate</b> 1:30-3:30pm	<b>ASNC Exec</b> 10:00-12:00pm  <b>Diversity Equity, &amp; Inclusion Committee</b> 12:50-1:50pm  <b>LGBTQ+ Advocates</b> 1:00-2:30pm	Executive Cabinet 10:30-12:00pm	AA Deans Meeting 8:30-10:00am AA Deans and Managers Meeting 10:00-11:00am  <b>ASNC Senate</b> 10:00-12:00pm  <b>Proposed– Student Engagement: No Meetings</b> 12:50-1:50pm	
<b>WEEK 2</b>	Student Services Management 1:00-2:30pm <i>*Every other Monday</i>	<b>ASNC Exec</b> 10:00-12:00pm  <b>Faculty Professional Development Committee</b> 12:50-1:50pm  <b>Library and Learning Resource Center Advisory Committee</b> 12:50-1:50pm  <b>Teaching and Learning Committee</b> <b>*Open Faculty Forum</b> 12:50-1:50pm  <b>LGBTQ+ Advocates</b> 1:00-2:30pm  <b>Curriculum Committee</b> 2:00-3:30pm	<b>Norco Assessment Committee</b> 9:00-10:30am  <b>Marketing Committee</b> 10:00-11:00am  Executive Cabinet 10:30-12:00pm  Management Meeting 1:30-3:30pm	<b>ASNC Senate</b> 10:00-12:00pm  <b>College Council</b> 12:50-1:50pm Co-Chairs of all councils with the Academic Senate	<b>Academic Planning Chairs</b> (Department Chairs) 8:30-11:00am
<b>WEEK 3</b>	<b>Academic Senate</b> 1:30-3:30pm	<b>ASNC Exec</b> 10:00-12:00pm  Department Meetings Most meet 12:50-1:50	Executive Cabinet 10:30-12:00pm  <b>Distance Education Committee</b> 3:00-4:15pm	All Dean's Meeting with VPs 8:30-10:00am All Deans Meeting w/o VPs 10:00-11:15am  <b>ASNC Senate</b> 10:00-12:00pm  <b>Proposed– Student Engagement: No Meetings</b> 12:50-1:50pm  <b>Technology Committee</b> 2:00 – 3:00 pm	
<b>WEEK 4</b>	Student Services Management 1:00-2:30pm <i>*Every other Monday</i>	<b>ASNC Exec</b> 10:00-12:00pm  <b>Teaching and Learning Committee</b> <b>*Business Meeting</b> 12:50-1:50pm  <b>Curriculum Committee</b> 2:00-3:30pm	Executive Cabinet 10:30-12:00pm	<b>Enrollment Management Workgroup</b> 9:00-10:30am  <b>ASNC Senate</b> 10:00-12:00pm  <b>Program Review</b> (Proposed changing) 12:50-1:50pm  <b>Leadership Councils</b> 12:50-1:50pm <ul style="list-style-type: none"> <li>Academic Council</li> <li>Student Support Council</li> <li>IE &amp; Governance Council</li> <li>Resource Council</li> </ul>	

## Legend:

Proposed draft 21FAL schedule:

- The Green highlighted all the standing committee of the Academic Senate.
- The Pink highlight are the current ASNC meetings (changes every semester).
- The Yellow highlight are college governance meetings (subject to change per each group).
- The Grey are operational/team meetings.
- The Teal are proposed Council and Student Engagement.

DRAFT