

RIVERSIDE CITY COLLEGE

Riverside Strategic Planning Committee

Meeting of November 6, 2008

Minutes

Members Present: Lorraine Anderson, Hayley Ashby, Scott Blair, Tim Brown (Co-chair), Edward Bush, Dave Dant, Michelle Davila, Becky Elam, Nate Finney, Bernard Fradkin, Joanie Gibbons-Anderson, Judy Hill, Linda Lacy (Co-Chair), Marilyn Martinez-Flores, Tara McCarthy, Virginia McKee-Leone, Susan Mills, Ron Pardee, Ralph Perez, Patrick Schwerdtfeger, Jolanta Siemieniewski, Steve Sigloch, Oliver Thompson, Ron Vito, Tish Chavez (Recorder)

Members Absent: Sandy Baker (ex), Meshay Brown, Ellen Brown-Drinkwater (ex), Cindy Conley, Ginny Haguewood, Richard Mahon (ex), Cindy Taylor

Guests: Sylvia Thomas, Rich Finner, Jodi Julian, Linda Braiman, Bud Tedesco, Lloyd Broyles

Call to Order - Dr. Lacy convened the meeting at 12:36 p.m.

Approval of Minutes of October 7, 2008

Dave Dant Moved/Scott Blair Seconded/Motion to approve the minutes of October 7, 2008, as submitted. Carried.

Item IV was removed from the agenda, with the recommendation to present at the next meeting.

Co-Chairs Report

District Strategic Planning Committee – did not meet.

Board of Trustees – The Board approved the purchase of the modular units.

Just found out the Governor is proposing to cut \$332.2M from community colleges, \$4.6M from our district, and eliminate COLA. Riverside has enough in reserve to carry us through this year. Staff is asked to look at 2% and 5% budget cut scenarios. Need to tighten our belt by eliminating or cutting back on travel, supplies, equipment, and non-essentials. There will be no lay-offs but will have to cut back on hourly staff. We are better off than most districts.

Executive Committee - Met on October 27. Tim reported there was an issue within the senate as to how the Senate Budget and Planning Committee would work with Strategic Planning Finance Subcommittee. There is also a question regarding communication between subcommittees. In some instances it is apparent that some requests also need to be reviewed by another committee. How does this information get communicated? It is incumbent on the subcommittee chairs to recognize when it is important to involve another committee and to also make contact to notify them.

Master Calendar – It is critical we need to get going on this. Ginny will solicit additional information and meeting dates from other groups across the campus.

Committee Organization

In the past months the office of academic affairs has identified all campus committees. The strategic planning executive committee thought it a good idea to tie each committee with one of the strategic planning sub-committees. Hopefully by doing this we can get more faculty engaged in the subcommittees and also have more accountability.

Tim distributed a draft of the *Strategic Planning Committee Organization* structure showing campus committees assigned to subcommittees. Committee is asked to accept the chart as presented, and also approve some level of accountability for each subcommittee.

Joanie Gibbons-Anderson Moved/Dave Dant seconded/Motion to approve the organization structure of all committee assignments, recognizing this is a draft and will continue to be modified. Carried.

Discussion ensued.

The following suggestions for changes were identified and discussed:

- Writing and Reading Center should be under Library Resources as well as under Instructional Resources. It was agreed that some committees could be listed under more than one subcommittee.
- Under Leadership and Governance clarify union memberships noting each as representatives (i.e. representative of CSEA; representative of CTA)
- Under Leadership and Governance remove Discipline Facilitators as a committee. Some faculty have put this as their committee work, even though this is not a committee.
- Question re. Community of Scholars. This is a sub-group of the faculty development committee with Amber Casolari and other faculty members. No change.
- Need another bullet for ad hoc and task force to indicate that they do exist.
- Faculty Development and Staff Development should be tied to Human Resources Subcommittee.
- Under Student Support Services add Puente Mentor and remove Viewpoints
- Under Instructional Resources remove Basic Skills, leave CAP. CAP is a separate committee.
- Where does Accreditation fit into this? This committee structure is based on the accreditation standards and represents the accreditation steering committee.

Committee agreed to these changes and that they be incorporated into the committee organization structure (attached as Appendix A). In addition, it was noted that possible further revisions may come up after the chart has been distributed and reviewed by staff and faculty campus wide.

