



## Institutional Strategic Planning Council

### Minutes for Wednesday, October 7, 2020

1:00-3:00 p.m.

#### **Committee Members (total 19):**

Quinton Bemiller, Rex Beck, Angelica Calderon (ASNC Rep.), Michael Collins, Leona Crawford, Monica Esparza, Kevin Fleming, Monica Green (Administrative Co-Chair), Dominique Hitchcock, Ruth Leal (Classified Professionals Co-Chair), Sam Lee, Virgil Lee (Faculty Co-Chair), Mark Lewis, Jethro Midgett, Chis Poole, Suzie Schepler, Kaneesha Tarrant, Sigrid Williams, Patty Worsham

#### **Committee Members Absent (1)**

Andy Robles

#### **Advisors Present**

Vivian Harris, Azadeh Iglesias, Tenisha James

#### **Advisors Absent**

Greg Aycock, Adam Martin

#### **Guests**

Laura Adams, Charise Allingham, Patti Brusca, Patricia Gill, Desiree Wagner

#### **Call to Order: 1:00pm**

#### **Recorder**

Denise Terrazas

#### **Meeting Minutes**

##### **1. Call to Order**

##### 1.1 Approval of Agenda (moved to top)

- MSC Bemiller/Williams (approved)

##### 1.2 Co-Chair Updates

- Monica Green acknowledged Kevin Fleming for his work in leading the college through the draft SPGM. Appreciation given for his leadership and assistance in helping to move us forward in achieving our EMP goals as well as hosting nine general Strategic Planning sessions.

- Thank you to the Council and the Academic Senate for their participation in the joint meeting on September 30.
- Thank you for the support of our community through this week’s Giving Week. Thank you to ASNC for sponsoring the event as a Diamond sponsor. We have reached our initial \$25,000 goal and set a new goal of \$30,000 for the week. Many thanks to all who have sponsored and donated.
- Ruth Leal thanked Arezoo Marashi, who transferred to MVC, for serving on ISPC as an active member of the Council. Suzie Schepler will replace Arezoo to serve as a voting member of ISPC. Suzie’s role as an advisor will be filled by the next meeting.

**2. Action Items**

**2.1 Approval of September 16 Meeting Minutes**

- MSC Beck/Collins

**2.2 Conclusion**

- Approved

2.2 Corrections	2.2 Task of	2.2 Due by
None		

**3. Information Items**

**3.1 SPGM – Chapters 1-4 Review**

- Kevin Fleming reviewed the first four chapters of the SPGM.
- Chapter 1 – Introduction and a clarification of the ‘why’. There are eight reasons for why we are updating our Strategic Planning process.
  - Vision, Mission, and Core Commitments are housed our EMP process, there is an accreditation standard that stipulates that we review our mission and vision every 5 years.
  - Suggestion: Note in the SPGM that the EMP is where the mission, vision, and values officially resides.
- Chapter 2 – Internal and External Environmental Scan
  - This chapter contains some data from the EMP and some new data from the Office of Institutional Effectiveness. The IE Office will review this chapter to update data so the SPGM has the most up-to-date data as possible when it goes to the Board. Kevin

highlighted some of the key data points, i.e. growth in the region, service area distribution, etc.

- Question: Why was the data broken out for males? This is part of our equity plan.
- Suggestion: Add a note that a more comprehensive, full report is available.
- Question: Looks like we get a lot of students from Riverside, why are they not included in our service area? Methodology uses census block data.
- Internal scan will be updated using current Chancellor's Office data.
- Chapter 3 – Educational Master Plan Goals and Objectives.
  - Note: There are some formatting issues that need to be cleaned up.
  - Added language on alignment with state, district, and college plans.
  - Chart shows alignment with the goals and the nexus with all our other college plans and where they overlap.
  - District goal alignment, we will add a table/chart that clearly shows alignment.
- Chapter 4 – Key Performance Indicators
  - Presented to ISPC in March, there have been a few refinements made since that time.
  - 15 KPIs for our EMP Goals. 10-year and EMP and 5-year strategic plan, 2024-25 is when we will address changing any of these metrics.
  - Question: Increase capture rates from feeder high schools by 4% annually?
    - Calculated off the 10-year targets for 2030, this is an even stratification of a 10-year process.
      - Will copy and paste goals/objectives from the EMP for better clarification.
  - Question: Where do we get the data for LGBTQ? The data is self-reported.
- If there is anything that is not clear, please feel free to reach out to Kevin Fleming.
- Thank you to the Office of Institutional Effectiveness for all their work.
- First review of Draft 2 is scheduled for November 4. Please send feedback to Kevin Fleming by October 30<sup>th</sup>.

