

# MINUTES

## Fall Strategic Planning Retreat

December 2, 2015 – 12:00 to 4:00

### Attendees:

Mark DeAsis	Diane Dieckmeyer	Carol Farrar
Melissa Bader	Lorena Patton	Vivian Harris
Daniel Lambros	Jim Thomas	Jason Parks
Celia Brockenbrough	Andres Elizalde	Richard Henry
Eric Betancourt	Peggy Campo	Barbara Moore
Gail Zwart	Gustavo Ocegüera	Beth Gomez
Siobhan Freitas	Patti Brusca	Damon Nance
Mark Hartley	Ruth Leal	Greg Aycock
Kaytee Mansfield (Student)	Beth Gomez	
Kevin Fleming	Koji Uesugi	

**Welcome: Dr. Dieckmeyer welcomed everyone during the working lunch in the CSS Upper Lounge (12:00-1:00)**

### **1. Senate Report (Peggy Campo)**

- Peggy shared the Fall 2015 report from the Norco Academic Senate (see attached).
- Purview is mandated by state law. Academic Senate is in charge of the 10+1 areas that include curriculum, establishing programs, grading, program review, etc.
- There are currently seven subcommittees of the academic senate.
- Norco Academic Senate coordinates with District Academic Senate as well as with the other two college's senates.
- Twenty-nine of the forty-one objectives under the seven strategic planning goals are either a direct responsibility of the NAS or one of its subcommittees.
- Action plans for spring include – revising the senate by-laws (membership and voting), create a Teaching and Learning Committee, creation of a Committee of Committees to help with faculty committee participation. This committee will convene once in the beginning of Fall.
- Would like help from the ISPC to create a flowchart delineating what goes where, when, etc.
- Would like to have a review of the strategic planning goals and objectives map to clarify, revise and update it.

### **2. ASNC Report (Mark Hartley & Students)**

- Mark Harley introduced himself. Has been at Norco for six weeks. Mark shared that students here are dedicated to service (helping other students). He introduced the ASNC President - Suzie Schepler.
- Suzie updated the group on recent events held by the ASNC.

- The Harvest Festival was a great success with a higher turnout than ever before. Approximately 2 ½ tons of candy was donated for the event.
- The ASNC Upper Lounge was a joint effort between administration and students. It has been a wonderful change for students and a great improvement for staff in the area. However, they are looking for help with funding to maintain this area.
- Food pantry – this is an example of students working to help students.
- Kaytee Mansfield discussed the launch of the new student ambassador program. The ambassadors will do outreach, give tours and explain all Norco’s opportunities including available career choices, financial aid, etc. There are 25 student ambassadors.
- ASNC is committed to success in all areas of college life.

**Action Item:**

**3. BFPC Prioritization List (Beth Gomez)**

➤ **Staffing Prioritization List**

**Motion by Jim Thomas, second by Jason Parks to accept the BFPC prioritized staffing list. Motion approved.**

- Reviewed the top 10 positions on the Staff Prioritization List:
  1. Full-time custodian for day shift.
  2. Administrative Assistant III for Dean of A&R.
  3. Facilities Administrative Utilization Specialist
  4. IDS for Dean of Instruction
  5. Information Technology Analyst
  6. Grounds Person
  7. Dean of Instruction (CTE) increase in funding.
  8. Lab Tech II for CTE
  9. Computer Laboratory Assistant (Library) – Perm PT
  10. Learning Center Assistant (Tutorial Services) – Perm PT
- Prioritized 46 positions.
- Staffing list has been approved by the BFPC.
- Ranking information is available on-line.

**\*Motion was initially made for approval of all prioritization lists with one vote, but was amended by Jim Thomas and Jason Parks to request approval of each list individually.\***

➤ **Equipment Prioritization List**

**Motion by Greg Aycock, second by Suzie Schepler to approve the equipment prioritization list. Motion approved.**

- Technology has been pulled out of this list. Those items will be ranked and approved later.

- Ranking of resources has been approved by the BFPC.
- Reviewed the top 10 equipment items on the prioritization list:
  1. Chemistry Lab Cabinet
  2. Lotus Pro Chemical Free Cleaning Machine
  3. Rekeying West End Quad
  4. Upgrade urinals and toilets
  5. Signage in parking lots
  6. Tactical Helmets/Gas Masks for College Police
  7. Replacement Blinds in Library
  8. Hand Dryers
  9. Cordless battery back vacuums
  10. Gaming Software currently categorically funded
- There are 45 equipment items that were prioritized.

➤ **Remaining Prioritization Lists**

- Still need to rank professional development and spaces.
- SSV Planning Council prioritization list will be e-mailed to all ISPC members for approval on-line.

**Retreat Continues in CSS 217 (1:00-4:00)**

**4. CCSSE Report (Greg Aycok)**

- Greg shared the Community College Survey of Student Engagement (CCSSE) results (see attached).
- This survey provides standardized benchmarks of student engagement.
- The survey was administered in Spring 2015 and surveyed 1000 Norco students.
- Discussed ways that the survey results could be increased. Perhaps meta majors and student ambassadors are a couple items that could help with the increase.
- These questions are answered by students and indicate their perceptions of what is being asked.
- Discussion on better preparation of students prior to taking a class in order to obtain better success and help with their perception of Norco College.
- Suggestion that we might want to hold a meeting to compare faculty and student corresponding CCSSE questions.

**5. Dialogue on Decision Making (Melissa Bader, Ruth Leal, Diane Dieckmeyer)**

- Everyone participated in a group activity to help clarify the decision making process.
- Each group received “scenario cards” to discuss and decide how each item would travel through the strategic planning process, how it would receive approval.
- Using the results/comments collected from the group activity the ISPC hopes to create a flowchart or guiding principles to help explain the decision making process and identify what type of items are operational and which ones are strategic in nature.

- Reminded everyone that committees make recommendations to the President of the college.
- Discussion that items do not necessarily belong to one committee. They may need to travel to several committees.
- Thought that not everything should have to go through a committee. May only need to go to the executive cabinet. However, have to be cautious about other things that are happening. Need to look at the “big picture” what areas are impacted, etc.
- Not clear where approval should come from. What committee can stop an item? What committee can approve something without going to another committee?
- Warning that we need to make sure what is strategic and what is operational. Need the definition of strategic and operational.
- Suggestion that we should be looking ahead and putting a process in place that will work in the future.
- Also need to understand that some things can and will go forward without going through “the process”.

#### **6. Action Plans Update (Greg Aycock)**

- Will address this item in the Spring.

#### **7. Dialogue on Committee Challenges (Melissa Bader, Ruth Leal, Diane Dieckmeyer)**

- Will address this item in the Spring.

#### **8. Open dialogue**

- Question on rotation of chairs on the strategic planning councils. Suggestion that the councils consider doing succession planning.
- Request to have ISPC committees report done at the end of the semester maybe the last two meetings of the semester. Twice per year may be too often.
- Discussion regarding the importance of the reports at the ISPC meetings and the need to know what the sub committees are currently doing. Perhaps a reminder from the ISPC to the committees about what they should be working on each semester would be helpful.
- Suggestion that all the committees create an annual calendar to help with semester tasks.
- Discussion on committee membership. Is the make-up decided by the committee? Suggest that committee make-up should be an item on the next ISPC agenda.