

# Institutional Strategic Planning Council

September 7, 2016

1:00-3:00

ST107

## MINUTES

*Present: Diane Dieckmeyer, Mark Hartley, Arlene Cordova, (ASNC VP Student Finance/Student Rep), Leona Crawford, Ruth Leal, Jim Thomas, Gail Zwart, Peggy Campo, Barbara Moore, Mark DeAsis, Beth Gomez, Mark Lewis, Monica Esparza, Chris Poole, Melissa Bader, Kristine Anderson, Monica Green, Emile Bradshaw, Carol Farrar, Jason Parks, Cecilia Brockenborough Mitzi Sloniger, Quinton Bemiller*

Approval of meeting minutes from the May 18, 2016

- Item to be discussed when they become available.

Approval of minutes from the Open Dialogue session held on June 1, 2016

- Motion to approve by Gail Zwart
- Seconded by Jim Thomas
- Abstentions - 4
- Motion carried

I. Action Items:

None

II. Information Items:

A. Review of Membership (Melissa Bader)

- Handout
- Add to next agenda: Review of membership makeup

B. APC Update (Jason Parks)

- Four new department chairs for 2016/17 (Gail/Quinton/Kim/John)
- We are currently on track to hit our numbers at Norco College (Note: numbers are judged as a district/not by college)
- Staffing has already stated for Winter (Should be done by next Friday)

C. Review of Open Dialogue minutes (Ruth Leal)

- Large attendance at dialogue session
- Discussion: Keep in mind the meeting takes place at the end of the fiscal year, when everyone is burnt out and exhausted.
- Discussion on section “How do we make these meetings meaningful” – Weighed pro’s/con’s for each. Example: should COTW be a voting meeting? Suggestion – don’t remove vote, but align with shared governance. If the item is going to the board, perhaps then take the vote at COTW first. Use this idea as guiding principal.
- Discussion: Some items may not need to go to the board, but everyone needs to be informed or have a say. Suggestion: voices can be heard at shared governance committee meetings and/or through that committee’s representative. Agendas are sent to Nor-All the week before each meeting and all meeting dates are set and posted on the committee webpages allowing all constituents to be informed and attend as they see fit.
- All council items moving forward are “recommendations” to the President, who has the ultimate decision.

- We need to beware of “over saturation” of information via emails, but it is the individual’s responsibility to read emails and/or look at the committee webpages for minutes, meeting dates, etc.
- Suggestion: “Hot Button” issues can be identified and possibly more information dissemination on that particular topic beforehand.
- Any change to the process, will have to be brought to the COTW to change once the parameters are clearly defined.
- Suggestion: Create a “summary” of each voting item and give information as to which council/committees have recommended it to move forward. Also include a contact name, so they can be contacted directly with further questions. Just to clarify, the idea is to make the COTW voting more affective.
- Summation of items along with a contact person seems to be the consensus and even take it a step further with the addition of a “clicker” vote system.
- COTW will still need informational items presented, not just the voting items which could still make the meetings very rushed due to the one hour timeframe.
- The COTW votes seem to be more “emotional” vs. “meaningful”.
- Clicker concept may alleviate the “intimidation” factor
- The chairs will work on these ideas, and bring back to the council at a future meeting.

#### D. DSPC Update (Melissa Bader)

- District Strategic Planning Council met on 8/18/16 to discuss the pre-budget presentation to the board of trustees.
- Initial budget draft from FTES showed we borrowed from summer (441) in order to make our target. Growth is small this year at 1 to 1.5% and unfunded .49%.
- Norco College is making our goals, but may experience a possible decline after first 2 weeks of classes.
- Conversation about the parking fund – currently parking funds are distributed by where students are purchasing their permits, which is now being looked at.
- New this year \$150,000 will be allotted per entity for the hiring of classified and/or management positions. The college can base the decision on where to use the funds from our Program Review prioritization lists. (The funding should be continue each year)
- Preliminary government proposal is 2% COLA and 2% base increase (Note: these are very early projections and may change) Also proposals for VA, campus infrastructure, campus Safety, EOPS, mental health, etc.
- The next DSPC meeting is scheduled for September 16, 2016

#### E. Marketing Update (Diane Dieckmeyer)

- Norco College began working with a marketing firm called Red Fusion, located in Redlands. They take very analytical and strategic approach to marketing
- Our Public Information Officer: Diana Mesa was instrumental in pulling the movie ad and freeway digital sign advertisements together. Unfortunately, this type of marketing does not allow us to survey if it was instrumental or effective. (Movie ads at Dos Lagos/The Crossings)