### **3.2 DSPC (September 18) Update (moved from 3.3)**

- Monica noted two items that came through DSPC on September 18<sup>th</sup>; these will go to the Board for approval in 2 weeks: 1) 20-21 Budget and 2) Transportation Needs Assessment – Clean Mobility.

- A budget update will be provided at the next ISPC meeting.
- 20-21 Budget there was nothing for growth, COLA, one-time unrestricted revenue, scheduled maintenance, or instructional equipment funding.
  - Scheduled maintenance, or deferred maintenance projects examples are roofing, roads, etc. Planned 5 years out, in 20-21 will not see dedicated resources from the state. In the past, the college has matched those funds.
- Step and column increases are going ahead for the current academic year.
- Monica reviewed the Challenges and Opportunities slide. (attached)
- Reviewed Clean Mobility slides (attached)

### **3.3 Classified Professional Feedback on Chapters 6-11 (move to 3.3)**

- Ruth Leal shared feedback from the four classified professional strategic planning forums held over the summer (see attached PowerPoint).
  - Noted that feedback from previous sessions has been incorporated into the current draft, i.e. ethics statement, Roberts Rules, etc.
  - Terms: distinguish between the terms “staff” and “classified professionals”
  - Classified Professionals role in shared governance: citing Title 5, Ed Code, Board Policy, and Accreditation standards. Where the language is included, there is a request to expand to include more of the statement.
    - Requested an appendix to the SPGM with hyperlinks to source documents.
  - CSEA statement to be included in the SPGM (see PowerPoint presentation)
  - CSEA has an MOU to delegate committee assignments to the Classified Senate
  - Align the draft SPGM with the Committee Appointment Process
  - Recommend adding a conflict-of-interest policy for councils/committees
- Question: Are you anticipating sharing a red-line document to talk about specific changes suggested? Ruth Leal will send to Kevin Fleming.
- Mark Lewis gave thanks for bringing up the point about using the terminology of classified professionals as well as bringing to our attention the official work of classified professionals.
- Further thanked classified professionals for the care and concern for communication.

## **4. Good of the Order**

- SPGM – is there reference to shared or participatory governance? Title 5 and Ed Code are different, and current Board Policies/Administrative Procedures uses term shared governance. There was discussion on the use of the terminology of “participatory governance” in the upcoming revisions of the BPs, which may result in a recommendation to use consistent terminology for governance. Further discussion may be needed.
- It was not clear from the meeting minutes if decision made about COTW. COTW is on the agenda for October 21<sup>st</sup> following the debrief of the September 30<sup>th</sup> AS/ISPC Joint Meeting.

## **5. Future Agenda Topics**

- Reminder, to submit agenda items for consideration, they are due the Wednesday before the next ISPC meeting.

## **6. Adjournment**

- 2:24 p.m.

## **Next Meeting**

Wednesday, October 21, 2020

1:00-3:00 p.m.

<https://cccconfer.zoom.us/j/96114068185>

Meeting ID: 961 1406 8185

# SPGM DRAFT FEEDBACK

Classified Professionals



# Classified Pros Forums Report

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- Summer 2020 Forums
- Terms
- Classified Pros Role in Shared Governance
- CSEA & Classified Senate
- Classified Committee Appointment Process



*Classified Professionals*

**NORCO  
COLLEGE**

**SHARED  
GOVERNANCE  
FORUMS**

*Dialogue sessions for classified professionals to give feedback on the Draft Strategic Planning & Governance Manual*

**JULY 17 AT 10AM  
JULY 31 AT 10AM**

Registration required for zoom. All classified professionals encouraged to attend.



