MINUTES – STRATEGIC PLANNING CO-CHAIR COUNCIL
Monday, March 12, 2007
ST 107
2:30-3:50


Dr. Loewenstein indicated that the agenda format had changed in order to help clarify the types of items that should be handled by the Co-chair Council.

- **Information** items that include important elements that the council needs to know.
- **Action Items** include items upon which a vote is needed in order to proceed to the next Strategic Planning Committee meeting.
- **Discussion Items** includes items that the council needs to discuss as a group.

**Information**

1. **Role of SPC and Co-chairs in the Resource Allocation Process** - Dr. Loewenstein indicated that the members should bring the booklet entitled Strategic Planning Process 2001-2006 to all future meetings. He explained the charge of the Strategic Planning Co-Chair Council is to merge the lists received from program review each of the nine covering faculty, staff, equipment and facilities into one prioritized list that will be forwarded to the Norco Strategic Planning Council for review and approval. (See link to handouts at end of document).

Dr. Loewenstein asked everyone to think about the criteria that should be used for ranking the requests and bring their ideas to the next meeting. The prioritizing criteria must be in place by September 1. Some sample criteria are outlined at the bottom of the resource allocation timeline. He suggested that some type of weighted system be utilized.

The final merged list will be provided to the Strategic Planning Committee and to Dr. Davis. Dr. Loewenstein explained that even after the list has been reviewed and approved by the SPC Dr. Davis can deviate from that exact order, but she does have to provide rationale for any other choices.

The committee expressed concern about the March 15 date that Program Review updates are due. It was discussed that the deadline should be moved to a later date in the Spring semester. Dr. Loewenstein suggested that we continue with the schedule that is in place for now and work on any adjustments to the dates for next year. Norm said he would verify what budget years Program Review relates to. It appears that staffing and equipment are for the 07-08 budget and faculty are for the 08-09 budget. Dr.
Loewenstein indicated that he is willing to help anyone with program review that needs it. (See link to handouts at end of document)

2. **Physical Resources Committee Update** - Siobhan Freitas shared that Norm Godin has created a monthly newsletter indicating what is happening with the Norco Campus building projects. The newsletter will be posted on the Norco forums website within the Physical Resources section. (See link to handouts at end of document)

### Action Items

3. **Intercollegiate Athletics** - Tim Wallstrom discussed how intercollegiate athletics fit with the RCCD overall mission. He explained that intercollegiate athletics is an integral part of the Norco Campus and serves the well being of our students as well as benefiting the college community. (See link to handouts at end of document) The committee is concerned about where the funds would come from to support these sports. Norm suggested that we work on a commitment from Riverside. The committee wants to make sure that we have an appropriate budget allocation, that we have adequate resources to do a good job and that the sports are under the control of the Norco Campus. (See link to handouts at end of document)

**Motion** – Gail Zwart made a motion to approve supporting the concept of intercollegiate athletics at the Norco campus as long as resources are adequately addressed and the sports remain autonomous with the Norco Campus; Tamara Caponetto 2nd the motion. Motion was approved.

4. **Upgrading of Soccer Field** – Proposal from Physical Resources committee utilizing Measure C funds to upgrade the soccer field, including bleachers, eight foot fencing and restrooms with showers for an amount not to exceed $1,076,000. Dr. Loewenstein indicated that the committee needs to remember that if this project is approved there would be a corresponding staff position (athletics ground person) that must be approved for hiring in order to maintain the fields. (See link to handouts at end of document)

**Motion** – Deborah Tompsett-Makin made a motion to approve supporting a soccer field upgrade that includes synthetic grass, bleachers, new fencing, etc., at a minimum cost of $1,076,000 obtained from Measure C funds; Dave Dieckmeyer 2nd the motion. Motion was approved.

5. **Adoption of the Cover Letter for SPC projects** - Siobhan Freitas prepared a cover letter to track the process of items progressing through the Strategic Planning process. (See link to handouts at end of document) The definition of a strategic planning item needs to be defined. Think about what you are asking to be on the agenda. Does it affect long term planning?

**Motion** – Gail Zwart made a motion to accept the concept of the Norco Strategic Planning Process form; Deborah Tompsett-Makin 2nd the motion. Motion was approved.
**Discussion Items**

- Dr. Loewenstein shared that the district is negotiating for a 100,000 sq. ft. building located at Dos Lagos to house community education, economic development and educational programs. The Norco Campus wants to have anything that generates FTES under their purview. There is preliminary information indicating that the cost may be in the $40,000,000 range. Measure C funds may be involved. The division of the building may include 30,000 square feet for community education, 10,000 square feet for economic development, 15,000 square feet for a hospitality/management program and 45,000 square feet for credit classes. This item is for information only.