- Red Fusion is going to launch a student survey to about 5,000 random students sometime next week. Questions are designed to find out why the student choose Norco College, what is their perspective about our college, did they speak to someone about the college, etc. The results will drive the future marketing plan “How to market to our community”. ASNC will help “spread the word” to our students. Possibly offer incentives, etc.
- Another item: Red Fusion has also been reviewing our Norco College websites, brochures, etc. They will also provide recommendations on what we can do to improve in these areas.
- All 3 colleges received money specifically for marketing plans
- A question was raised about signage on Third/Hamner for Norco College: Beth Gomez provided a small update – the current issue being addressed by the City and the College is who actually has ownership of Third street? Beth is meeting with the City to discuss what that exactly means (maintain roads, liabilities, etc.). More information will be reported out later in the semester.
- Suggestion: We need to keep in mind we are marketing a College and that we are here for you now, and we are going to be here for you and your family year after year (long term)
- Suggestion: We need to make sure the advertisement and communication is accurate (Example: There was a Facebook page ad showing Norco College had various open Math classes, which we did not. The sent screen shot was sent to Melissa, who will forward it to Dr. Dieckmeyer for investigation).

#### F. Completion Initiative Update- PPT Presentation (Diane Dieckmeyer)

- Five brownbag sessions 2015/16 – (Clear/directed pathways, meta majors, faculty advisement models, linking college to careers, and student ambassadors/care)
- 35 participants in summer workgroup (Staff/Faculty/Administrators)
- It was decided to focus on meta majors/models of student care/faculty advisement
- Workgroup sub-committees formed, each with a chair
- The “Meta Majors” title for a long time and finally decided to use the term “Schools”. Arts & Humanities/Business/ Engineering & Technology, Science & Health Social & Behavioral Study, and Exploratory (students remain in Exploratory” for a short period of time)
- Look for these discussion items at future department meetings (do they make sense, and can we move forward)
- CI workgroup discussed the possibility of the department’s aligning with the corresponding “schools”.
- Sub-groups looked at the various degrees/certificates. They went through each area to come up with a possible list.
- Faculty Advisement Model – Mentoring students as experts in their field of study. (Collaborating faculty and counselors) Offering training and professional development. Strictly voluntary. (This is already happening in Art/Music/Gaming)
- Models of Student Care – Information booths, training for student leaders, culture of paying it forward, peer-to-peer mentors, student servant scholarship, alumni association.

- Already implemented is an information booth located at “Round-Up” Monday-Thursday from 11am-1pm and 4pm-6pm (hosted by students for students)
- Clear & Directed Pathways – CI workgroup will establish this at a later date.
- Linking College to Career – “College is a means, not an end” (Internships/work experiences/faculty seminars/panels, connecting students with industry & skill experiences, self-exploration and assessment)
- Institutional Alignment – Linked to strategic goal 1.5 Increase completion rate of degrees and certificates
- Standing CI Workgroup – First Tuesdays 2pm-4pm
- Sustaining the completion initiative – Leadership & Champions! (Funding from Title V Grant, Equity, SSSP, College Futures Grant) Professional development for key stakeholders, stipends for faculty, consultant support for leadership, institutional research support, external college visits (Florida), collaboration with other likeminded colleges.

#### G. Teaching & Learning Committee (Quinton Bemiller)

- Minutes were reviewed (Quinton will email minutes to all)
- 20 Faculty attended
- They discussed the committee, listened to ideas, goals, and will work on mission statement along with recruiting more adjunct faculty.
- They discussed the need for a place to discuss pedagogy (Physical location or possibly online)
- They discussed PDC and may work closely with them in the future
- They meet on 1<sup>st</sup> Thursday of each month 12:50pm-1:50pm in ST107

#### H. Update on Hiring (Diane Dieckmeyer)

- Prioritization rankings will be discussed in BFPC
- 18 new faculty hires with 5 more waiting to open for recruitment
- 18 staff have been hired, but most were grant funded, position replacements, etc.

### III. Committee Reports:

None

### IV. Open Hearing:

- Melissa Bader is doing “First Fridays” each month 9am – 12pm STEM125 for new faculty hires, mentors, etc. (May include staff)
- Mark Hartley presented the new ASNC recycling proposal (5+Large Recycle bins located around campus for paper, cans, glass)
  - Students are here 9 months out of the year, and will take the bins to facilities (Summer would be picked up by facilities)
  - Company will put advertisement on the bins and give ASNC \$300/mo. to use for shirts, backpacks, etc.
  - Norco also receives a “kiosk” that the college uses as needed, but the company will get 1 panel for advertisement.
  - If the program is implemented by Sept 15, Norco College will receive a \$3,000 student scholarship.
  - We will have to look at possible marketing conflicts (Coke, Banks, etc.)
- Kudos to Soccer advertisements, shirts, etc.