TERMS



# Terms

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- Staff – add definition since dictionary defines it as “all the people employed by a particular organization.” So the definition in the handbook could simply be “employees of Norco College and RCCD.” Use “staff” when speaking broadly about Norco College or RCCD employees.
- Classified professionals - All references to “staff” in the context of classified should be changed to “classified professionals.” Abbreviations can be used such as classified pros or CPROS. This term is used throughout the community college system and from the California Community College’s Chancellor’s Office.



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# CLASSIFIED PROS ROLE IN SHARED GOVERNANCE

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# Classified Pros Role in Shared Governance

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(a)(4) “Staff **shall** be provided with opportunities to participate in the **formulation** and **development** of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, **in consultation with staff**, have or will have a significant effect on staff.” And (6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.

– Title 5, 51023.5



# Classified Pros Role in Shared Governance

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(a) Notwithstanding any other provision of law, when a classified staff representative is to serve on a college or district task force, committee, or other governance group, the exclusive representative of classified employees of that college or district shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the local governing board may mutually agree to an alternative appointment process through a memorandum of understanding. A local governing board may consult with other organizations of classified employees on shared governance issues that are outside the scope of bargaining. These organizations shall not receive release time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

**– Education Code 70901.2**

# Classified Pros Role in Shared Governance

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**“Staff shall be provided with opportunities to participate in the formulation and development of District and college policies and procedures, and in those processes for jointly developing recommendations for action by the Board, that the Board reasonably determines, in consultation with staff, have, or will have, a significant affect on staff. The opinions and recommendations of the staff will be given **every reasonable consideration.**”**

**– RCCD Board Policy 1510**



# Classified Pros Role in Shared Governance

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The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, **staff**, and students work together for the good of the institution.

– ***Accreditation Standard IV***

# Classified Pros Role in Shared Governance

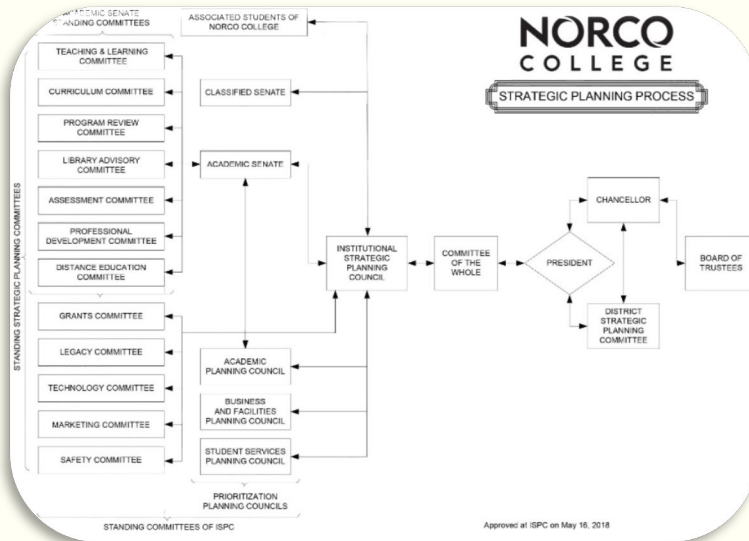
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Decision-Making Roles and Processes 1. Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.

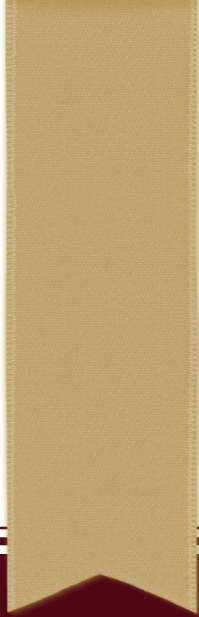
**– Accreditation Standard IV.A.**

# Classified Pros Role in Shared Governance



The college's Strategic Planning Process, revised in 2018, includes the Classified Senate in the governance process flow, and further efforts are being discussed as part of the Strategic Plan and Process to enhance the inclusion of these voices. The team encourages the College to strengthen its existing opportunities to promote input for classified to achieve the College's mission and goals. (IV.A.5) – **ACCJC Peer Review Team Report, March 2020 pg. 42**





