

DISTRICT STRATEGIC PLANNING EXECUTIVE COMMITTEE

January 30, 2009, 3:00 – 4:30 pm

MINUTES – Revised (District Office, #319)

Chair: Irv Hendrick, Interim Chancellor - present

Members Present

Carlson, Chris; Conyers, Lisa; Davis, Brenda; Kane, Melissa; Lacy, Linda; Loewenstein, Gaither; Maghroori, Ray; Muto, Jan; Perez, Monte; Schwerdtfeger, Patrick; Segura, Gustavo; Wagner, Tom

Members Absent

Beckstrom, Doug; Brown, Tim; Crasnow, Sharon; Foster, Don; Jones, Ruth (student trustee); Mahon, Richard

Committee Staff Present

Bajaj, Raj; Brady, Glen; Brown, Aaron; DiThomas, Debbie; Kauffman, Kristina; Parsons, Jim; Thomas, Sylvia; Torres, David; Vito, Ron; Williams, Orin

Absent: Bush, Ed; Chavez, Tish; Gilson, Steve

I. **Approval of 12/5/08 Minutes – MSC/Approved by Consensus** - corrections to Item III.a. – change date from 2/19/09 to 2/9/09

II. **Report from Campuses**

Moreno Valley – Monte Perez

- Enrollment is up to 10,887 students
- Inviting District staff to come and read their self-study which is near completion. MV Faculty and staff will have the same opportunity during the February 6th flex day.
- Board agreed to Letter of Intent for the offer of 7.8 acres of land for the March Dental Education Center. A Letter of Agreement will be negotiated over the next 90 days.
- Visited the Woodland College and Yuba City Chancellor's office and received a lot of good information regarding their accreditation visit.

Norco – Brenda Davis

- Focused on reading through the self-study draft and writing of additional components.
- Developing a check sheet to review areas of concern per accreditation recommendations.
- An assessment will be completed on each of the recommendations for both the District and the campus to create evidence needed.

Riverside – Jan Muto/Pat Schwerdtfeger

- Visited the new Engagement Center for Science, Technology, Engineering and Mathematics.
- The old Innovation Center in the MLK is being converted into a Student Union/Student Success Center.
- \$150,000 has been approved to build a thin client server to experiment with CACT and CIS to hold down costs and to address security issues.
- Reception for Jan Muto to be held on February 19th during college hour. On February 26th Dr. Rotella will be on campus for the dedication of naming the library.

III. **Items for Information**

Update on Measure C Funding – Orin Williams

- Working on a cash flow document that will combine projects with budgets and approvals. Orin will work with Kristina to help with inconsistency of project names.
- Item will be put on agenda for the next meeting.

Process for New Programs – Dr. Sharon Crasnow has withdrawn the item. Report will be submitted to the February 24th board meeting.

IV. **Items for Approval**

District Strategic Planning Committee Guidelines – Kristina Kauffman

- **Committee comments:** Committee recommended that the chart on Page 10 should have a link in the campus box to the President after the Campus Strategic Planning link.

- Committee agreed this is a recommending body and should vote on approvals so a revision will be made to Page 3, bottom paragraph to state “Recommendations are made by votes of those in attendance” in place of “Decisions are made by consensus”.
 - Linda suggested, in order to close the loop, that the president or chairman of each campus strategic planning committee place on their meeting’s agenda actions that were taken by the District Strategic Planning Committee and actions that went forward to the Board.
 - Revision to Paragraph 1, Page 1 under “Functions” to include a sentence stating that the District Strategic Planning Committee will make recommendations for capital projects using Measure C funds.
 - Kristina will revise the Chart title on Page 11 for clarification.
 - Gaither recommended creating a global list of projects that are prioritized on an annual basis.
 - Need to show alignment with multiple year planning process in Chart on Page 12.
- Committee Recommendation:** 1st Reading - The District Strategic Planning Committee Guidelines will be brought back to the next meeting for a Second Reading and a vote for approval. (Please submit suggestions to Kristina Kauffman to be submitted for the Second Reading).

Budget Allocation Model – Aaron Brown

- **Committee Comments:** Need to see a mid-range financial planning model (3 to 5 years) which incorporates the impact of new programs, positions and facilities on future resources.
- Need a bridge from the Strategic Planning Committee to the Budget Allocation Model Committee and its processes. Review the administration’s allocation of funds and the relationship to Strategic Planning.

Committee Recommendation: 1st Reading - A mid-range planning model will be presented to the committee for discussion and review when complete. It will come to the committee for a second reading and a vote for approval.

Meeting Adjourned: 4:50 pm

The March 6th meeting has been cancelled and reschedule for:

**February 27, 2009
1:00 -4:30
District Office, #319**