- Dr. Loewenstein gave an update on the portables for the Norco campus. The proposal will be presented at tomorrow nights board committee meeting. The cost of this project will be $2,000,000 and include six portables and site preparation. Three of the portables will be 1,960 square foot classrooms including one that will be a new fitness lab. Two will be large lecture classes and one will be faculty offices.
### RCC -- NORCO CAMPUS
#### ANNUAL RESOURCE ALLOCATION PROCESS TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 15</td>
<td>Annual Instructional Program Review Updates (with resource request lists – staffing, equipment, facilities) due</td>
</tr>
<tr>
<td>MAY 15</td>
<td>Student Services Program Reviews (with resource request lists) due</td>
</tr>
<tr>
<td>SEPTEMBER 1</td>
<td>Administrative Unit Program Reviews (with resource request lists) due</td>
</tr>
<tr>
<td>SEPT. 1-15</td>
<td>NSPC Co-Chairs finalize criteria for prioritizing resource requests and forward criteria to APC, Student Services and Administrative Groups*</td>
</tr>
<tr>
<td>SEPT. 15 – 15</td>
<td>NSPC Co-Chairs aggregate and rank instructional, student services and administrative resource needs and forward lists to Norco Strategic Planning Committee.</td>
</tr>
<tr>
<td>OCT. 15 - 31</td>
<td>NSPC reviews/revises/ approves prioritized lists of needs and forwards recommendations to Campus President</td>
</tr>
</tbody>
</table>

*Ranking criteria should be derived from District Strategic Initiatives and Norco Campus Response to District Initiatives. Criteria may include:

- Enrollment Growth
- Increased Student Persistence (term-to-term)
- Increased Student Success (ie. % students earning A-C in classes)
- Student Learning Outcomes Assessment/Achievement
- Improved Quality of Student Experience
- Degree of current dependence of unit on part-time faculty/staff

*Academic, student services and administrative planning councils will each develop their own criteria for ranking resource requests, all based on District and Campus strategic initiatives and program review objectives.*
Norco Campus
Facilities Projects Update
March, 2007

• **NORESCO Project:** The internal light fixture - occupancy sensor and external light pole replacement program is completed. The second phase of the project; Management Energy Conservation System/Controls will begin in March.

• **Phase III – Industrial Technology Building:** The architects (tBP) and project managers (Pro-West) are working on the construction documents, cost estimates, and furniture, fixture and equipment schedules. This work is about 90% complete. Campus departments have participated in the update of equipment and technological specifications that were originally developed years ago. While the project is significantly over budget, a proposal to augment the budget is underway.

• **Student Support Center:** The Board of Trustees approved the architectural firm of Harley Ellis Devereaux as recommended by the members of the Student Support Center Task Force along with Campus Administrators. Meetings of the Design Team (consultants and campus personnel) will begin soon.

• **Chemical Storage Building:** Going out for bid in March, 2007

• **Early Childhood Studies Center:** This building renewal project is well underway, among the improvements are: installation of tile flooring in restrooms; installation of concrete pathways around the playground; security system; and acoustical and sound system in the classroom.

• **Portables:** We will be receiving 6 portables plus one restroom facility to be housed near the Activity Center. District officials are finalizing the budget and will present a proposed budget to the Board on March 20, 2007.
RCCD Norco Campus

Intercollegiate Athletics Mission Statement and Philosophy

To ensure that its intercollegiate athletic program is operated in conformance with the Riverside Community College District’s overall mission, the college issues this Mission and Philosophy on Intercollegiate Athletics. Intercollegiate Athletics for men and women is an integral part of the Norco Campus. Athletic programs serve the well being of student participants and benefit the broader college community. The Intercollegiate Athletic program at the Norco Campus can and will be operated to serve the following purposes:

- Intercollegiate athletics provides an opportunity for educational and personal growth and development for participating men and women students. The foremost criterion of success for the Norco Campus athletic program is the well being of its student participants.
- A successful athletic program creates an environment in which students can succeed in their academic work as well as in their athletic competition. An intercollegiate athletic program best serves the mission of the college and the well being of the students when it encourages and helps participants to develop a sound academic plan leading towards graduation.
- Intercollegiate athletics, like other extracurricular activities sponsored by the college, offers participants opportunities to enjoy themselves and to experience and develop personal skills and values such as dedication, perseverance, responsibility, team effort and cooperation, discipline, self-confidence, leadership, and other attributes of human development and citizenship. By providing participants with the opportunities to develop these values, athletic programs can and should serve the broad educational and developmental purposes of a college education.
- An effective athletic program, when integrated with a sound educational program, helps develop career opportunities, both in and outside athletics, which are personally fulfilling.
- The athletic program at the Norco Campus offers the skilled student-athlete the opportunity to compete at the collegiate level.
- Intercollegiate athletics enhances the college experience of all students, participants and non-participants alike by developing school spirit and creating a sense of community. Athletics thus serves the college’s mission of enhancing the quality of the student experience.
- Intercollegiate athletics provides spectator entertainment to the college community. In this way, athletics contributes to the outreach mission of the college.
- Intercollegiate athletics fosters a positive identification with and goodwill for the State and Norco Campus graduates, citizens of the State, and individuals across the country. This goodwill and public support and identification help the college serve its varied missions in all of its activities.
- Norco Campus strives for excellence in its intercollegiate athletics program as it does in its academic programs. Excellence in intercollegiate athletics, however, means more than just competitive success, and includes academic and personal accomplishments of student-athletes, quality of personnel and effectiveness of administration.

