MINUTES

Institutional Strategic Planning Council (ISPC)
May 18, 2016
1:00 – 3:00 (ST 107)

Attendees

> **Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)**
> **Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)**
> Greg Aycock (Institutional Effectiveness)
> Celia Brockenbrough (Library Faculty)
> Chris Poole (Staff)
> David Mills (Basic Skills Faculty)
> Monic Green (VP Student Services)
> Tricia Hodawanus (Staff)
> Jason Parks (Chair of Chairs – APC)
> Robbie Bishara (ASNC)
> Mark DeAsis (Dean of Admissions and Records)
> Natalie Aceves (Staff)
> Ana Molina (Staff)
> Siobhan Freitas (At Large)
> Peggy Campo (Academic Senate President)
> Beth Gomez (VP Business Services)
> Charles Henkels (Career and Technical Ed)
> Laurie Hankins (Recorder)

Absent

> Jim Thomas (CTE Faculty)
> Barbara Moore (Transfer Faculty)
> **Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)** Attending conference

> **Guests:**, , Dr. Hendrick, Gustavo Oceguera, Shirley McGraw, Lisa McAllister, Kris Anderson, Carol Farrar

Approval of Minutes

Approval of Minutes for May 4, 2016
> **Motion by Jason Parks and seconded by Peggy Campo to approve the minutes from the May 4, 2016 meeting. MSC with two abstentions.**

> III Information Item b. 2016-17 Tentative Budget Presentation and discussion moved up on the agenda. See summary below in section III.

I.   **Committee Reports**
   a. Safety Committee (Lisa McAllister)
      - Strategic Goal and Objective that applies to this committee
        Goal 7-Strengthen our Commitment to our Employees/Objective 5 is the responsibility of the Safety Committee. The Safety Committee supports this objective by implementing programs designed to educate our students, staff and faculty about health issues and safety issues that are more prevalent on college campuses.
      - Action Plan was discussed
      - Committee alignment with Norco College Mission discussed
      - Changes-Safety Committee is not well represented by faculty or students due to meeting days/times. Dean of Student Life is working on increasing student representation. Would like at least one more faculty member on the committee. Meeting time was discussed and will continue to be the 2nd Monday of the month from 9:30-11:00. No meetings in July or August.
      - Assistance needed from ISPC-Assistance is needed from ISPC in filling faculty vacancies. We also need increased support as our college continues working on safety and security measures, evacuation drills and training.
      Discussion:
      - Providing a presentation to night classes on how to set up the Guardian app was discussed. Contact the Chair of Chairs, Jason Parks or the new Professional Development Coordinator, Melissa Bader for help on reaching faculty and Mark Hartley for students.
      - Video "how to" discussed
      - Emergency supplies have been inventoried and replenished.
   b. Grants Committee (Lorena Patton)
       Postponed until next meeting

II.   **Action Item**
      a. **Emergency Operations Plan – 2nd reading (Lisa McAllister)**
      Motion to accept EOP Jason Parks/Ana-Molina
      Discussion **MSP**

III.   **Information Items**
      a.   **Student Climate survey (Monica Green)**
      - The Student Climate Survey is scheduled for implementation next week.
      - Baseline information was collected three years ago (facilitated by the District).
      - ASNC has contributed some "gift opportunities" for the students.
      - The survey will collect information as it pertains to our strategic planning efforts.
      - The survey will gather information on the experiences of our students so that we can respond to the needs of our students and college.

- The survey will launch on Monday and continue through finals week.

b. 2016-17 Tentative Budget Presentation (Beth Gomez)

The attached 2016/17 May Budget Revise reviewed

On-going Funds
- Cost of Living Adjustment(COLA) 0%
- Base augmentation increased 75M (to cover increased operational costs)
- Apprenticeship Programs increase 1.66M (Down from 1.8M in January)
- Categorical Program COLA no augmentation
- Telecommunications and Technology Infrastructure 8M(included in TTIP program)
- FT Cal Grant B SFA Program 2.2M (Sets a maximum award of $300 per student, per semester)
- Equal Opportunity Employment 2.3M
- Academic Senate $300,000.

