

**RIVERSIDE CITY COLLEGE**  
**Riverside Strategic Planning Committee**  
**Meeting of April 2, 2009**

**Minutes**

**Members Present:** Lorraine Anderson, Hayley Ashby, Sandy Baker, Scott Blair, Tim Brown, Ellen Brown-Drinkwater, Edward Bush, Cindy Conley, David Dant, Michelle Davila, Becky Elam, Bernard Fradkin, Joanie Gibbons-Anderson, Ginny Haguewood, Richard Mahon, Marilyn Martinez-Flores, Tara McCarthy, Virginia McKee-Leone, Susan Mills, Jan Muto, Ron Pardee, Ralph Perez, Jolanta Siemieniewski, Steve Sigloch, Oliver Thompson, Ron Vito, student representative: Israel Landa, ASRCC Vice President.

**Members Absent:** Tish Chavez, Nate Finney, Judy Hill, Patrick Schwerdtfeger, Cindy Taylor

**Guests:** Shelagh Camak, Amy Cardullo, Chani Beeman, Richard Keeler, Linda Braiman, Tom Allen, Kristen Van Hala.

**Call to Order:** - Tim Brown convened the meeting at 12:40 p.m.

**Approval of Minutes of March 5, 2009**

Scott Blair Moved/Bernard Fradkin Seconded/Motion to approve the minutes of March 5, 2009, as submitted. Carried.

**President's Report**

Jan Muto reported highlights from the March 17, 2009 Board of Trustees meeting: The Board recognized the RCC Model United Nation students and the RCC Basketball team that won the state championship. The Miné Okubo art and materials bequeathed to the District are currently being stored at the District offices, and some is in the Digital Library on the Riverside Campus. The government stimulus package funding has not been formally released yet, but when it is released, a timely response will be necessary and grant outcomes will need to be demonstrated within eighteen months. Shelagh Camak and the Workforce Development office will work on distributing funding information. Dr. Gregory Gray will join us as our permanent Chancellor on July 1, 2009. Jan Muto will meet with him for an hour at the end of April.

**Co-Chairs Report**

Becky Elam spoke regarding the March 27, 2009 District Strategic Planning Committee (DSPC). The Chancellor gave an update on the Accreditation visit and report. Dr. Perez shared the need to create an office of Institutional Research and Assessment at the Moreno Valley campus. A dispersion method of Measure C funds was developed by Reagan Romali. Capital construction lists need to be developed from now until 2025, and there is uncertainty regarding whether or not Measure C funds will cover everything needed. Strategic enrollment management is needed, not just a 5% funding across the board for everything requested. The Parking Committee is working with DSPC to save and/or create parking spaces due to the upcoming construction projects. All certificates from the March 5th RSPC meeting were approved at the DSPC level. Kristina

Kauffman posted the DSPC guidelines to our website in readiness for our upcoming Accreditation visit. Linda Lacy asked for clarification on what the appropriate functions are for DSPC in light of the Accreditation visit. What we are doing seems a long way from being “strategic.” We have to shift our baselines and targets in order to adjust to our current economy. Student Learning Outcomes (SLOs) need to be in place for all disciplines in the District before 2012. Richard Mahon asked about the District’s current Institutional Research staff: why can’t they be assigned to assist specific campuses to assist with SLOs and assessment outcomes? (This is an item that needs to go on a future agenda.)

Tim Brown spoke regarding the Institutional Effectiveness committee that has worked hard to revise the template for the Program Review process. It may not continue that we use the same template for each campus, but we did this year. The Financial Resources committee questions were answered. The master calendar for college meetings will be created in Outlook and maintained by one person; we hope to have it in place by July 1, 2009. The RSPC retreat date should be in spring: Friday, May 15, 2009 was voted upon to be the best date. The six-hour retreat will be held at either the Culinary Academy or the Mission Inn, 9:00 a.m. – 3:30 p.m.

### **New Certificate Program – CAT/CIS**

Ron Pardee introduced thirteen “mini” certificates that need to be changed into State Approved Certificates. The certificates will be 12-18 units and will be State approved as a Certificate of Achievement and will be listed on the student’s transcript. All RCCD certificates, 60 total, should be approved to be used in this manner. Richard Mahon Moved/Lorraine Anderson Seconded/Motion to approve all 60 RCCD certificates through the state approval process. Carried.

