

RIVERSIDE CITY COLLEGE
Strategic Planning Committee Meeting

Minutes of May 7, 2009

Members Present: Lorraine Anderson, Hayley Ashby, Sandy Baker, Scott Blair, Tim Brown (co-chair), Ellen Brown-Drinkwater, Edward Bush, Cindy Conley, David Dant, Michelle Davila, Becky Elam (co-chair), Nate Finney, Bernie Fradkin, Ginny Haguewood, Richard Mahon, Marilyn Martinez-Flores, Ron Pardee, Ralph Perez, Pat Schwerdtfeger, Steve Sigloch, Cindy Taylor, Oliver Thompson, Ron Vito, Tish Chavez (recorder)

Members Absent: Joanie Gibbons-Anderson (E), Judy Hill (E), Tara McCarthy (E), Virginia McKee-Leone (E), Susan Mills (E), Jan Muto (E), Jolanta Siemieniewski (E)

Guests: Linda Braiman, Maribel Calderon, Amy Cardullo, Walter Cisneros, Darren Dong, Rich Finner, Claire Garibay, Khai Nguyen, Micherri Wiggs, Pamela Whelchel, Nevelda Vazquez

Call to Order: Tim Brown convened the meeting at 12:30 p.m.

Approval of Minutes of April 2

Scott Blair moved/David Dant seconded/Motion to approve the minutes of April 2, 2009, as submitted. Carried.

President's Report: Becky reported in Dr. Muto's absence. Several accomplishments by students and faculty were highlighted at the board meeting. Chancellor Gray was also at the board meeting. Dr. Buysse gave a grim picture of the State budget. If initiatives don't pass RCCD will get a \$10M hit, double what was anticipated.

Co-Chairs Report

District Strategic Planning Committee – Continues to work on the three-college structure by creating a document that provides some clarity in what is a district-function and what is a college function. Right now these lines are blurred.

Becky reminded everyone of the Strategic Planning Retreat on May 15 at the Riverside Convention Center. If anyone cannot attend please make sure to send a representative. The McLaughlin Group will be assisting us again. Everyone was asked to review the data in the "homework assignment" also to reflect on our mission statement and how does the mission statement reflect what we have been doing.

Tim addressed the issue of prioritization across disciplines. It was suggested we no longer need to prioritize disciplines across departments. The purpose of prioritization is to give a starting point. After much discussion the consensus is to do without discipline prioritization across departments this time and see how it works, and address it again later. Tim will notify the APC to not prioritize by discipline.

Enrollment Management - Property taxes are at the lowest ever, which means we are doing more with less. We may have to cut 80 sections district-wide. This number could change with the May revise, however Riverside needs to start planning now for some serious decisions. If the bond initiatives are defeated this will translate to larger cuts. We will have to be more rigid this summer session and look at the enrollment numbers after the first week of registration. We will not cut classes early, but we will not carry classes with low enrollment. All colleges being affected – Mt. SAC, Chaffey, and COD, have cut winter session. MSJ has cut back in summer and fall. We have not had to cut back because of the district's conservative management. We will work closely with the chairs and bring this discussion to the next APC meeting.

Health Services Remodel Project – Information Report

Clara Garibay, Health Services Supervisor, reported on behalf of Renee Kimberling, Director. The Health Services office is located in the Ralph Bradshaw Building basement. They share space with EOPS and International Student Services. ISS is moving to another location and now health services can expand. The remodel will increase their area, will allow students to do a self check-in, will better meet the needs of the students, and improve the appearance of clinic overall. Funding will come from special district funds in the amount \$261,000. The remodel proposal will go through the Physical Resources Subcommittee. Highest cost of this project is the restrooms, which will have to meet ADA compliance and also this has increased their useable space. Once we start changing walls we are obligated for the remodel. Even though Health Service is a district function, because it is physically located on our campus it needs to go through the Riverside channels. This report submitted for information.