# CSEA & CLASSIFIED SENATE

# Classified School Employees Association Chapter 535

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- The California School Employees Association Chapter 535 is the exclusive representative of classified school employees in the Riverside Community College District. All permanent classified employees are members represented by CSEA. CSEA is entitled by regulation to provide representation on any college or district task force, committee, or other governance group. (**Title 5, section 51023.5, California Education Code Section 70901.2(a) and 70902; Government Code Sections 3540 et. seq., 2543.2**).
- CSEA represents classified employees on matters related to mandatory subjects of bargaining such as wages, hours, and other terms and conditions of employment. CSEA also participates in the District's shared governance that takes place at Board of Trustee meetings by having a representative appointed to serve on each committee and participate in discussions that take place at those meetings as per **Board Policy 1510**.

<https://www.csea.com/>

# Classified School Employees Association Chapter 535

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**CSEA & Classified Senate**



Throughout RCCD, CSEA appoints classified representatives to all governance committees, task forces, and councils. They may elect to delegate this authority to a subcommittee of the CSEA. Per **Title 5, 51203.5 (b) (6)** "It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations." In 2014, CSEA signed an MOU "Shared Governance Agreement" with the Norco College Classified Senate to delegate shared governance appointment responsibilities and outlined it clearly in the Committee Appointment Process, approved in May 2020.

# CSEA & Classified Senate

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## MOU Shared Governance Agreement

### SHARED GOVERNANCE STATEMENT

CSEA CHAPTER 535 AND THE CLASSIFIED SENATE OF NORCO COLLEGE

The concepts, privileges, and obligations embodied within the various laws and regulations which govern the decision making processes of Norco College-Riverside Community College District define more than one role for participation of the nonacademic staff.

Through Board Policy 7140 the Board recognizes the California School Employees Association, Chapter 535, hereafter referred to as CSEA 535, as the exclusive bargaining agent for classified employees, other than those designated as confidential, supervisory, and management for issues within the scope of representation under section 3543.2 of the Government Code.

For the purposes required under section 51023.5 of Title 5, Chapter 4 of the California Code of Regulations and through Board Policy 2510, the Board provides classified staff the opportunity to participate in District and college governance. In pursuit of effective participation structures and procedures to facilitate this opportunity, CSEA 535 recognizes the Classified Senate of Norco College as a professional organization promoting the interests of all classified staff in shared governance.

Both organizations promote the professional contributions of their members to the success of the District, the development and growth of individuals, and foster communication between the District and staff among employees themselves. For classified staff, membership is not mutually exclusive. In fact, each organization is charged by code and/or District policy/procedures with the obligation to bring forth the recommendations and opinions of the classified staff. CSEA 535 is additionally charged with the obligation to represent the collective interests and individual rights of all of their unit members in matters within scope of bargaining with the District.

With the understanding of those overlapping roles in the general promotion of classified employees' interests, the following outlines some specific charters for each organization:

“The Classified Senate acts as the body authorized by the collective bargaining unit with the delegated responsibility to coordinate classified staff committee assignments following mutually agreed upon guidelines specifically to ensure adequate classified representation and participation in the structured ad-hoc, governance, and standing committees as a channel to voice the classified perspective as policies, procedures, and practices are developed, revised or implemented.”