One-Time Funds
- Online Education Initiative 20M (Focused on increasing access)
- Adult Education Technology Assistance 5M
- Mandates 105.5M (uses include: campus safety, technology needs, professional development and OER/zero textbook cost degree program creation)
- Deferred Maintenance & Instructional Equipment 2.19.4M (No match required. Allowable uses will be included in budget bill).

Adjustments
- Redevelopment shortfall 38.6M (addresses current year shortfall)
- Property Taxes 51.2M
- Student Fees -9.8M

Other
- Prop 39 49.3 (For energy efficiency and clean energy jobs development programs) Still in negotiations
- Tentative budget goes to DBAC

The attached Proposed Reserve Calculation Change and Budget Stability Plan reviewed
- Decided as a district to recommend the Reserve Calculation-Ongoing Expenditures
- Beginning balance at July 1, 2016 18.45
- Amount available for expenditure 178.69
- Expenditure Budget 180.13 (shortfall of 1.44)
- Reserve Holding Account
  - RIV   .07
  - MV   .100
  - NORCO .09
- BAM Expenditure guidelines were used
- Reserve balance needs to be fixed before we move forward with the stability budget. Deferred until final budget

The Projected Budget Change Summary FY2016-17 reviewed

Ongoing Revenue and Expenditure
- o FTES 195.62

Ongoing Revenue Assumptions
- o Apportionment 8.53

On-going Expenditure Assumptions
- o Academic and Classified Salaries - Elimination of Administrator Positions (2) **Recommend** that we would like same consideration for the colleges to have budget to fund program review requests. There has been robust discussion on this line item. We have two choices: 1. Take it out of the projected budget or 2. Keep it in with the same consideration at the college level.
- o Increase in employee health benefits
- o Increase in retiree health benefits (45 of the 76 retirees are associated with RCC)
- o Increase in PERS/STERS
- o Increase in election costs
- o Increase in District Administrative Program Review

Discussion: This is a tentative budget, scheduled to be adopted in June with final budget in September. Dr. Hendrick recommended the decision regarding budget for Academic and Classified Salaries be based on need and services. The eliminated positions responsibilities are still here. Money needs to follow the job at district or be decentralized and sent to the individual colleges.. However we proceed, the money must follow. Dialogue is very important. More conversation is needed before the next DBAC meeting and the final budget in September.

c. Portal Demonstration (Mark DeAsis)

My Portal demonstration was reviewed and discussed.
- This topic has been discussed every month for the last four years.
- District wide program
- Totally customizable, single sign in to WebAdvisor, email, etc.
- Looking into authentication for Library Data Base, Turn it in and Linda.com
- Capable of sending messages to specific groups or programs.
- Adaptive technology. Will condense to fit tablets or cell phones.
- No more WebAdvosor crashes (if accessed through the portal)
- Timeline-small test group (25 per college) scheduled for Fall.
- Will this be available for Summer Advantage?

d. Grad Guru Demonstration (Gustavo Oceguera)

We are currently considering purchasing this app to help get info to students (timelines, tips, alerts, badges, etc). Why this app? This app is used by up to 50 community colleges. It does not replace other means of communications with students. This is a free, cloud based app. Contains 15 built in badges. Points earned with prize incentives. Opt out feature is available. Pricing includes marketing assistance. Cost is covered by Title V and Student Equity grant. ASNC demo today at 3:30. Would like to do a full demo to the IT department for full buy in. Will this app address communication between students and faculty? This subject is currently being discussed. Consider for action item at June meeting. Can we do a test run with Summer Advantage?

Motion to approve implementation of Grad Guru & My Portal for 2016 Summer Advantage and focused populations Peggy Campo/David Mills **MSC**

IV. Important Announcements
- Date for Open Dialogue- First Hour of June 1 ISPC meeting
- Welcome Day-Saturday, August 27 (9-1)
- COTW meeting Tuesday May 24
- Melissa: Governor Brown signed new minimum age smoking laws (AB1594) effective June 9, 2016. Minimum age is 21 and includes vaping. All K-12 schools are non-smoking. New law could impact our funding if we do not address it now. This potentially puts our administration in the position to make decisions without faculty support. Smoking policy can be easier to implement with advanced planning. Board will have policy to reflect the law.

