

Institutional Strategic Planning Council
November 16, 2016
ST 107 (1:00-3:00)

Members

Ruth Leal (Staff-Instructional Production Specialist *ISPC Chair*)

Melissa Bader (Faculty Rep to District EMTF *ISPC Chair*)

Diane Dieckmeyer (VP Academic Affairs *ISPC Chair*)

Jim Thomas (CTE Faculty)

Chris Poole (Staff)

Koji Uesugi (VP Student Services –Interim)

Daniel Landin (Staff)

Barbara Moore (Faculty)

Celia Brockenbrough (Library Faculty)

Jason Parks (Chair of Chairs-APC)

Mark DeAsis (Dean of Admissions and Records) Mitzi Sloniger (Faculty)

Peggy Campo (Academic Senate President)

Greg Aycock (Institutional Effectiveness)

Mark Lewis (Faculty)

Beth Gomez (VP Business Services)

Monica Esparza (Staff)

Absent

Leona Crawford (Staff)

Arlene Cordova (ASNC)

Gail Zwart (CTE Faculty)

Guests:

Andy Robles

Kris Anderson

Approval of Minutes:

Approval of Minutes

Motion to approve minutes Mark/Jim

Motion approved/two abstentions

I. Action Items:

Motion to approve membership as proposed Jim/Jason

a. BFPC membership (Beth Gomez)

- Goal is to nail down membership by classification:
- Proposed membership 21 voting members:
 - 10 administrators (3 Business Services, 3 Vice Presidents, 2 Academic Affairs, 2 Student Services administrators)
 - 5 faculty

- 5 staff
- 1 student
- List of names is attached.
- Committee meets once per month, Tuesdays, 8:30-10:00am.

Discussion:

- Is it essential to have two Academic Affairs administrators and two Student Services administrators? Yes. We have very robust discussions that need the constituance discussion.
- Why was the membership chosen this way? We didn't want a lopsided representation. BFPC is an administrative council. Consider adding rational for the committee council makeup.
- What is the designation between committee and council? A council has a specific membership; the makeup of a committee is fluid.
- Faculty wants to see more representation on the committee. Peggy will work on it but it may take some time.

Motion approved

b. Prioritization Lists

Student Services Planning Council



SSPC Ranking
worksheets_2016-17.

Motion to approve ranking as proposed Jason/Peggy

- Ranked staffing and equipment
- Each department spoke to the committee
- Used rubric to rank then averaged
- Proposed membership:
 - 1 Director
 - 2 EOPS
 - 5 Financial aid

Discussion:

- When ranking do you consider grants? No, our ranking is based on need.
- Did you pull out technology? Yes
- What is our role in this process? Are we here to just hear and assure the process is followed? Yes, but ISPC could determine if we want to discuss changes in the process.
- Rankings go next to the Committee of the Whole then to the Executive cabinet. It is beyond our prevue to determine where the money comes from. The President's cabinet determines what gets funded, how they get funded and if changes are necessary.

Business and Financial Planning Council



BFPC_Rankings_
FINAL_11 1 16.pdf

Motion to approve ranking as proposed Jason/Peggy

Discussion:

- Each member ranked on their own, then they were ranked as a committee. Discussed and revisions were made after discussion.
- Committee asked if the same things were ranked last year? If it was ranked last year, it was included this year.
- Equipment items under \$5,000 were reviewed.
- The position of Webmaster had lots of discussion. Originally ranked 10 but after discussion the committee agreed to move it up to #4. This position is very important to the college. Will it get funded at #4? Discussions were transparent.
- Why isn't the Engineering lab tech on your ranking? Administrative Program Review vs Academic Program Review.
- We do not always have equity in representation and it is very frustrating.
- Regarding upgrading the Library lighting, how do we get it ranked? It is only half done. The problem is it was ranked differently, some partial and some full amounts \$27,000. It fell off the BFPC radar. Consider a recommendation helpful for next year. Signage is a similar problem. BFPC will discuss the issue of unit cost and ask some hard questions.
 - What are the rules?
 - Are items dependent or independent of each other? Large jobs may not get done due to costs. Can they be broken down into smaller jobs?
 - We need consistency
 - We need to know the nature of the job.
 -
- Do we have money for marquee signs? Yes, but we are waiting for approval.
- BFPC diligently looks into ways to fund projects. Every option is explored. Many are eventually done in-house which reduces costs by about half.
- It is frustrating to do cost calculations then not get your project ranked. It should get ranked somewhere.
- Assessing our projects this year will be good information for Beth to take back to the committee for discussion.

Motion approved

Academic Planning Council

Motion to approve ranking as proposed Peggy/Greg



APC_Prioritization
Faculty & Other_ 201

Discussion:

- Two lists; faculty and non faculty
- Process is evolving. Group talked about the rubric and asked to take back the list to their departments for ranking then bring back to APC. Discussed and moved counselor ranking up. Recognized as being funded by SSSP money. May also pick up #8 if SSSP funds.
- This has been an issue in the past. Counselors should not be hired with categorical funds. What happens to tenure track position if funds get cut? We have been given the OK from the Chancellor to hire some counselors with categorical funds.
- APC is not in charge of how faculty get hired. That is up to the Executive cabinet.
- Once the two engineering replacements are hired (already in queue) APC will bring back and reevaluate the current requests (see list)
- STEM is growing and doubling in size. How can we have engineering so low on the list? Norco is the district draw for engineering. A STEM faculty should be #1 on the list.
- Need to publicize the positions that are already in queue (8-9 positions)
- APC invites people to come to their initial meeting next year to discuss their requests before it gets ranked by APC.