Designated Smoking Area

ASRCC and students met with the Physical Resources subcommittee regarding the smoking areas. There has been much discussion among the students on this subject, including two open forums. A large number of students are in favor of banning smoking all together. The greatest concern is the smoking area in front of MLK which has created some serious student issues. The students came to a consensus and propose the following recommendations:

- 1) designate all parking lots as smoking areas
- 2) move smoking areas from Cosmetology, MLK, Business Education, and Tech A and designate one smoking area near Auto Tech building by the vending machine area.

This area by auto tech already has ash trays, and we could add more benches for students to sit. We still need to address proper signage and identify procedures for enforcement. Ruth Adams is investigating whether or not we can impose any violations.

Richard Mahon moved/Ed Bush seconded/Motion to authorize Physical Resources subcommittee to 1) relocate four smoking areas from Cosmetology, MLK, Business Education, Tech A, to the area adjacent to Auto Tech, and 2) permit smoking in all open parking lot areas as acceptable smoking areas.

Discussion ensued with many questions and concerns. Have auto tech faculty and staff been made aware of this recommendation, is this area 100 feet away from the building, how will this affect delivery trucks, oxygen tanks nearby could cause a danger, what is the cost to implement these changes? Committee also felt Safety & Police should be included in these discussions and approve any changes.

Motion amended to authorize the Physical Resources subcommittee, with input and approval from Safety & Police, to relocate four smoking areas from Cosmetology, MLK,

Business Education, Tech A, to the area adjacent to auto tech, and permit smoking in all open parking lot areas as acceptable smoking areas.

Motion failed.

ASRCC students will meet again with the Physical Resources subcommittee for further discussions and return to committee in June.

Marquee Signage

ASRCC is requesting the installation of a marquee to be used for ASRCC clubs and activities. They have met with the Physical Resources subcommittee. The money will come from the student body account. The proposed locations to mount the 4x6 sign are 1) in front of admissions & records, 2) in front of palm tree in front of A.G. Paul Quad, 3) side of MLK building high up (electricity not currently available, this will have to be installed) or 4) set on 2 existing pillars

Motion made to allow ASRCC to mount the electronic marquee in one of the locations identified.

Motion failed.

This item will be tabled to the June meeting.

Accreditation Update

A draft follow-up report was distributed and everyone is asked to read it thoroughly and to send any revisions to Michelle Davila.

Culinary Program

Ron Vito reported that the Culinary Academy may have to look for another location. The Culinary subleases from EDA and EDA has decided not to renew the lease and will be vacating October 31. Ruth Adams is negotiating on our behalf. We have identified another location to move into if necessary, which is not far from current location. The monthly rent is less than we pay now, but the cost of the move will be great. This report was submitted for information only

Title V Grant Information Report - this item will be brought back at the June meeting.

Sub-Committee Reports

Institutional Mission and Effectiveness – Sandy Baker met with Becky last week to talk about the planning agendas and goals. IM&E co-chairs asked for some time at the retreat to discuss initiatives and clarify priorities. Becky will take these comments to the Strategic Planning Executive Committee.

Student Services – Met last week and did a recap on what they have done.

Library Services – met and focused on strategic initiatives. Marilyn also talked about basic skills, getting updates.

Human Resources – in addition to Human Resources this subcommittee will also include a Diversity component.

Physical Resources – Ralph reported they are looking at all the scheduled construction projects and how these will affect the parking situation on campus. He will ask to meet with the parking committee.

Technology Resources – working on the initiatives report.

Financial Resources – did not meet in April. Will continue to update the allocation report.

Leadership and Governance – Met and discussed 1) role of disciplines within departments, 2) role between department chair and administration from a contractual point of view, and 3) scheduling.

Richard Mahon mentioned there are faculty whose assignment on this committee will be ending. The following faculty assignments and changes are made:

Mary Legner will replace Ron Pardee
Hayley Ashby will stay
William Phelps will replace Steve Sigloch
Richard Mahon will replace Joanie Gibbons-Anderson

Meeting adjourned 2:05 p.m.