Motion to allow administration to follow the law. Faculty are aware and comply with upcoming legislature. Melissa will bring to the Committee of the Whole. Invite students. Peggy Campo/Celia Brochenbrough **MSC** Expect pushback from students. Must go to Board for enforcement.
- Jason-web-enhance courses-Peggy will take to next DAS
- Robbi (ASNC) is running unopposed for Student Body President.
- Mitzi Sloniger will take over Basic Skills position. If name changes it will be done in the Academic Senate and forwarded to ISPC.
- 24-hours from now Chancellor Burke will be here to write guidelines for hiring committee team.

Meeting adjourned

Next meeting June 1, 2016 1:00-3:00pm ST-107

Issue Badges and Cash Rewards

Students have the ability to earn virtual badges for achieving key milestones like checking in with their advisor, creating an education plan, maintaining a 3.5 average, and more. When they earn sufficient badges, students can redeem points for gifts cards for school.

No Need for IT

GradGuru does not require any internal IT support. We are FERPA compliant. GradGuru is a cloud-based stand-alone app, so maintenance is easy for the college. No need for integration.

We can deploy on your campus as quickly as six weeks.

Our Impact*

### Students Remain Engaged with GradGuru over the Long-Term

GradGuru partner colleges experience long-term engagement rates. High rates of engagement are correlated with higher rates of persistence and completion.
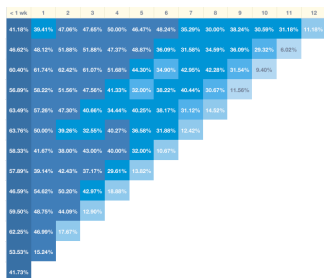
*Pilot evaluation study conducted at Diablo Valley Community College, Jan-Aug 2014.

65% of Students Met More Deadlines

Did GradGuru notify you of deadlines about which you were unaware?

- 65% Yes
- 17% No
- 20% I don't remember
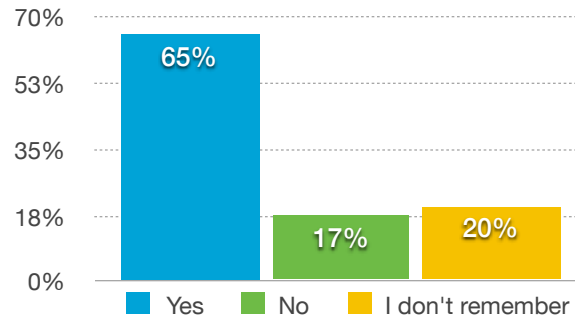
Nearly 2/3 Of Students Recommended The App To Their Fellow Students

Have you recommended GradGuru to your friends in the last term?

- 63% Yes
- 22% No
- 17% Don't remember
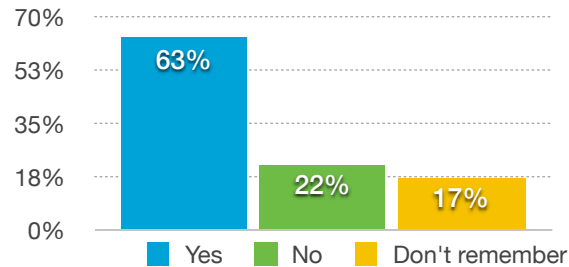
Request A Demo

Learn more about how GradGuru can support student success at your college and help you meet your completion goals. Our live demos are less than 1-hour long and via webinar.

Email us info@gradguru.org
Call us at 415-993-GURU
Visit us at http://gradguru.org

GradGuru is a 501(c)(3) tax-exempt organization

A Personal Community College Advisor in Your Pocket.

College Knowledge Challenge
WINNER

ROBIN HOOD

AT&T
aspire
accelerator

CollegeBuys.org
Brought to you by the
FOUNDATION *for* CALIFORNIA COMMUNITY COLLEGES

GradGuru is an award-winning mobile platform that increases community college student retention and accelerates completion.

GradGuru is a turn-key software service and smartphone application that helps keep community college students on track to completion.

By delivering free nudge notifications to iOS and Android smartphones, GradGuru helps students keep track of academic and financial aid deadlines, guides them through critical milestones, and encourages and rewards them for behaviors proven to lead to academic success.