V. Good of the Order –

- Future discussion: How are administrators are assigned to various Council/committees
- Academic Senate has worked with CTA to call for vote of no-confidence for a board member in our district, who is currently running for Board. If the board does not demote this person, the senate may take further action.
- Application deadline for Fall 2016 closed on 8/18. However, the application will open for 2<sup>nd</sup> 8 week term application (this should also help the displaced students from ITT Tech)

VI. Meeting Adjourned – 2:49pm

**MISSION STATEMENT**

(Board Approved August 2012)

*Norco College serves our students, our community, and its workforce by providing educational opportunities, celebrating diversity, and promoting collaboration. We encourage an inclusive, innovative approach to learning and the creative application of emerging technologies. We provide foundational skills and pathways to transfer, career and technical education, certificates and degrees.*

# ISPC TENTATIVE ANNUAL CALENDAR

September 2016

## **SEPTEMBER**

Summary Report of Open Dialogue Session
Accreditation Update
Institution Set Standards Update
Review of Membership
DSPC Update

## **OCTOBER**

Report on Resource Allocation
Annual Progress Report on EMP Goals, Objectives and Dashboard Indicators
Annual Evaluation Report
Committee Report – Legacy/Technology
Accreditation Update
DSPC Update

## **NOVEMBER**

Planning Councils Prioritization of Staffing & Equipment Needs
Annual Grants Status Update
Committee Report – Grants/Safety
Accreditation update
DSPC Update

## **DECEMBER**

ISPC Retreat
Accreditation Update
Committee Report – ASNC/Academic Senate
Accreditation Update
DSPC Update

## **JANUARY**

No Meetings
-------------

## **FEBRUARY**

Retreat Report
Accreditation Update
DSPC Update

## **MARCH**

ACCJC Annual Report
FTES Distribution Plan
Committee Report – Technology/Legacy
Accreditation Update
DSPC Update

## **APRIL**

Committee Report –ASNC/Safety/Student Success
Accreditation Update
DSPC Update

## **MAY**

Budget Update – May Revise
Committee Report –Academic Senate
Accreditation Update
DSPC Update