Operating Principles for Intercollegiate Athletics

The Norco Campus of the Riverside Community College District adopts the following operating principles to govern the operation of its intercollegiate athletic programs.

- **Commitment to Student Participants**

  Since the overriding purpose of Norco Campus’s Intercollegiate Athletic program is to serve the well-being of students, Norco Campus will provide to student participants academic counseling, encouragement and opportunities to develop a sound academic program and attain a degree, personal guidance and counseling to help participants develop as responsible and healthy individuals, realistic career planning, conditions
during practice and competition which minimize the risk of injuries, and the best facilities, training, coaching and administration feasible.

- **Academic Standards**

Students who participate in intercollegiate competition must meet all appropriate academic standards for admission to Norco Campus and for continued progress within an academic program. A student's academic work takes precedence over athletic activity. The college will not allow participation in intercollegiate athletics to interfere unreasonably with a student's academic program. A student may not participate in intercollegiate athletics unless he or she is continuously making reasonable progress.

- **Personal Conduct**

Student participants in intercollegiate athletics carry a special responsibility as representatives for Norco Campus. For the privilege of participating in intercollegiate athletics, Norco Campus expects its student athletes to adhere to exemplary standards of personal behavior.

- **Institutional Integrity and Responsibility**

Norco Campus will operate its intercollegiate athletic program in conformance with its own institutional rules as well as the rules of the Community College League of California’s Commission on Athletics.

**Equal Opportunity**

The College is committed to providing equal opportunities for all students, including women and minorities, to participate in its intercollegiate athletic programs.

- **Recruiting**

Norco Campus is committed to honest and responsible recruiting of student athletes who can benefit from a Norco Campus education, are a tribute to Norco Campus as members of its academic and athletic programs, and can contribute to the success of the teams.

- **College Control**

Intercollegiate athletic programs are an integral part of Norco Campus and are the responsibility of the College. Administration, the athletic director and the coaches will thus administer all aspects of the programs with direct oversight by ______________. Support and involvement by alumni, booster groups and others are necessary and welcome and help serve the outreach mission of intercollegiate athletics, but all activities by such groups and individuals affecting intercollegiate athletics must be undertaken in conformance with applicable regulations and under the strict control of appropriate College personnel.
CALIFORNIA COMMUNITY COLLEGE SPORTS

Women’s

Badminton
Basketball
Cross Country
  Golf
  Soccer
  Softball
Swim & Dive
  Tennis
Track & Field
  Volleyball
  Water Polo

Men’s

Baseball
Basketball
Cross Country
  Football
  Golf
  Soccer
Swim & Dive
  Tennis
Track & Field
  Volleyball
  Water Polo
  Wrestling
## NORCO
### SOCCER FIELD UPGRADE
February 27, 2007

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synthetic Grass (80,000 square feet)</td>
<td>$ 720,000</td>
</tr>
<tr>
<td>Portable Bleachers</td>
<td>144,000</td>
</tr>
<tr>
<td>Fence Around Field (8 Foot)</td>
<td>12,000</td>
</tr>
<tr>
<td>Restrooms with Shower Facilities</td>
<td>200,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,076,000</strong></td>
</tr>
</tbody>
</table>
Norco Campus Strategic Planning Process

This project has been discussed and/or voted upon by the following Norco Strategic Planning committees:

☐ Financial Resources
☐ Human Resources
☐ Institutional Mission and Effectiveness
☐ Instructional Programs
☐ Leadership and Governance
☐ Library and Learning Support Services
☐ Physical Resources
☐ Student Support Services
☐ Technology Resources

Norco Co-Chair Council
☐ Norco Strategic Planning committee
☐ Norco President’s Cabinet
☐ District Strategic Planning committee
☐ Chancellor’s Executive committee
☐ Board of Trustees
Norco Campus Strategic Planning Process

This project ________________________________ has been discussed and/or voted upon by the following Norco Strategic Planning committees:

☐ ________________________________ sub-committee

Motion

__________________________________________________________________________

__________________________________________________________________________

Date: ____________ Vote: For _____ Against_____ Abstain_____

☐ Norco Strategic Planning Committee

Motion

__________________________________________________________________________

__________________________________________________________________________

Date: ____________ Vote: For _____ Against_____ Abstain_____

☐ District Strategic Planning Committee

Motion

__________________________________________________________________________

__________________________________________________________________________

Date: ____________ Vote: For _____ Against_____ Abstain_____

☐ ________________________________ sub-committee

Motion

__________________________________________________________________________

__________________________________________________________________________

Date: ____________ Vote: For _____ Against_____ Abstain_____

☐ ________________________________ sub-committee