

**PLEASE NOTE! OUR NEXT MEETING WILL BE AT THE DISTRICT OFFICE!**

DISTRICT STRATEGIC PLANNING EXECUTIVE COMMITTEE  
March 27 2009, 1:30 – 4:30 pm DLRCC #409  
MINUTES

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

**Members Present**

Buysse, Jim; Carlson, Chris; Conyers, Lisa; Davis, Brenda; Lacy, Linda; Loewenstein, Gaither; Maghroori, Ray; Mahon, Richard; Elam, Becky (for Muto, Jan); Perez, Monte; Segura, Gustavo; Wagner, Tom

**Members Absent**

Beckstrom, Doug; Brown, Tim; Crasnow, Sharon; Foster, Don; Jones, Ruth (student trustee); Kane, Melissa; Schwerdtfeger, Patrick

**Committee Staff Present**

Bajaj, Raj; Brown, Aaron; Chavez, Tish; DiThomas, Debbie; Gilson, Steve; Kauffman, Kristina; Thomas, Sylvia; Vito, Ron; Williams, Orin

**Absent:** Brady, Glen; Bush, Ed; Parsons, Jim; Torres, David

**Guests:** Ron Pardee, Richard Keeler, Chie Ishihara; Mary Flyer; Reagan Romali

I. **Approval of 2/27/09 Minutes – MSC/Maghroori/Lacy**

II. **Report from the Chancellor**

- a. Update on District Administrative Unit Program Review  
Two completed reports have been received from the Vice Chancellor's and the other two are forthcoming due at the end of this month.

III. **Report from the Campuses**

**Moreno Valley – Monte Perez**

- A resolution was voted on to rename the Moreno Valley Campus to Moreno Valley College pending accreditation results.
- Items brought forward for immediate attention: (1) the establishment of an office of Institutional Research and Assessment (2) To hire an outcome specialist to work on assessment who will be available for faculty and program directors to work on the SLO requirements. (3) The VP of Business Services prepared an analysis of Measure C projects. The data shows that the distribution of funds is not equitable among the campuses which Moreno Valley would like to see rectified.

**Norco – Brenda Davis**

No report

**Riverside – Becky Elam for Jan Muto**

- The Strategic Planning Committee has re-activated the Parking Committee for the Inauguration for Dr. Muto on September 17, 2009. They are working on recommendations that need to be met per the accreditation follow-up report. Riverside campus expects only 2 or 3 people for the accreditation visit on October 19<sup>th</sup>, but Norco and Moreno Valley will have a full team visit.

IV. **Items for Approval**

- a. **Degree & Certificate Program for “Operations and Production Management”** – Ron Pardee  
Conversion of a mini certificate to over an 18-unit state approved certificate with a degree pattern.

**Motion – to approve Degree & Certificate Program for “Operations and Production Management”/MSC/Lacy/Mahon**

- b. **International Business Concentration within the Business Administration Degree** -  
Chie Ishihara

This is a repackaging of existing courses in the Business Department design to make RCC competitive among four year universities in our area. Concentration of this degree will be in International Business.

**Motion – to approve International Business Concentration within the Business Administration Degree/MS/Lacy/Mahon**

- c. **Certificate Program for “Fire Investigation”** – Natalie Hannum

They are bundling five stand alone courses for complete development of the certificate. Cost is approximately \$1,500.

**Motion – to approve Certificate Program for Fire Investigation/MSConyers/Mahon**

- d. **Infant-Toddler Specialization Certificate** – Mary Flyr  
They are bundling four existing courses which would focus on helping students become highly marketable.  
**Motion – to approve Infant-Toddler Specialization Certificate/MS/Maghroori/Wagner**
- e. **Amendment to Guidelines for DSPC** – Kristina Kauffman  
A timeline was added for review of the District Mission and Strategic Plan. One Page 7 – reference to Human Resources, bullet #2, under the Technology Resources section will be moved to the Human Resources section.  
**Motion – to approve amendment to Guidelines for DSPC/MS/Lacy/Conyers**

**V. Items for Information/Discussion**

- a. **Proposed Language for Accreditation** – Monte Perez
- Monte is still working on this item so it was tabled until the next meeting on April 24, 2009.
  - Richard Mahon will send the committee copies of the letters from the commission stating what they consider worthy of sanction.
- b. **Prioritization Lists for Building Projects** – Vice Presidents  
All three VP's presented their charts showing all capital and future projects in progress for their campus.
- **Moreno Valley** – Lisa ????
  - **Norco** – Gaither Loewenstein stated that the build out potential may be dramatically reduced if they don't get a secondary roadway into the Norco Campus. They also need to build a much larger full service campus in South Corona to accommodate a projected student growth of 25,000.
  - **Riverside** – Becky Elam identified projects in progress as reflected in the master plan. RSA is back on the chancellor's list of projects.
- c. **BAM update** – Jim Buysee  
Budget cuts will include a 2 or 3% cut cross the board and each campus will decide where they want to cut back. The BAM model will be simplified and was renamed "District Advisory Council". A website will be created for the "District Advisory Council" information including all minutes for DSPC and BAM.
- d. **Cash flow Spreadsheet** – Orin Williams  
Orin presented a draft of the cash flow spreadsheet with an updated master project list as an overlay based on schedules they have been given. The master project list is based on the passing of the state bond in November 2010-11. The spreadsheet shows leverage of Measure C money (\$30M) with State money (\$60M).
- e. **What are the appropriate functions of the DSPC?** – Linda Lacy  
Our next meeting will be set aside as a retreat to establish a template for criteria to rank requests for integrated strategic planning. Project requests submitted to the committee need to show evidence to support why they should be a priority. It must be communicated to all faculty and staff that we do have a Budget Allocation Model.
- f. **Progress Report on Web Working Group: Assessment of Current Web Resources**  
Kristina Kauffman presented an update on Assessment of District Wide Web Resources. A final report will be submitted on or before the June DSPC meeting. The second phase will be presented after the June meeting presentation.
- g. **Federal Stimulus Funding and Grant Prioritization** – Chris Carlson reviewed the possible funding sources for RCCD through the federal stimulus program and stated that it's important how we position ourselves to be responsive to the federal stimulus program.

**Meeting Adjourned at 4:50 pm**

**Next Meeting:**

**Retreat  
April 24, 2009  
1:30 – 4:30  
District Office, #319  
One agenda item only!**