# CSEA & Classified Senate

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## Senate Representatives

- Council Representatives
  - ISPC
  - BFPC
  - SSPC
- Committee Representatives
  - Diversity, Equity & Inclusion
  - Safety
  - Marketing
  - Technology
  - Grants
- Accreditation Representative
- Project Teams
  - Guided Pathways/Equity Liaison
- CSEA
  - NC Vice President
  - NC Member-at-Large

## Senate Subcommittees

- Classified Professional Development
- Classified Professional of the Year
- Communications
- Shared Governance
- Social Activities





# COMMITTEE APPOINTMENT PROCESS

# Process for Committee Appointments

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CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION  
Chapter 535  
Norco College



## Shared Governance Classified Representation Appointment Process CSEA Norco College and the Norco College Classified Senate April 2020

### Intent and Timelines

State assembly bill 1725 (Education Code Section 70901 (b) (1) (E)) institutionalized the participation of classified professionals in governance decisions. However, it did not specifically require any organization to represent classified employees in the consultation process. State senate bill 235 (Education Code Section 70901.2) rectified that oversight. SB235 provides the “exclusive representative” of classified employees in California community colleges the right to appoint representatives to district consultative bodies such as task forces, committees or other shared governance groups.

In pursuit of effective participation structures and procedures to facilitate participation in shared governance for classified professionals, California School Employees Association, Chapter 535 recognizes the Classified Senate of Norco College as a professional organization promoting the interests of all classified professionals in shared governance. Therefore, the following process regarding classified staff appointments to shared governance committees will be inclusive of classified professionals while meeting the mandates of Senate Bill 235 and the MOU with the Norco College Classified Senate. Candidates for committee service will be drawn from Norco College classified professionals. Classified Senate will make recommendations to CSEA for appointments.

### The Appointment Process

The process, as outlined, provides a uniform, efficient and inclusive method of appointment of “shared governance classified representation.” Participants in the process are encouraged to utilize phone and email communication throughout the process to promote quick turnaround. The appointment process will be monitored, evaluated and revised, if necessary, to improve methodology or re-enforce “intent.”

### Annual Process:

During the summer of each academic year, classified professionals interested in serving on a college committee or being removed from a college committee must submit in writing via email to the Classified Senate. Prior to the beginning of the academic year, the Classified Senate will discuss all requests and make a recommendation to the CSEA Norco College Vice President on committee appointments. Any requests received after the first day of the fall semester will be handled on a case-by-case basis with ten working day turnaround.

Classified representatives and Classified Tri-Chairs are appointed using this process from CSEA and the Classified Senate.

[www.ncclassifiedsenate.com  
/documents/](http://www.ncclassifiedsenate.com/documents/)

# Committee Appointment Process

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## APPOINTMENTS

Reference this in all mentions for classified representatives on any workgroup/project team, task force, committee, council, etc.

## RECOMMENDED EXPERTISE

Change to refer to Committee Appointment Process. Job titles do not always match expertise due to other experience, education, or knowledge needed by the classified body.

## TERMS

Education code does not place any qualifiers on the committee assignment rights so through the Committee Appointment Process, terms will be determined by the Classified Senate with final approval by CSEA.

## REMOVAL

Through the Committee Appointment Process, any removal of a classified representative will be determined by the Classified Senate with final approval by CSEA.



# Role & Responsibilities

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- Attend meetings as a representative of classified
- Provide regular reports to the Classified Senate
- Poll opinions and concerns of the classified body
- Actively speak for the positions of the classified body
- Report any conflicts of interest
- Put aside opinions that are not consistent with those you represent

*Classified representatives are representatives of the classified body, not their department or areas. Classified representatives role and responsibilities are outlined in the Committee Appointment Process.*

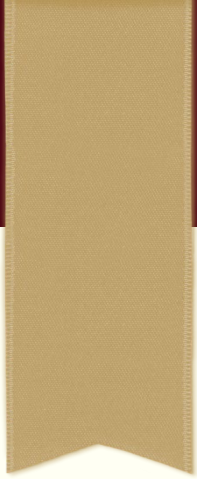


# Classified Committee Appointments

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- Through the Committee Appointment Process, classified representatives are selected for their knowledge, expertise, and experience both in their professional capacity and education as well as previous work experience and other knowledge that may be beneficial as a representative for classified.
- Classified appointments have a Conflict of Interest Policy. Recommend adding a Conflict of Interest Policy for committees for all representatives so that issues do not arise that can be perceived as a conflict.



# QUESTIONS?

By Classified Professionals