GradGuru is a member of the AT&T Aspire Accelerator, Winner of the Bill & Melinda Gates College Knowledge Challenge; and semi-finalist Robin Hood College Success Prize.

Pre-Loaded Campus Deadlines

We pre-load your campus' academic, state and federal financial aid, and transfer information deadlines.

Campus-Specific Resources

We pre-load 150 evidence-based tips that show students how to engage in behaviors that we know lead to faster completion.

Automatic Reminders

Students are automatically reminded of every deadline and tips, ensuring that they know what they need to do by when. No need to open the app.

GradGuru Badges

By issuing virtual badges for 15 milestones that accelerate completion, we highlight the most important milestones that lead to success, and completion.

Connect Via Mobile Phone

Students live on their mobile devices, on average checking their phone 150 times per day.

GradGuru sends them your campus deadlines, financial aid and transfer deadlines, and other important campus alerts. We also send them 150 evidence-based tips on how to finish college faster, and remind them to hit 15 key milestones we know lead to faster completion.
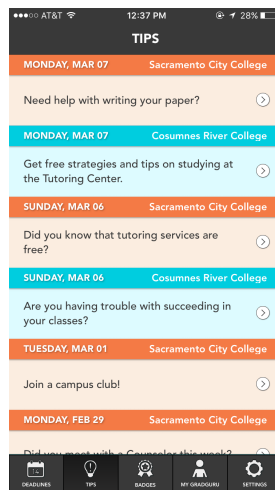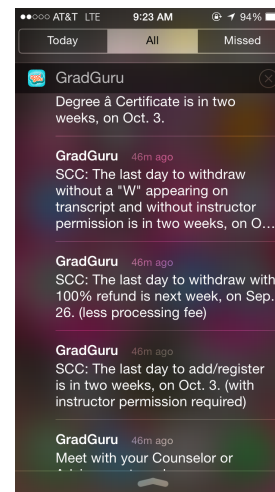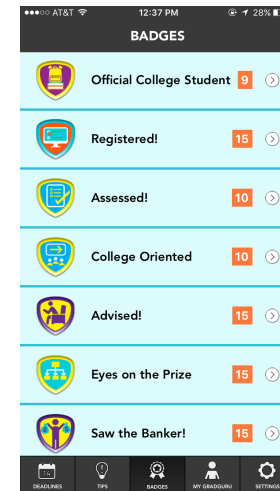
Create Custom Content

In our on-boarding process, we work with you to create and manage your custom content from start to finish.

Our user-friendly and simple console allows you to quickly add any new deadlines, alerts and reminders for your college through out the year as needed.

You can choose how many custom notifications you want to create, based on your specific needs.

Target Your Messaging

Our easy to use platform allows you to target specific deadlines and tips to your students by district, college, campus, and by whether she is a first year, returning or prospective student.

We can customize by student upon request.

SSSP Funds Eligible

GradGuru is an allowable purchase with SSSP and Equity Funds.

GRADGURU PRODUCT & PRICE SHEET
FOR COMMUNITY COLLEGES
February 2016 College Buys Program

Prices Valid for 2015-2016 Academic Year	Basic $8,999	Plus $12,999	Unlimited $16,999
Student-Facing Functionality			
Downloads	Unlimited	Unlimited	Unlimited
Pre-loaded academic, transfer, and financial aid calendars relevant to your campus(es).	X	X	X
150 pre-loaded (and referenced) evidence-based tips that have been vetted and refined based on our 1st year of data	X	X	X
Badges Functionality - unverified (self-reported data)	X	X	X
Message and Data Customization			
Number of users with access to GradGuru messaging and data console	1	3	Unlimited
Ability to create, customize and publish campus-specific notifications	75 custom messages	250 custom messages	Unlimited
Reporting & Analytics			
App Performance Report by Campus	1 per year	Up to 4 per year	As needed
Student Behavior Analysis	1 per year	Up to 4 per year	As needed
Onboarding & Custom Content Creation Service			
GradGuru manages your custom content creation process from start to finish, all year-round	$4,499	$4,499	$5,499
TOTAL per year	**$13,498**	**$17,498**	**$22,498**