## **JUNE**

TBD
-----

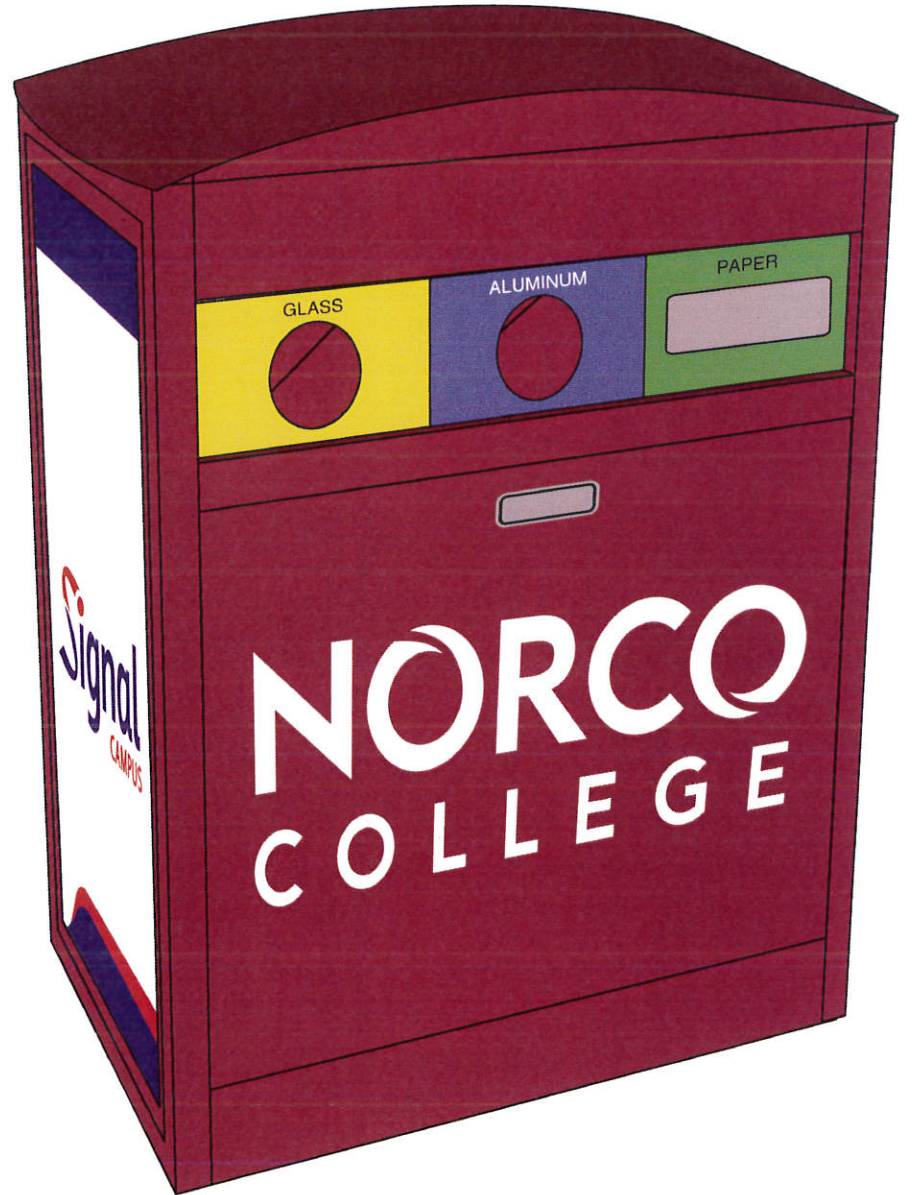
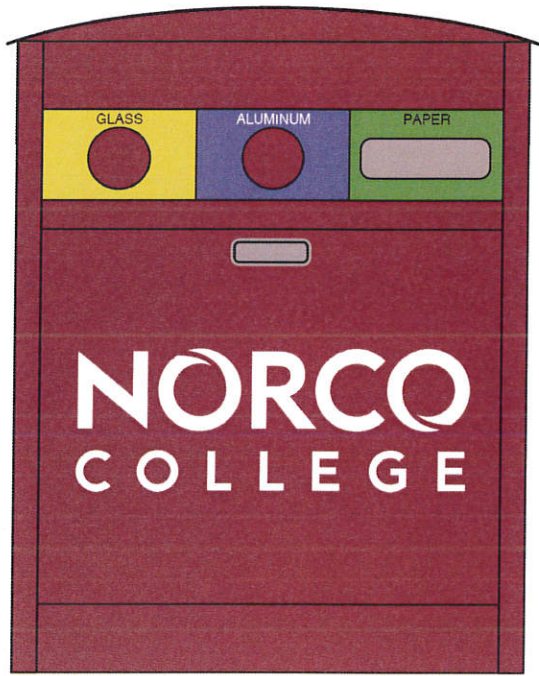
	Faculty	Staff	Admin	Student	Total
Academic Senate President	1				
Elected faculty rep at large	1				
Chair of Chairs	1				
Vice President/Student Services			1		
Vice President/Academic Services			1		
Vice President/ Business Services			1		
Library Faculty	1				
Dean of Student Success			1		
2 CTE Faculty (Grants Rep)	2				
Technology		1			
Faculty Rep to District EMTF	1				
2 Classified		2			
Transfer Faculty	1				
Basic Skills Faculty	1				
ASNC Rep (Student)				1	
Director of Enrollment Management			1		
	9	3	5	1	18

Faculty appointments will be made by the Academic Senate.

Staff appointments will be made in consultation with the CSEA and with supervisory approval.

ISPC members will serve a two year term. Terms will rotate to ensure stability.

Institutional Strategic Planning Council: The ISPC is the main coordinating body for all strategic planning at Norco College. The council's members represent all constituencies of the college and make recommendations to the college president after receiving institution-wide input. The ISPC's purpose is to ensure that all phases of planning and resource allocation at the college emanate from program review, have improvement of student learning as the highest priority, and are driven by the college mission and the educational master plan.





# Campus Map

## NORCO COLLEGE



- 1. Student Services Center
- 2. Business & Technology Center
- 3. Fine Arts Center
- 4. Administration Center
- 5. College Library and Student Center
- 6. College Recreation Center
- 7. Central Plaza
- 8. William J. Perry Library (L200)
- 9. 21700 Center 100
- 10. Recreation
- 11. 21700 Center 200 & 300
- 12. Center for Applied and Computer Technologies (CACT)
- 13. East Bay Center (EBC)
- 14. Hospitality
- 15. Health Sciences Center
- 16. John F. Kennedy Middle College High School (JFHS)
- 17. Parkside 1 & 2
- 18. Industrial Technology (IT)
- 19. Sports Complex
- 20. Nevada and Oregon Trade Center for Student Success (NOS)
- 21. The Center for Learning and Living (CCL)
- 22. Sustainability Center (SC)

Recreation	Student Union
Recreation	Amphitheater
Student Parking	Emergency Process
Student Center	Parking (No Student)
One-Way Road	Fire Service Area