Request for Laptops for Subcommittees

There have been discussions recently regarding committee attendance and accountability. It was noted accountability can be accomplished by maintaining minutes that includes members attending for every meeting. Pat is working with Darren Dong to develop a template which can be put up on Sharepoint and allow committee chairs to post minutes as well as view the list of attendees. During these discussions it was suggested that the task of taking minutes could be expedited more efficiently by inputting notes onto a laptop during the meeting. Virginia indicated there are at least 20 laptops available which could be assigned or checked out by committee chairs. These laptops were used by faculty in Lovekin offices who are now back in the Quad.

Ron Pardee Moved/Bernie Fradkin Seconded/Motion to authorize the reassignment of laptops to committee chairs/committee secretaries for the purpose of committee meeting note taking. Carried.

Physical Resources: Quad Basement Remodel, Tech A Remodel, Blackbox Remodel

Ralph Perez gave an update on the three remodel projects: Quad basement, Tech A, and Blackbox (Telecommunications).

Tech A remodel will allow Telecommunications program to move into this area and will consist of studio reconstruction. Estimated costs: \$391,820.

The Black Box/Little Theatre will be remodeled back to its intended use and provide a home for theatre department. Estimated costs: 372,001.

The Quad basement is currently vacant due to photography program staying in Lovekin complex. This remodel project will construct 10 additional faculty offices and one conference room. Estimated costs: \$316,300.

We are requesting that funding come from Measure C in addition to money we have saved from other critical issues.

Michelle Davila Moved/Scott Blair Seconded/Motion to approve the project for the black box (little theatre) remodel. Carried.

Dave Dant Moved/Marilyn Martinez-Flores Seconded/Motion to remodel Tech A to accommodate Film, TV, and Video courses. Carried.

Nate Finney Moved/Ron Pardee Seconded/Motion to construct the Quad basement with ten faculty offices and one conference room for the purpose of getting tenure faculty still in Lovekin back into the Quad. Carried.

Emergency Earthquake Drill

On November the campus will participate in the “Big Shake” disaster drill. Disaster teams have been appointed with specific assignments. Teams will be exercising the golden guardian drill in DLLRC 409. Classes will not be released during this time but faculty have been asked to read the scenario to their classes to understand where they would evacuate to in an emergency. Large evacuation maps have been printed and posted in every classroom and offices. Dr. Bush will promote the Alert U system. Everyone is asked to register in order to receive alerts.

Subcommittee Reports

Institutional Mission & Effectiveness – In reviewing the goal, agenda items, and recommendations from the self-study there seemed to be four documents that kept coming up in discussions. Those documents are: RCC Strategic Goals and Initiatives 08/09 and Report Card, Program Review, Planning Agenda Items, and District Strategic Initiatives/Themes. There are also some concerns regarding prioritization. While the number one task of subcommittees is to review program review, some of the other documents overlap and have differing timelines. If program review is aligned with the Budget Allocation Model (BAM), what is the source of funding for all other activities that come through subcommittees?

As a result IME is making three recommendations. 1) Create a structure that better captures the role of each document/process and how they may or may not be aligned with college-wide efforts; 2) Subcommittee chairs should meet to create one standardized rubric that allows the two criteria to be subcommittee specific; 3) Rubrics be distributed with all program review documents so that the writers understand what the readers are looking for in the prioritization of items.

Instructional Programs – Met on Sept. 22. Are finalizing goals and will prioritize by December 1.

Student Support Services – Meetings are scheduled for every Thursday. Are reviewing planning agendas, prioritizing and ranking.

Library Resources – Have established timeline for review of Program Review and have identified requests. Hope to have done by November 18.

Human Resources – have reviewed and submitted all requests.

Technology Resources – are reviewing program reviews and finding it challenging.

Financial Resources – met on 16th and 30th. Discussed the role of senate budget advisory committee and 75/25 ratio. Suggested having a presentation by Richard Keeler to share information about the grant process. Some questions on how to go about bringing grants through this body and making sure it aligns with our goals.

Leadership and Governance – met along with representatives from CSEA, CTA, Senate, and APC. Discussed issues that could potentially become big issues, and try to deal with them at this level.

Future Meetings

Our next meeting is December 4th.

There will be no meeting in January, however subcommittees can meet if they desire. The February meeting will have to be adjusted later in the month. Committee will meet on February 19.

Meeting adjourned at 2:15 p.m.

Respectfully submitted,
Tish Chavez