

RIVERSIDE CITY COLLEGE

Riverside Strategic Planning Committee

Meeting of December 4, 2008

Minutes

Members Present: Lorraine Anderson, Hayley Ashby, Sandy Baker, Scott Blair, Tim Brown (Co-chair), Ellen Brown-Drinkwater, Edward Bush, Cindy Conley, Dave Dant, Michelle Davila, Becky Elam, Nate Finney, Bernard Fradkin, Joanie Gibbons-Anderson, Ginny Haguewood, Judy Hill, Richard Mahon, Marilyn Martinez-Flores, Tara McCarthy, Virginia McKee-Leone, Susan Mills, Ron Pardee, Ralph Perez, Patrick Schwerdtfeger, Jolanta Siemieniewski, Steve Sigloch, Cindy Taylor, Oliver Thompson, Tish Chavez (Recorder)

Members Absent: Linda Lacy, Ron Vito

Guests: Linda Braiman, Shelagh Camak, Amy Cardullo, Rich Finner, Sylvia Thomas, Richard Keeler

Call to Order – Tim Brown convened the meeting at 12:35 p.m.

Approval of Minutes of November 6, 2008

Dave Dant Moved/Judy Hill Seconded/Motion to approve the minutes of November 6, 2008, as submitted. Carried.

Co-Chairs Report

Executive Committee – Tim Brown reported discussions on the master calendar continue. It's quite critical that a college master calendar be developed. Ginny Haguewood has agreed to collect meeting information to put in the calendar and follow-up on progress.

Tim has been approached by faculty with questions about the college goals. There seems to be some confusion and concern with regards to the goals that have been identified. It seems this information has not filtered down to the constituencies. This is a problem. We need to do a better job of disseminating this information to everyone. It was suggested that the goals also be identified in the program review template to assist each unit as they go through program review. A plan to address this problem has been discussed but not resolved. Will continue to work on a solution.

Leadership & Governance Subcommittee - Recommendation of revised language to RSPC Constitution and By-Laws

There has been some concern with the Leadership & Governance subcommittee in that the exact role and function is not clear, and some question regarding the membership. The SP Executive Committee addressed this and feel the description of the committee charge could be revised a bit for clarification. Tim Brown read the following paragraph developed by the SP Executive Committee:

“The Strategic Planning Committee/Leadership & Governance is a subcommittee of the Riverside Strategic Planning Committee but that, unlike other committees, it is not primarily concerned with planning or resource application. Rather, it functions as a venue where administration, staff, senate, CTA and students gather to recognize and anticipate issues which require a coordinated approach. Each member of the committee serves because of their role in the group which they represent. The committee is a shared governance committee in which each member also represents the formal concerns of the body they represent.”

Tim Brown asked if this language provided sufficient information for clarification; and should this language be included into the Constitution and By-Laws? Committee agreed that the new language was more descriptive and clear as to the charge of this committee, and also agreed it should be incorporated into the Constitution and By-Laws document.

Nate Finney Moved/Dave Dant Seconded/Motion to approve the proposed language with reference to the function and role of the Leadership & Governance Subcommittee and incorporate proposed language into the Strategic Planning Committee Constitution & By-Laws document. Carried.

This language will be added into the By-Laws under Article I (Standing Committees).

Budget Cut Strategies

Becky reported that at the last two meetings, the Financial Resources Subcommittee (FRS) have been discussing budget cut strategies and going over various scenarios and action plans. One thought for action has been the Golden Handshake. Another has been possible furloughs. (The City of Riverside is thinking about furloughs on Fridays). From these discussions they were able to develop a list of suggestions. This list was distributed to committee. This information has also been presented to the BAM Task Force, and District Executive Cabinet. Both groups have endorsed these ideas.

It is suggested that the RSPC receive this as a plan for now, with action to occur at a future meeting.

Committee had a concern that the next meeting of this committee is scheduled in February. Committee members indicated a willingness to meet in January if the items are focused on budget.

There was further discussion with concern towards the Golden Handshake. The savings derived from the golden handshake can be significant, the difficulty is that we don't always know how many individuals would participate and what the actual savings is. Becky asked if the committee would be interested in polling faculty and staff to find out if there is a cohort large enough to participate. Committee agreed.

Marilyn Martinez-Flores Moved/Richard Mahon Seconded/Motion to allow Becky Elam to investigate the Golden Handshake option and poll faculty/staff who show an interest, in collaboration with the Presidents at Moreno Valley and Norco. Carried.

Enrollment Management and Data Driven Decisions

Pat has been working with Raj Bajaj and Rick Herman, who are responsible for developing the data information charts the department chairs have been using to assist with enrollment decisions. Pat displayed an example of the data chart used, which shows multiple screens of data. This was presented as information only.

Subcommittee Reports

Institutional Mission and Effectiveness – Susan reported that committee has reviewed the rubrics which have been submitted. Committee is planning a day to do writing and invites at least one member from the other sub-committees to participate with this project. Susan will notify everyone of the date.

Instructional Programs – completed reviewing program review and will forward their results to Finance committee.

Student Support Services – Met and discussed the possibility of adding a crisis intervention committee. How do we go about this? This has been a topic of discussion, in particular how do we deal with potential threats. Would like to see a cross representation of people from this committee to be a part of this crisis intervention committee. It was suggested that an email be sent to the Academic Senate with information detailing the purpose of this committee. The senate does not actually approve but merely acknowledges the establishment of committees.

Library Resources – met and completed program review ranking. Have come across some issues that are a part of the ranking process related to the rubrics and recurring annual costs.

Human Resources – finished reviewing program review.

Physical Resources – distributed the timeline of projects. Finished rankings and sent forward.

Technology Resources – finished prioritizing.

Financial Resources – have received the priority lists from all sub-committees, and have developed their final recommendation which was distributed to committee.

Bernie Fradkin Moved/Marilyn Martinez-Flores Seconded/Motion to approve the final recommendation list from the financial resource sub-committee.

Oliver Thompson asked that the motion be amended, and approve the final recommendations excluding the recommendation from Technology Resource until committee meets in January and there is discussion to clarify their concerns.

Motion amended to approve the final recommendation list from the financial resource sub-committee, excluding technology resource. Carried.

Leadership & Governance – met and discussed the role of discipline facilitator for clarification.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,
Tish Chavez