

DISTRICT STRATEGIC PLANNING EXECUTIVE COMMITTEE
February 27 2009, 2:30 – 4:30 pm #319
MINUTES

Chair: Dr. Maghroori for Irv Hendrick, Interim Chancellor who arrived late

Members Present

Buyse, Jim; Carlson, Chris; Conyers, Lisa; Davis, Brenda; Lacy, Linda; Loewenstein, Gaither; Maghroori, Ray; Mahon, Richard; Perez, Monte; Schwerdtfeger, Patrick; Soto, Sal (for Doug Beckstrom); Wagner, Tom

Members Absent

Beckstrom, Doug; Brown, Tim; Crasnow, Sharon; Foster, Don; Jones, Ruth (student trustee); Kane, Melissa; Muto, Jan; Segura, Gustavo;

Committee Staff Present

Brady, Glen; Brown, Aaron; Gilson, Steve; Kauffman, Kristina; Thomas, Sylvia; Torres, David; Williams, Orin

Committee Staff Absent: Bajaj, Raj; Brady, Glen; Bush, Ed; Chavez, Tish; DiThomas, Debbie; Parsons, Jim; Vito, Ron

I. **Approval of 1/30/09 Minutes – MSC/Davis/Mahon**

II. **Report from Campuses**

Moreno Valley – Monte Perez

- Strategic Planning meeting was held February 23rd. A Self-Study timeline for accreditation was discussed along with an update on the Moreno Valley Measure C projects.
- A report has been prepared by the Resource Subcommittee on the Measure C projects to be submitted to the District Strategic Committee.
- A Manager's Marathon breakfast will be held on March 4th from 7:30 am -11:30 am in the Moreno Valley Library.
- A report will be presented on March 5th to the Standard I subcommittee on establishing an office in Institutional Research and Assessment with existing resources.

Norco – Brenda Davis

Dr. Davis reported that she has presented the Norco Strategic Planning Committee with an update on budget allocations for staffing and equipment for the 08/09 fiscal year based on the priorities identified through the campus program review and strategic planning processes.

Riverside – Pat Schwerdtfeger – no report

- Richard Mahon stated that President Muto will make a State of College address on March 10, 2009.

III. a. **Update on Measure C Funding and Building Plans – Orin Williams**

Orin presented his Active Project List by campus for discussion and review. Bids for the Norco Student Support Center were received on 2/26/09 and were 24% below estimate. Suggested additions to the list:

- Add date project was approved by DSPC and the board
- Add a summary sheet showing total Measure C monies used and balance left (*this is a function of the "cash flow spreadsheet" which is a separate document*)
- Create a list showing active projects and proposed projects (*Dr. Loewenstein, in collaboration with Kristina, will design a template for the campuses and district office to use in generating this project list.*)
- This committee would like to see a one page document from each campus listing their top five prioritized buildings with an estimated date of completion or FTEs based on growth.

To be an item for general discussion at the next meeting.

b. Cash Flow Spreadsheet – Orin Williams

A draft will be submitted as an agenda item for the next meeting.

Recommendations from the District Administrative Unit Annual PR Discussion Group - Kristina Kauffman

Three recommendations to form a working group for the following items:

- (1) Analysis of current resources and technical capabilities
 - a. Analysis of data about use of the current site such as information from Google Analytics
 - b. Full assessment of current capabilities - both in terms of equipment and staff
 - c. Options for server set up (including use of measure C funds for purchase of server farm)
- (2) Fiscal and technical analysis of college-based, function-based, and district-center management of internet/web services
- (3) Staffing needs for various levels of service and management structure. *BAM group is already working on this recommendation.*

Kristina Kauffman will submit a progress report at the next meeting

**Motion – to approve formation of a working group for recommendation #1
MSC/Lacy/Perez**

**Motion – to approve working group to explore recommendation #2/Approved by
Consensus**

IV. Item for Approval

District Strategic Planning Committee Guidelines (second reading) – Kristina Kauffman

- Change dotted lines to solid lines on the Moreno Valley Campus chart on page 8.

**Motion – to approve District Strategic Planning Committee Guidelines with said correction
MSC/Lacy/Loewenstein**

Meeting Adjourned 3:50 pm.

Next Meeting:

**Friday, March 27, 2009
2:00 -4:30 pm
DLRCC #409**