

Institutional Strategic Planning Council (ISPC)

March 21, 2012

1:00-3:00 (CSS 217)

Attendees:

- Gail Zwart, Diane Dieckmeyer, Jefferson Tiangco, Joe Eckstein, Rebecca Choy (ASNC), Andy Aldasoro, Greg Aycock, Jim Thomas, Melissa Bader, Mark DeAsis, Laurens Thurman, Leona Crawford, Jason Rey, Sharon Crasnow, Monica Green, Celia Brockenbrough
- **Absentees:** Mark Lewis
- **Guests:** Linda Reifschneider, Debbie DiThomas, Carol Farrar, Lyn Greene, Dimitrios Synodinos

Welcome: - Diane Dieckmeyer

Approval of Minutes: - Gail Zwart

Motion by Joe Eckstein, second by Jim Thomas to approve the minutes for the March 7, 2012 meeting. Motion approved with one abstention.

Motion by Jason Rey, second by Joe Eckstein to approve the minutes for the March 14, 2012 special meeting. Motion approved with one abstention.

- Instructions from Dr. Green regarding the Mission Statement. On the handout that, everyone received, please circle your top three choices in each column. The items that you think best identify/represent Norco College. Give your choices to Tricia to compile. The choices with the most votes will be used to help develop the draft mission statement.

I. Action Items:

A. Budget Recommendation – Diane Dieckmeyer

Motion by Jason Rey, second by Sharon Crasnow to approve the budget recommendation. Motion unanimously approved.

- Comments from Dr. DiThomas:
 - This is the first time in the district's history (100 yrs.) that we have had to consider lay-offs.
 - Thank you to all Vice Presidents for their hard work. The district does not have any type of budget reduction policy to follow, but will have one after this year.
 - Very happy with Norco's participatory governance. The idea is to gather as much input as possible from all areas to help find ideas that may not have already been thought of.
 - Still need to adhere to a district timeline and some district requests/mandates.
 - Wanted budget cuts to have as little impact as possible on students. Looked at every possible way to obtain enough cuts through the discretionary funds. Went line by line, reviewed trends of spending over the last few years.
 - This level of cuts can only be maintained for one year. These cuts cannot continue with affecting people.
 - Administration looked at ways to bring in revenue. Unfortunately ways that are being considered will take time to have an impact. One possible income generating item is a Norco College swap meet. LA Harbor College currently clears \$1 million a year.

- Also the new Art Gallery could become a good income source. Currently working with the city on possible joint events.
- Last resort is to consider lay-offs. Only position titles will be taken to the April Board meeting. No names will be attached to the position titles.
- Dr. Dieckmeyer - Reviewed handout indicating personnel cuts in President/VP Academic Affairs area. She explained how decisions were made regarding cuts from discretionary funds and how she reviewed past spending trends to help her.
 - Question whether these cuts included the hiatus of the Norco Voice. Dr. Dieckmeyer explained that the Norco Voice is included.
- Laurens - Reviewed handout indicating personnel cuts VP Business Services area. VP (administrator) will be half time at Norco and half time at Moreno Valley College. Cut includes approx. \$50,000 in energy savings (elec).
 - Concern from Council about having a vice president for only half the time. Agree that it is a poor idea, but needs to be done to meet budget reduction. If there is any possible way to keep from making any of the recommended cuts the half time administrator is the cut that would be eliminated. Concern that there could be a conflict of interest by sharing one person between two colleges. Dr. DiThomas does not feel that there is a conflict of interest, but very possibly there is too much work for one person to handle. Some work may have to be picked up by the district.
- Question whether furloughs have been discussed. Furloughs have to be handled by the District and have to be negotiated. Contracts were rolled as is.
- Dr. Green – explained cuts in the student services area. Most programs are grant funded. She gathered as much discretionary funds as possible including travel, food, mileage, memberships, etc. She has paid as many of next year’s contracts as possible to help carry them through next years. Looked at streamlining work and reorganizing areas.
 - Question on whether or not any areas in student services have to be backfilled. Currently do backfill a small amount in the DSPS/DRC and matriculation areas.
- Question on clarity of cuts in each area for voting purposes. Vote is to send this recommendation forward to the president to consider. You are not approving a specific cut. The President (Dr. DiThomas) will make the final cut decisions while considering everyone’s input and realizing that the recommendation has reached her through a shared governance process.
- Specific cut information is available for review in all areas by contacting the appropriate Vice President.

II. Information Items:

A. Mission Statement – Monica Green

- Reviewed totals of choices from the earlier exercise. Eliminated items that received a small number of votes.
- Started to draft a mission statement using the items that received the most votes from the committee members.

B. Developing Strategic Goals – Gail Zwart

- Put dots on items to indicate what you think should be looked at as strategic goals.
- Next meeting we will identify if these are the goals we want for our strategic plan.

III. Open Hearing

Adjourned – 3:00

Norco College Budgeting Principles

Norco College adhered to the following guiding principles when making the required \$700,000 in cuts to its general fund:

1. Have as little impact on students as possible.
2. Reduce discretionary budgets to fund only essential items/functions.
3. Evaluate processes and procedures to find every possible efficiency.
4. Increase opportunities for revenue self-generation.
5. Consider layoffs as a last resort.

Outcome:

Budget deficit:	\$700,000
Discretionary and efficiencies:	\$452,253
Personnel and benefits:	\$247,747

Proposal to meet Norco College's \$700,000 deficit for 2012-2013

Proposed Budget Reductions from the following segments of College:

	Amount Cut	Number of Positions
President/VP Academic Affairs	\$295,103	3 Part Time Permanent
VP Business Services (Includes facilities/maintenance)	\$260,936	1 Half Time Administrator 1 Full Time Classified Staff 2 FT positions to 80%
VP Student Services	\$143,961*	1 Part Time Permanent

***Includes Reorganization with a net loss of one Full Time Classified Position.**

Mission Statement – ISPC 3/21/12

Project in Progress...

Who Are We?	What Do We Stand For? (Our values)	Who Do We Serve?	What Do We Do?	Where Are We Headed? (Our vision & goals)
<ul style="list-style-type: none"> • Community College 10 • Educators 9 • Learning Institution 10 • Leaders and Innovators 8 	<ul style="list-style-type: none"> • Teaching & Learning 10 • Access 7 • Opportunity 6 • Diversity 6 • Integrity 4 	<ul style="list-style-type: none"> • Students 15 • Community 11 • Workforce 8 • California 4 	<ul style="list-style-type: none"> • Teach 11 • Innovate 8 • Support 3 • Serve 4 • Work w/Industry 1 (CTE) • Listen 2 	<ul style="list-style-type: none"> • Student Success 10 • A More Educated Community and workforce 13 • Excellence 6

Putting the pieces of the formula together:

Who are we? + What do we stand for? + Who do we serve? + What do we do? + Where are we headed? =

MISSION STATEMENT

Norco College is a learning institution part of the California Community College system dedicated to student success and a more educated community and workforce. We are committed to access, diversity, and excellence for our students seeking transfer, Career & Technical Education, and basic skills through innovative teaching and learning opportunities.