

## **RIVERSIDE CITY COLLEGE**

Riverside Strategic Planning Committee

Meeting of October 7, 2008

### **Minutes**

**Members present:** Tim Brown, Linda Lacy, Hayley Ashby, Scott Blair, Ellen Brown-Drinkwater, Edward Bush, Dave Dant, Michelle Davila, Becky Elam, Nate Finney, Bernard Fradkin, Joanie Gibbons-Anderson, Ginny Haguewood, Marilyn Martinez-Flores, Tara McCarthy, Ron Prdee, Ralph Perez, Patrick Schwerdtfeger, Jolanta Siemieniewski, Steve Sigloch, Cindy Taylor, Oliver Thompson, Ron Vito, Meshay Brown

**Members absent:** Lorraine Anderson (ex), Sandy Baker (ex), Cindy Conley, July Hill, Richard Mahon (ex), Virginia McKee-Leone (ex), Susan Mills (ex)

**Guests:** Sylvia Thomas, Rich Finner, Amy Cardullo, Chani Beeman

**Call to Order** – Meeting was called to order by Dr. Lacy at 12:35 p.m.

### **Approval of Minutes of September 11, 2008**

Dave Dant Moved/Scott Blair Seconded/Motion to approve the minutes of September 11 as submitted with correction to the name of Ellen Brown-Drinkwater on page 2. Carried.

### **Co-Chair Report**

Dr. Lacy reported that the budget situation has not improved much.

RCC will participate in the earthquake disaster drill on November 13. Dr. Lacy mentioned that classes will not be required to be dismissed, but instead those faculty will discuss disaster scenarios with their class.

#### *District Strategic Planning Committee*

Discussed athletic programs for Norco and Moreno Valley campuses. Norco wants soccer to move to their campus. Soccer was originally moved from Riverside to Norco when the portables were moved to Lovekin Field. Soccer team does not want to give up being called the “Tigers”, and Norco wants to call themselves “Mustangs”. Moreno Valley has no intention of starting an athletic program for now.

There has been discussion and concern regarding the access road to the Norco campus, in that there is only one access road.

#### *Board of Trustees Actions*

- The accreditation report was accepted by the Board at the last meeting. The document was sent out yesterday and has already been received by the Commission. We met our deadline.

- We finished making payments on the Quad remodel. Still doing warranty work and will have to finish basement work (10 faculty offices and small conference room). Eventually will get all full-time faculty back in the Quad.
- Board of Trustees also approved working drawings for the Aquatics project. Hoping to see it built by 2010.

#### *Strategic Planning Executive Committee*

- Tim reported the committee has been focusing on distilling all the initiatives from the retreat, and narrowing down to three initiatives per subcommittee.
- In addition, they have been working on a rubric that can be used by all the subcommittee's.
- Talked about the importance of having a master calendar to help eliminate as much conflict as possible. There was discussion at the end of last year for this, and realize something like this has to be done one year in advance. They are working on it now and will circulate something in the coming weeks to everyone for input.

#### **Quad Amphitheatre Task Force**

Now that the Quad renovation is complete, one of the areas that is noticeably empty and not being utilized by students is the amphitheatre. Dr. Lacy is recommending that a task force be formed with staff, faculty, and students to come up with recommendations to make the amphitheatre more appealing and inviting to students. Ed Bush, Meshay Brown, Cindy Taylor, Ralph Perez, and Tara McCarthy volunteered to be on this task force. Dr. Lacy recommended that Ed Bush and Meshay Brown serve as co-chairs.

Bernard Fradkin moved/Michelle Davila seconded/ Motion to form the Quad Amphitheatre Task Force with the following membership: Ed Bush - co-chair, Meshay Brown – co-chair, Cindy Taylor, Ralph Perez, and Tara McCarthy. Carried.

Dr. Bush will convene the meetings.

#### **Strategic Initiatives**

##### *Strategic Goals*

Each of the subcommittees was asked to review the strategic initiatives developed at the retreat and prioritize. We will continue to work on goals. We have a lot more information available to us now than we did a year ago. On the district assessment and program review website, there are forms and resource allocation links available to assist subcommittees as they begin to review and prioritize resource requests.

The Strategic Planning Executive Committee also developed the Strategic Planning Resource Allocation Prioritization Rubric. The rubric provides a consistent basis for ranking requests while also allowing sub-committees to expand the rubric to meet the sub-committee charge as defined in the committee Constitution and By-laws.

Sub-committees are asked to review these documents to assist in prioritizing resource requests. Subcommittee rankings should be submitted to Michelle Davila by December 1, 2008.

#### *Balanced Scorecard*

The Report Card document will be our reporting tool as we move forward. Sub-committees are also asked to complete this by December 1 or sooner.

#### **Diversity Initiative Proposal**

[Chani](#) Beeman, Director of Diversity, Equity and Compliance, handles [complaints](#) of [discrimination](#) and harassment district-wide. The district is now looking to develop something on each of the campuses that will promote the diverse environments of the students and the communities. The district receives money to support these efforts through training and workshops. Chani is requesting that a work group be established on this campus that can identify specific needs and issues. The work groups will make recommendations to Dr. Lacy.

Dr. Lacy assigned the Human Resources Subcommittee to this project since the goals of the subcommittee are much the same as the goals of the initiative. This group is already addressing those types of issues. The HR Subcommittee will work with the Office of Diversity, Equity and Compliance to identify and promote these initiatives.

#### **Subcommittee Reports**

##### *Institutional Mission & Effectiveness*

Committee reviewed the strategic goals and made suggestions to the “Report Card”.

##### *Instructional Programs*

Committee is working on clarifying the role of the committee – needs to be broader.

##### *Student Support Services*

Have set their meetings for the year, and are looking at their planning agendas.

##### *Library Resources*

Met and [discussed](#) goals. Dr. Schwerdtfeger attended their last meeting to discuss the space issues and the moves taking place at the digital library. Dr. Lacy asked to meet with Pat, Bernie and Hayley to discuss these issues further and bring back to meeting.

*Human Resources* – met and identified strategic goals. \_

##### *Physical Resources*

Working on planning agendas. Had a concern about the learning center moves in the digital library, was not aware of these moves. Dr. Lacy explained that in some situations, especially in summer when subcommittees don't meet, emergency decisions need to be made. Which is the case here. However, it is important we honor this process at all times.

##### *Technology Resources*

Have identified their goals.

| *Financial Resources*

Reviewed the charge of this subcommittee, and also picked up one more faculty member to the committee.

*Leadership and Governance* - no report.

| Meeting adjourned at [2:01](#) p.m.