

Institutional Strategic Planning Council
April 18, 2018
ST 107 (1:00-3:00pm)
Minutes

Members Present: Kris Anderson (Faculty Accreditation co-chair), Aycok, Greg, Melissa Bader (Faculty Chair), Celia Brockenbrough, Chris Castillo (Student Rep), Leona Crawford, Monica Esparza, Monica Green, Daniel Landin, Ruth Leal (Staff Chair), Sam Lee, Mark Lewis, Chris Poole, Bryan Reece (Admin. Chair), Mitzi Sloniger, Jim Thomas

Guests Present: Justin Czerniak, Tricia Hodawanus, Monique Pierce

Meeting commenced: 1:03pm

Approval of Minutes:

Approval of Minutes for April 4, 2018

MSC – (Lewis/Anderson) Approved with typographical corrections.

2 abstentions

Moved agenda item II down and agenda items III C & D up.

I. Action Item:

A. None.

II. Committee Reports

A. Safety Committee Justin C (Handout)

Justin provided a report to the committee highlighting:

- Evacuation Drill – May 17
- Promote funding with grants, encourage disaster worker obligation, building and floor captain, release time/comp for training, promote communication, webpage.

III. Information Items:

A. Mission, Vision & Core Commitments

(Melissa Bader)

What kind of ship are we and how do we work together to maneuver and navigate?
The committee discussed strengths and weaknesses both known (above the surface) and unknown (below the surface):

Above:

Current budget formula – DBAC

Reorg- reveals that people step up to talk to their representatives

Strength that we make collaborative decisions

Hope that we have to make the college the best for students

Below:

Unknown budget model
Reorg – cannot plan for every situation
Insecurities or opportunities for courageous conversations
State Chancellor’s Office plans

Melissa led a conversation around the discussion points about changing the way we operate to meet the needs of our students. Strengths, weaknesses and some of the obvious things that we are good at that might be under the surface that we should call attention to.

- B. Strategic Planning Process Chart (Handout) (Ruth Leal)
The standing committee list and process map for accreditation needs to be updated to include/update the following: Teaching and Learning Committee, Marketing Committee Library Advisory Committee, and the classified senate. Discussion on the committees will continue and as part of strategic planning process will be reviewed. The committee discussed current functionality and workgroups. The chart will be revised and brought back for a vote, please email Ruth with suggestions or questions.
- C. Institutional Reorganization & Advancement (Bryan Reece)
Dr. Reece announced that we are on our 40th meeting to discuss the reorg. ISPC will make the recommendation to COTW. Voting is set to occur at the 5/16 ISPC meeting and COTW on 5/17.

Comments/Questions:

Mark Lewis brought questions from the faculty-at-large:

Is the plan to hire a third dean of instruction? Yes when we have large enough FTES under all four schools and through the regular planning process.

Why does one dean get elevated to a VP? There has been a lot of discussion around what level of administrator should lead the office of Strategic Development. Since this person will be meeting with elected officials and asking for large sums of money on behalf of the college it was determined that a VP is the necessary representative. There will also be a national search for the position.

Regarding the situation of Kevin and his current position; is there any contractual liability or risk is there an agreement between District and Kevin? Management has right of assignment and greater flexibility, but generally speaking, open conversations have been held.

How many new positions are proposed and what is the cost? We are working on the detail and these will be shared before COTW.

Will Colleen Molko be elevated to a Dean? Interim VPs will be filled this month.

Dr. Reece reminded the committee that the urgency is students. We know what we need to do, the longer we talk about it the longer the completion rates will stay where they are.

D. Strategic Plan Timeline & Update (Handout) (ISPC Co-Chairs)

Dr. Reece shared a draft of the proposed revision to Strategic Planning Timeline. District SWOT and Scan, campus climate survey, 51% response rate. Some other studies are being done and we have secured consultants.

E. Accreditation Update (Kris Anderson)

Dr. Aycock shared the ACCJC annual report briefing highlighting the changes in the report from last year as well as the institutional set standards. Please direct any questions regarding the report to Dr. Aycock.