### **Enrollment Management**

The offices of Academic Affairs and Institutional Reporting have placed all information online regarding FTES. All documents online were created by Raj Bajaj. When we become three colleges, equitable dispersion of funds will depend on the growth of the institution.

### **Accreditation Update**

Tom Allen spoke regarding the process of writing the District responses for the five recommendations. Norco and Moreno Valley are writing self-study reports but are not responding to the recommendations. Sylvia Tomas, Kristina Kauffman and Tom Allen are writing the response to the five recommendations and have spent much time attempting to gather the data and the District has been slow to help. October 2009 is the deadline for the five responses. Riverside City College has sent a draft follow-up report to the ACCJC and they have asked RCC to respond again and prepare for a site visit in October. RCC will be examined to see if our Strategic Plan aligns with the District. (A PowerPoint of the District recommendations and the College recommendations was shown.) Items of concern:

- District Recommendation 4: Personnel selection procedures: this is the unclear problem. This process is ongoing but needs to be approved and in place before the site visit. Our District Human Resources office has worked hard on putting this together.
- District Recommendation 5: The Board needs to self-evaluate. Our District has adopted a policy and in April 2008 they completed a self-assessment but nothing was reported as a result of that.

- College Recommendation 1: Intuitional Commitments and Evaluation, Planning and Improvement: our mission statement and strategic plan. There is currently no link between the Budget Allocation Model (BAM) and strategic planning other than through instructional equipment. The budget allocation has to be linked to planning. Grant money doesn't go through strategic planning. Faculty allocation doesn't even go through strategic planning. We have many holes. We have administrative evaluation procedures, but the Accrediting Commission does not ask about them.

### **Diversity, Equity and Compliance**

Chani Beeman announced that April is Diversity Appreciation Month and the RCCD Diversity Committee has planned a variety of events for the District. For the Riverside campus, a short film, "The Lunch Date" will be shown in the Heritage Room at 12:50 p.m. on April 7<sup>th</sup>. The Academic Planning Council (APC) is planning a group activity regarding self-awareness on April 9<sup>th</sup> from 12:30 – 2:00 p.m. in the Heritage Room, and the Community for Academic Progress (CAP) is planning a group activity on April 10<sup>th</sup> from 1:30 – 3:30 p.m. in DL-409 to do some self-awareness games.

### **Sub-Committee Reports**

*Institutional Mission & Effectiveness* – Susan Mills reported that there are now two Program Review documents but only one District template for Program Review. The City College mission statement has been reviewed and found to be congruent to the District statement. A full evaluation will be performed in September 2009.

*Instructional Programs* – Joanie Gibbons-Anderson reported that the sub-committee met on March 19<sup>th</sup> and April 2<sup>nd</sup>, and will meet again on April 30<sup>th</sup> and May 21<sup>st</sup>. By April 30<sup>th</sup> all documents will be ready for prioritization. This sub-committee requested feedback on what gets funded and what is not funded, and the reasons why.

*Student Support Services* – Ellen Brown-Drinkwater reported that the committee met last week and will forward their information to Michelle Davila.

*Library Resources* – Linda Braiman had nothing to report.

*Human Resources* – Oliver Thompson had nothing to report

*Physical Resources* – Ralph Perez announced that the Capital Outlay Projects are online and the Measure C projects are prioritized. This will also be linked to the DSPC webpage. Ed Bush Motioned/Ellen Brown-Drinkwater Seconded/Motion to approve the identification of a scope of investigation of the costs and benefits of Capital Projects and Measure C projects. Carried.

*Technology Resources* – Lorraine Anderson reported that the sub-committee reviewed the memo sent to the Financial Resources sub-committee.

*Financial Resources* – Ron Pardee reported that the sub-committee reviewed the scenarios from Dr. Byusse for future fiscal years. We have a 2-year allocation of where the money goes.

*Leadership and Governance* – Richard Mahon reported that the sub-committee met on Monday. Four faculty members on RSPC have their two-year terms ending soon and need to either self-nominate or recommend other people to replace them: Joanie Gibbons-Anderson, Haley Ashby, Ron Pardee and Steve Sigloch.

**Announcements**

Oliver Thompson requested for the results of the student forums on the campus no-smoking policy to be brought to RSPC.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,  
Kristen Van Hala