Motion approved

c. Construction Management Certificate/A.S. Degree (Jim Thomas)

Motion to pull from agenda. Already approved. Jim/Mark

Motion approved

II. Information Items:

a. Safety Committee (Lisa McAllister)

- Action plan reviewed (see handout)
 - Implement awareness programs
 - Develop and implement ongoing active shooter trainings. Expanded panel scheduled for March 10 12-4pm and is open to everyone.
 - Increase evacuation drills. Challenges with FC /BC training this year. Possibly put training on-line
 - Continue monthly safety walks
 - Implementation of RAVE. Continue to promote Guardian app.

- Increase emergency preparedness efforts. Continue developing list of supplies. Increase # of emergency kits campus wide. On our schedule to be updated. Three Automatic Defib units (AED) on campus. Looking at bringing someone on for campus wide training.
 - Develop “soft target” exercises to increase and master internal procedures. Working with FBI on full-scale exercise on campus. Increase presentations and awareness.
 - Assistance needed from ISPC. Increase support for more training and evacuations. Consider contacting the Professional Development Committee if you are doing annual events. They will promote as FLEX events. Melissa will reach out to Lisa.
 - December is the one-year anniversary of the San Bernardino incident
 - Flu shot reminder. Consider sending out another non-al email announcement. State has agreed to provide 250 free doses.
- b. Discussion on integrated planning (Peggy Campo)
- Discussion tabled. Item will be moved to the retreat agenda
- c. Norco College Budget Report (Beth Gomez)
- Norco budget is being brought forward for review.
 - 16/17 General Fund (unrestricted) \$16.5 Million includes Faculty, benefits, classified staff, books and supplies and capital outlay.
 - Discretionary funds will be broken out more along with grants.
 - 50% law in restricted funds (50% on direct instruction). This is run by the district.
 - Budget is a work in progress. Will go to COTW then back for further discussion.
- d. Academic Affairs (AA) Prioritization Workgroup (Diane Dieckmeyer)
- Discussion: Background: Management team was frustrated with the process related to prioritizing resource requests. At our summer retreat we looked at the program reviews and discussed ways to rethink and restructure.
- Broke down into three groups in Academic Affairs. Reason-felt like we were competing with each other. Wanted to create a process of collaboration and agree on requests needed for their areas. This was a pilot program.
 - Instruction
 - Academic Support Services
 - Institutional Effectiveness
 - This did not solve the problem of the requests going into the hopper with all other requests with same BFPC rubric. Student Services has their own rubric that relates to them.
 - Three VP’s discussed that perhaps we should split.
 - Academic Affairs would like to have their own workgroup for prioritization (staff and equipment only)

- create a rubric, complete ranking, discuss. Staff, faculty and administrators as participants
- Where would it go? Would it go to APC? Maybe. ISPC? Yes. What happens to our councils? Why/why not APC? What is the makeup? APC is a council of Department Chairs. ISPC seems a logical place because it has more shareholder input. If we move in this direction, we need to make sure everyone knows. President has final say.
- Look at ISPC's role. Need to look at more active role in knitting requests together. Should include input from all shareholder groups.
- Does college budget allocation change or give precedence to any of this? We don't know where budget is or how much. How are we supposed to prioritize if we don't have an amount?
- Are we asking for two lists? Student Services is already a separate list. Do we want things currently included in BFPC's list pulled and put into an Academic Affairs list?
- Process must be the same for BFPC and AA
- Why isn't APC ranking their own equipment requests? Should APC be asking for their own work group?

This is not a voting item at this time. Thank you for the great discussion today. Talk to APC to see about adding this as a topic for the ISPC retreat. This is a great starting point. Equity across the process would make the system work best.

- ISPC Retreat December 7. Lunch will be served.

III. Open Hearing:

- Why do our reminders say Admissions at "RCC"? Mark will research

Next meeting December 7, 2016

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.

2016/2017 BFPC Committee	
Aguilera, Ricardo	Staff
Aldasoro, Andy	Staff
Bell, Travonne	Staff
Bueno, Eloy	Staff
DeAsis, Mark	Administrator
Dieckmeyer, Diane	Administrator
Etchison, Ashley	Administrator
Gomez, Beth	Administrator
Green, Monica	Administrator
Henry, Richard	Administrator
Lambros, Dan	Staff
McGraw, Shirley	Administrator
Monsanto, Steve	Administrator
Muto, Jan	Faculty
Nance, Damon	Administrator
Schenkel, Crystal	Student
Thomas, Jim	Faculty
Tran, Phu	Faculty
Uesugi, Koji	Administrator

CURRENT:

Administrators - 10
Faculty - 3
Staff - 5
Student - 1

*** PROPOSAL:**

Administrators - 10
Faculty - 5
Staff - 5
Student - 1

**PROPOSAL:*

*Administrator make-up: 3 Business Svcs, 3 VP's, 2 Student Services, 2 Academic Affairs
Faculty: Add 2 additional for a total of 5*

**2016-2017 Adopted Budget
General Fund- Resource 1000 Expenditures**

