

Institutional Strategic Planning Council

April 22, 2020 (1:00-3:00pm) Video Conference

Minutes

Members Present: Kris Anderson, Greg Aycock, Quinton Bemiller, Rex Beck, Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Vivian Harris, Dominique Hitchcock, Ruth Leal (Classified Professional Co-Chair), Sam Lee, Virgil Lee, Arezoo Marashi, Thalia Moore-Shearer (ASNC Rep.), Chris Poole, Kaneesha Tarrant, Sigrid Williams

Members Absent: Melissa Bader (Faculty Co-Chair), Andy Robles

Guests Present: Azadeh Iglesias, Gustavo Ocegueda

Call to Order: 1:00pm

Approval of Minutes

Approval of Minutes for March 4, 2020

MSC (Harris/Crawford)

Corrections: Correct spelling of Sandra Popiden

Approved. No abstentions

Tri-Chair Report

I. Action Item:

- A. ISPC Membership Taskforce Recommendation
MSC (Bemiller/Aycock) Approved.

At its March 4 meeting, ISPC designed a taskforce to provide a recommendation related to the request of the Academic Senate to add faculty representation to ISPC from CTE, Library, and Counseling while eliminating the at-large representative. The ISPC membership taskforce consisting of Quinton Bemiller, Virgil Lee, Melissa Bader, Ruth Leal, Leona Crawford, Patricia Gill, Kevin Fleming, and Monica Green, met on March 9. The taskforce provides the following recommendation:

1. ISPC membership would include the addition of non-voting advisors to increase participation and ensure representation as a revised strategic planning structure is developed by the end of fall 2020.
2. The addition of non-voting advisors includes two representatives for each of the three constituent groups: faculty, classified professionals, and management.

Comments/Questions:

- Clarification on whether the representatives are members or not. The new representatives are non-voting advisors.
- Request for advisors to be added to the distribution list by next week in order to be included in the next meeting.

II. Discussion Items

A. Strategic Planning Structure (Relationship Chart/Flow of Communication Chart)

- Monica shared the latest examples of the workflow of strategic planning items brought forward for continued discussion concurrently with the discussion occurring at Academic Senate. Recommended changes from Academic Senate:
 - removal of 10+1 arrows
 - move AS more in line with the College level decision making to reflect how AS decision making happens at the college
 - Move ASNC box, which operates as more of an operations committee, perhaps placing under student support council
 - request of the committee to differentiate the AS committees by using a different shape
 - add version # and date on the bottom right
 - add arrow from AS to the BOT as a direct report
 - delete note regarding the institution-wide matters to college council
 - add note on the Academic Senate box 'Academic Senate includes standing committees'

Comments/Questions - Chart 1

- Professional Development committee is a standing committee of the Academic Senate. Currently this is the only college committee for professional development. Are there plans to create committees for staff, and managers? There has been ongoing discussion on this topic. One proposal includes making TLC the committee for faculty professional development. ISPC cannot change a standing committee of the Academic Senate.
- Request to change 'Partnerships & Communications/Marketing Committee' back to 'Marketing Committee'. The name change is an intentional proposed change to align with District SP structure. Will make the change and note the designated need to align.
- Request to review council names and perhaps aligning to the standards.
- Reminder that we are creating a process that anyone who reviews it can easily discern our process.
- Recommendation to combine the councils and committees into one line.

Comments/Questions – Chart 2

- Chart 2 shows the approval and communication flow which includes the dynamics of communication and collaboration.
- As with the previous chart Academic Senate requested a direct line to BOT.
- Note to make color coding accessible. In the final phase, once we have consensus, we will use professional production printing for assistance. This is a conceptual review.
- Move Academic Senate arrows over to Chancellors Cabinet and BOT.

- What particular role does this chart have in the charts that we have? This as a request to show communication lines amongst groups. Showing the primary connection points; it is not all inclusive. It is meant as a compliment to the first chart.

Comments/Questions – Chart 3

- Chart 3 is still a work in progress showing the overlapping relationships between the councils and the committees. This is a different view, another request of the Academic Senate.
- Suggestion to make this an Academic Senate relationship chart with 10+1 listed on it.

The goal with this process is to work through to consensus to describe our workflow, accompanied by a SP Governance handbook/manual. Discussion will continue through spring, along with work on the manual, approval is planned for the fall.

III. Information Items

A. Coronavirus Update

Updates are going out regularly from District, College, Faculty Senate, etc. We are planning for summer online, most labs that are expected to be online, there are some labs we hope will be able to move forward with social distancing. Fall has not yet been determined, we expect a decision in the next couple of weeks, in order to give more time for planning, following the direction of the virus. The decision was made to decouple summer and fall to give more planning time to respond to our changing environment. No travel. Commencement will be virtual based on survey response from students and allow 2020 graduates to walk next year with 2021 graduates. We are moving forward with giving students both options. Michael Collins shared that the budget will be a baseline budget, roll in to 2021, hoping for COLA, May Revise will have little info and we will anticipate a late adoption budget once state revenues are realized. 2021 will be okay, 2021-22 holds some uncertainty, expectations are low for additional revenue.

B. Revision of Vice President, Strategic Development Job Description

There were revisions to the job description for Vice President, Strategic Development. Many of the revisions are moving Strategic Planning and Institutional Effectiveness to the job description to better align with the needs of the college as well as distinct changes within the district since this position was created. The handout provides the previous focus and the areas of focus that have been added or removed.

This position is funded with a combination of GF and indirect funds.

IV. Good of the order

- Congratulations to Dr. Monica Green, Norco College's 4th President.
- Reminder to submit items for the agenda, email tri-chairs.

Next meeting May 6, 2020

Motion to adjourn: MSC (Beck/Harris) Approved.

Meeting adjourned: 2:11pm

Minutes submitted by Denise Terrazas