Kris shared that on April 3rd all three colleges reported on our progress and committee work. The Trustees were pleased for the coordination of the three colleges. ISRA – gap analysis have been submitted, work is done, accreditation co-chairs will review and work on gaps. Reminder to check websites to be sure they are up to date and that evidence is attached to the minutes. Next steps, April 27 and May 25 Steering Committee. Committees will work with the gap analysis to begin drafting their response to the standards. There is an all-day ISER Training in Ontario, co-chairs for each standard have been invited.

IV. Good of the order

Meeting adjourned: 2:58pm

Next meeting: May 2, 2018

Minutes submitted by Denise Terrazas

SAFETY COMMITTEE REPORT

Spring 2018

COMMITTEE STATEMENT OF PURPOSE

The purpose of the Safety Committee is to develop and maintain a healthy and safe learning environment for students, faculty, staff, and visitors. As a problem-solving group, the committee will help identify and address security and 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, faculty and staff about health and safety issues on and around Norco College

STRATEGIC GOALS AND OBJECTIVES:

1. **Increase communication to the students, faculty and staff about safety on and around the college.**
 - Campus-wide emails and alerts
 - Posters, signs, brochures, and flyers
 - Promote the use of the RAVE/Guardian and other apps
 - Emergency drill every semester
 - Phones in the classrooms

2. **Host more training and events at Norco College that will be available to students, faculty, staff and the local community.**
 - First Aid/CPR and AED classes
 - Stop the Bleed
 - Health Fairs
 - InfraGuard and JRIC classes
 - Disaster preparedness / Safety Fair
 - The Great Shakeout

3. **Rebrand and redesign the Building Captain program, building our community network of trained individuals that can take a leadership role during a crisis.**
 - Community Emergency Response Team (CERT) training and program
 - Evacuation drills and table top exercises
 - NIMS, SEMS, ICS structure and training roles and responsibilities
 - A fully operational EOC
 - Continue to build our emergency supplies and train individuals how to use them

4. Expand campus assessments to address a number of different areas including physical safety, OSHA and fire code compliance.

- Promote 3 minute rule for AEDs
- Identify first-aid kits, fire extinguisher and other items their locations and understand how they work.
- ADA and fire code egress and other issues

5. Promote a safety-minded culture.

- See something
- Say Something
- Do Something

HOW DOES THE COMMITTEE ALIGN WITH NORCO COLLEGE MISSION?

- Safety Committee serves our students, faculty, staff and our community, by providing educational opportunities such as active shooter, earthquake and emergency preparedness, and CERT Training.
- The Safety Committee aligns with the innovative approach to learning using technology as we continue with the RAVE system, emergency mass notifications, and continue to promote the Guardian app.
- We promote a safety-minded culture.
- Increasing our emergency supply inventory and activation of emergency operations center (EOC)
- Purchase / lease additional AED's to cover the college via the 3 minute rule.
- Pre stage and update emergency supplies and tools across the college

ASSISTANCE NEEDED FROM ISPC:

- Promoting funding sources via one time and grant funds
- Encourage training as everyone's role as a state disaster service worker
 - Promote training. – In person, CPR First aid, Target Solutions
 - Promote release time for training
 - Promote building and floor captains and how we need them as a valued position.
- Promote communication to get the word out regarding safety issues and events and help facilitate dialogue and questions.

Proposed Revision to Strategic Planning Timeline

Spring 2018 Activities

- Establish Draft Revision of Mission, Vision and Values
- Complete Scan and Review Findings
- Complete SWOT and Review Findings
- Complete Campus Climate Survey (*Great Colleges to Work*) and Review Findings
- Secure Education Master Plan (EMP) and Facilities Master Plan (FMP) Consultant

Summer 2018 Activities

- EMP—Finish Collecting Data and Construct Rough Draft
- FMP—Finish Collecting Data and Construct Rough Draft
- Strategic Plan—Finish Collecting Data and Construct Rough Draft

Fall 2018 Activities

- EMP—Go from Rough Draft to Final Draft
- FMP— Go from Rough Draft to Final Draft
- Strategic Plan— Go from Rough Draft to Final Draft