RIVERSIDE CITY COLLEGE
Educational Planning and Oversite Committee Meeting
EPOC
March 2, 2017 ✦ 12:50 to 1:50 p.m. ✦ Hall of Fame
Draft Minutes

Present: Stephen Ashby, Scott Blair, FeRita Carter, Debbie Cazares, Carol Farrar, Susan Mills, Paul O'Connell, Tony Ortiz, Kathleen Sell, Virginia White, Charlie Zacarias

Absent: Wolde-Ab Isaac, Nigel Item, Maritzza Jeronimo, Manny Martinez, Regina Miller, Eduardo Perez, Grace Peterson, Anthony Rizo

Guests: Arun Goyal, Scott Bauer, Kristi DiMemmo, Wendy McEwen, Mark Sellick, Chip West

I.   Call to Order
II.   Approval of Agenda m/s/c (O'Connell, Carter)
III.   Approval of Minutes – Nov/Dec, 2016 m/s/c (O'Connell, Carter)

IV.   Co-chairs Report: K. Sell/ S. Mills
- Midterm Accreditation Report—S. Mills
  - March 15th is deadline for mid-term report. Largely complete – final checks and proof-reading.
  - Annual accreditation report is due March 31st.
  - Next full accreditation report is due 2020. Likely spring.
    - Wendy, Myung, Kathleen, Susan, Hayley are going to ACCJC conference in April. This should help us organize in preparation for the next visit.
- New Admin Structure—S. Mills
  - Planning and Grants Office chart distributed
    - The organization was presented to the College during Spring FLEX.
    - Institutional Effectiveness, Student Success and Support, and the to-be-filled Dean of Grants are part of this division.
    - A major division, 2 offices, accreditation, and planning are in this area. Business Services IS NOT.
    - VP of Business and Administrative Services is in charge of budget. RCC is still recruiting to fill this position.
    - One of Dr. Mills' primary foci is to work with the Dean of Student Success and Support to create that integrated support structure.
  - With Dr. Mills filling the VP position, EPOC has a vacant faculty position for accreditation.
    - Original idea is to have a faculty member be co-chair of EPOC and also a faculty member to be co-chair of accreditation.
    - Dr. Sellick is going to ask Dr. Sell to move into the accreditation position, but that creates a vacant chair of ACTPIS.
  - Question regarding staff for new Division
  - 2 CTE grant-related positions will be hosted within that office. These positions report to Julie Pehkonen. There will possibly be even more positions within this division once the Dean of Grants position is hired and the grants structure and funding is clarified.
- Grants—S. Mills
  - Grant planning is in process. Dean of grants to be hired.

V.   Business/ Discussion

Review of where we are with 2016-2017 action plans

- Please send EPOC the Action Plan updates as they are completed / reviewed.
- IE-LC—revisions to Program Review and Plan Template based on Fall 2016 assessment—V. White and W. McEwen
  - Revisions to Program Review and Plan template launches tomorrow
    - The 5 Categories are included in the revised template.
  - Division Level template will be completed by end of March. Division-level plans are due May 31st. The Program Review Committee is working on the division-level template during March 10th Committee meeting.
- RDAS/ Facilities Sub-Committee—Timeline for Facilities Master Plan—P. O'Connell/C. West
  - Facilities manager has contacted other community colleges requesting master plans for best practices.
  - Vendor RFP is in draft. The goal is to have someone selected by May / June.
  - The Council is planning listening sessions and working to identify relevant groups to make sure to include all relevant constituents.
  - Fall 2017 is the timeline for goal setting – overarching themes
    - 7-year initial projection with 10-year follow-up is the initial conversation
  - While this is a broad process, there will be a core "ad hoc" group formed. Discussion about whether the members of this group need to be appointed by EPOC. Final determination is that EPOC should be informed, but RDAS can select members relevant to the group.
    - The Physical Resource Committee Workgroup (PRC) can also be expanded if need be.
  - Senate report-outs can be agendized if need be or if there is a desire to inform Senate about the planning process.
  - Instructional Capacity audit Status update:
    - A report with classrooms and capacity needs to be further developed/revised
    - Facilities is getting ready to identify and hire an outside auditor
    - Anticipate that the audit will occur in summer 2017
    - Fusion numbers will be used for lab space. Fire marshal requirements will also be included in the determination.
    - R25Live will be updated once the audit is complete. Chip is working with the IDS's to coordinate for when this update will be least disruptive.
- Function Map—tasks for councils and sub-committees—S. Mills/ K. Sell
  - Leadership Councils are working on the maps
  - The recommendation is to have a small workgroup take the lead in review and providing recommendations, and include expertise where needed.
  - Draft principles: The colleges are the District. The 3 colleges are now separately accredited and we now need to determine what is ours and the level of service we want / need from the district. While some functions are clear, Facilities and Business Services support determinations for the college vs district are "tricky."
  - The next meeting of the District Committee is after spring break. EPOC would like function map feedback by early April. However, it is fine – and even desirable – to provide feedback as soon as possible.
  - RCC will also invite the other colleges to discuss the principles. We want the colleges to be in alignment regarding these principles.