GradGuru subscriptions may be paid for with SSSP Allocations

FOR A FREE DEMO CONTACT: Nina Thompson   nina@gradguru.org

GRADGURU PRODUCT & PRICE SHEET
FOR COMMUNITY COLLEGES
February 2016 College Buys Program

Multi-Year Prices Valid for Signing in 2015-2016 Academic Year	Basic + Onboarding	Plus + Onboarding	Unlimited + Onboarding
Total for 1 Year	$13,498	$17,498	$22,498
Total for 2 Years @ 20%	$21,597	$27,997	$35,997
Total for 3 Years @ 25%	$30,371	$39,371	$50,621
Total for paying 3 Years up-front (30%)	$28,346	$36,746	$47,246

GradGuru subscriptions may be paid for with SSSP Allocations
FOR A FREE DEMO CONTACT: Nina Thompson   nina@gradguru.org

COMMITTEE STATEMENT OF PURPOSE

The purpose of the Safety Committee is to develop and maintain a healthy and safe learning environment for students, staff, faculty and visitors. Acting as a problem solving group, the committee will help identify and resolve security issues, health and safety concerns and make recommendations to the appropriate office or committee in order to maintain safe conditions.

STRATEGIC GOAL AND OBJECTIVE THAT APPLIES TO THIS COMMITTEE:

GOAL 7: STRENGTHEN OUR COMMITMENT TO OUR EMPLOYEES

Objective 5: Implement programs that support the safety, health, and wellness of our community. (Safety Committee)

- Objective five is the responsibility of the Safety Committee. The Safety Committee supports this objective by implementing programs designed to educate our students, staff, and faculty about health issues and safety issues that are more prevalent on college campuses. Active Shooter trainings, Health Fairs, and Safety walks are a few examples of how the Safety Committee supports this objective.

ACTION PLANS

1. **Implement programs that give students, staff, and faculty a better awareness of health promotion.**
2. **Develop and implement ongoing active shooter trainings**
3. **Increase our evacuation drills of buildings along with training our building and floor captain on their roles and activation of fully operational EOC**
4. **Continue monthly safety walks to keep our campus free of potential hazards**
5. **Coordinate implementation of RAVE and start implementation of Guardian**
6. **Increase emergency preparedness efforts**
7. **Develop "soft target" exercises to increase and master internal procedures**
8. **Increase number of college presentations and awareness events**

HOW DOES THE COMMITTEE ALIGN WITH NORCO COLLEGE MISSION?

- Safety Committee serves our students, our community, and its workforce by providing educational opportunities such as active shooter, earthquake and emergency preparedness, and building and floor captain training.
- The Safety Committee aligns with the innovative approach to learning using technology as we start the RAVE system implementation, emergency mass notifications, and the Guardian app.
- We promote collaboration by performing safety walks with our building and floor captains and members of facilities. We also collaborate with other areas of the college as needed for events such as Take Back the Night (Sexual Assault awareness), Health Services Field Day, Health Fair, Veterans Expo and many more.
- Building emergency supply inventory and activation of emergency operations center (EOC)
- EOC has ramped up efforts to include emergency generator operability, satellite technology, AV equipment, and IT

CHANGES

- Safety Committee is not well represented by faculty or students due to the meeting days/times but Dean of Student Life is working on increasing student representation. Would like at least one more faculty member on committee
- Meeting time for Safety Committee was discussed and will continue to be 2nd Monday of every month from 9:30-11:00am with no meetings in July and August.

ASSISTANCE NEEDED FROM ISPC:

- Assistance is needed from ISPC in filling faculty vacancies. We currently only have 1 faculty member who consistently comes to meetings and participates. We also need increased support as our college continues working on safety and security measures, evacuation drills, and trainings.

2015-16 COMMITTEE MEMBERS:

Lisa McAllister RN, MSN

Sgt. Richard Henry

Miriam Alonso

Debra Creswell (now Denise Terrazos)

Monica Esqueda (non-voting)

Beth Gomez

Tricia Hodawanus

Emile Bradshaw

Dan Lambros

Ana Molina

Steve Monsanto

Carmen Parra

Chris Poole

Hector Ramirez

Sherry Stone (non-voting)

Stanley Tyler

James McMahon

Shirley McGraw

Mark Hartley