- The colleges' Academic Senates are pushing the District to get the Strategic Planning completed. To do this, it is important that the colleges provide direction which will help inform the District Strategic Plan.
- On the function maps, if necessary identify the colleges separately for each function. While most college functions are the same across the three, there are some instances where college roles are not identical (athletics, etc.).
- Examples for best practice function maps: Rancho Santiago and San Jose Evergreen.
- Policy doesn't have to be included in this pass for the maps – just broad determination of primary responsibility.

- Questions:
  - status of community engagement plan
    - In process and discussed at the last SAS meeting.
    - Discussion included: What have we been doing, what are we doing, what should we be doing?
    - Additional constituents will be included as the plan moves forward.
    - The update will be presented to SAS during next meeting (March 16th)
    - Possibly bring in draft to EPOC by April 6th, 2017
    - For this plan, it is important to make sure we have in one place MOU's, documentation, language, agreements for partnerships. This is going to take some time, but having a working draft will help identify what we know about and what else is occurring.
  - status of professional development plan
    - HR Committee met over Winter 2017
    - SHINE Committee has reviewed the plan
    - Dr. Isaac has reviewed the plan
    - Faculty Development provided input to the plan in Spring 2016. Because there has been a change in the faculty development leadership, recommendation to include the new faculty – Laura Greathouse – in the plan.
    - HRC has not yet met, but its plan is an overarching plan and each of the 3 constituent groups will develop their own plan (staff, administrators, faculty). Important to ensure that the HRC overarching plan includes current recommendations.
    - Susan will provide her comments on the HRC plan to Sandy Baker and it will be distributed.
  - status of/ timeline for integrated academic support plan
    - Timeline: Dr. Chicoye and Dr. Mills have met and begun planning, particularly for the cross-functional engagement centers and labs (honors, CCD, etc.)
    - Dr. Chicoye and Dr. Mills will visit each center and lab.
      - Learning centers, language labs, math labs, SI, tutoring, engagement centers
    - What is minimal staffing, functions, etc.?
    - Hoping for a draft plan by the end of May, 2017.
    - How is plan going to fit into space utilization discussion?
      - Chip would like to be included in visits
      - Engagement centers can be defined as an office – so including facilities will help accurately define these spaces
  - status of / timeline for review/ refresh of all existing plans (Ed Master plan, enrollment, pathways, human resources, technology, etc)

- o Education Master Plan and Enrollment Management Plan review / refresh process is on-going
- o HR – professional development for classified staff survey has been distributed. Included best practices from sister colleges. Trying to identify metrics for HR and technology staffing.
- o Technology – Audio Visual representative has joined the workgroup. No refresh plan has been developed for audio visual and this is a large gap. TAG is in charge (Dr. Casolari is faculty chair). The Digital Learning Library's audio visual equipment needs to be updated – equipment is reaching the end of its lifetime and there needs to be a plan for refresh / replacement.
  - ▪ An email was distributed this week (Feb 27th, 2017) asking for a list of equipment which needs a refresh which is a start.
  - ▪ CRITICAL TO TAKE THIS TO RDAS!
- • Pathways – in process
- • status of/ timeline for integration of SSSP/Equity/Basic Skills grants
  - o Due December 1st, 2017
  - o Meetings are on-going – address the integration of three ALLOCATIONS (not grants). Strong Workforce and others are also being included.
  - o Aligned and have structure based on another college's best practices.

VI.   Joint Councils' Recommendation and Response—S. Mills/ K. Sell
- • No place to discuss budget augmentation
- • Debbie Cazares is taking the lead of coordinating a joint resources workgroup including direction and communication.
- • PRaP is not a resource request document. No VP Business and only draft Financial Plan. Once those are in place budget augmentation will hopefully be taken care of. PRaP isn't meant to be a resource request document.
- • Divisions need strategic plans
  - o Through the PRaP process, prioritization is for new allocation or reallocation to support a new initiative
- • Facilities Director is working on the financial plan which will also help
- • Prior process is resource driven. Now…we are working on the overarching vision with initiatives. Budget requests are connected to the initiatives. Each year we are assessing…. updating.
- • BUT…budget augmentation is a gap. We need a way to identify and replace equipment.
- • WebMaster position is an important piece. The College needs to hire a WebMaster. Who is going to fly it and to whom is that position going to report?
  - o Two of the support resources for the web report to the TSS manager. The District has 3 WebMasters.

VII.   Reports (for today's meetings, please submit any reports as a write-up)
    Leadership Council Updates
    a. Resource Development and Administrative Services   P. O'Connell/ C. Stearns
    b. Student Access and Support   F. Carter/ E. Perez
    c. Academic Career Tech Programs and Instr. Support   K. Sell/ C. Farrar
    d. Institutional Effectiveness   S. Mills/ D. Cazares

    Please send other comments via email.

VIII.   Adjournment