District Strategic Planning Committee
May 16, 2014 - 2:00 pm
R**CC,** Heritage Room
Minutes

Chancellor: Interim Chancellor Irv Hendrick – Not present - Sylvia Thomas acted as Chair Pro-Tem

Members Present
Brown, Aaron; Bush, Ed; Cardullo, Amy; Carlson, Chris; Gibbs, Travis; Herman, Rick; Isaac, Wolde-Ab; Keeler, Richard; Leal, Ruth; Mills, Susan; Parnell, Paul; Salas, Leslie; Steinback, Robin; Thomas, Sylvia (Interim VC DHR); Tillquist, John; Torres, David

Members Absent
Adams, Ruth; Amezquita, Ree; Arellano, Martha; Dieckmeyer, Diane; Farrar, Carol; Greene, Lyn; Hendrick, Irv; Mayo, Sandra; Muehlebach, Eric; Nelson, Lee; Snyder, Jared; Zwart, Gail

ITEMS FOR APPROVAL:
a. **Minutes –** March 21, 2014**/MSC/Parnell/Gibbs/ (1) abstention**

b. **District Service Level Expectations Task Force – A. Brown**
    Recommendation: Explore decentralizing Micro Computer Support services to the colleges and explore combining Micro Computer Support and IMC under a single area of responsibility at each college. Assign the Information Technology Strategic Counsel with responsibility for developing a transition plan and implementation timeline to bring back to the District Strategic Planning Committee for consideration.
    *   The District Service Level Expectations Task Force group, formed by DSPC per the request of the District Budget Advisory Council has begun exploring the following areas: Human Resource Specialists on college campuses, Microcomputer Support areas, and Switchboard Operations. They are also recommending that the Information Technology Strategic Council be the body to review their findings and the results will be brought back to this committee. The DSLE task force consists of Aaron Brown, Bill Bogle, three VPs of Business, three faculty, and one classified representative.
    Discussion followed. It is important that communication continues to take place so that everyone is moving in the same direction. The task force will be discussing whether or not the Help Desk function should be provided at the college level and decide what level of service the District would retain.
    Motion – to accept the recommendation from the District Service Level Expectations Task Force MSC/Steinback/Torres/Unanimous

REPORTS
a. Chancellor **–** No report.

District Strategic Planning
b. Educational Services – Robin Steinback reported that the District Enrollment Management Committee has been meeting monthly with the addition of the three VPs of Business Services which has given them better understanding and increased awareness of the Budget Allocation Model. They have been reviewing multi-models of resource allocation from several multi-college districts in California. They have identified some metrics and will narrow down those metrics at their next meeting. For the 2014-2015 academic year, they will continue to use the same allocation of FTEs as they have been using on the following conditions: (1) that they develop a set of metrics to use if additional FTEs become available next year, and (2) that they would complete the charge provided the committee in 2010 which is to study and revise the FTE allocation model. Discussion has taken place regarding the student success scorecard. The six-year cohort models seen in the California Community Colleges scorecard is based upon the U.S. Department of Education metrics. The state scorecard identifies momentum points and completion metrics. The challenge is that our three colleges don't have their own scorecards yet, just the District. At District Academic Cabinet it was stated that they would use their MIS data to produce college scorecards for each of those metrics which the colleges can use in their

strategic planning. Lastly, they have a Chancellor's Task Force called Enrollment Management and Scheduling composed of Rick Herman, Raj Bajaj, three VPs of Academic Affairs and Robin Steinback. They are working on web-based tools that they can use for web-based scheduling and management. A recommendation was made to Executive Cabinet to enhance the current RCCD system, the Enrollment Management Dashboard, which they are getting ready to roll out soon to the Deans and the VPs of Academic Affairs. The second recommendation was for research and to examine and implement some tools for student analytics.

c. Business and Financial Services – No report.

d. Diversity and Human Resources – Sylvia Thomas, Acting VC of DHR – Sylvia reported that DHR is undertaking a review of all their internal processes including the review of job descriptions and the classification system, which involves the grading of positions and the way those positions are reviewed when they come up for reclassification. They are also taking a look at developing some processes that they don't currently have, e.g., the conversion of part-time positions to full-time positions and the way they handle the Department of Justice reports when employment is offered. The current system is creating a lot of issues because they frequently put people in a position, and/or make the offer, before they have the Department of Justice report back. They are also looking at the overall organizational structure of DHR.

College Strategic Planning
e. Moreno Valley College **–** No report.

f. Norco College – Paul Parnell reported that their strategic planning process is ongoing as the Institutional Strategic Planning Council continues to meet. The Committee of the Whole will meet next week to report out from the ISPC.

g. Riverside City College – No report.

DISTRICT STRATEGIC PLAN
a. Measurable Goals Presentation – D. Torres
    David reported on the results of the measurable outcomes for each of the 15 goals charged to the committee workgroups in March. This presentation will be e-mailed to the committee for their review, edits and suggestions to be sent to David by **June 30th.** Discussion followed.
    - Are we hitting these objectives in a timely manner? Emphasis should be on student success! A suggestion was made to see enrollment management coupled with the budget.
    At the September meeting, the final measurable outcomes will be affirmed along with the timeline for measurement activities for the next academic year. Then we will start measuring and producing quarterly reports for all 15 goals. This will lead to an annual scorecard that will be distributed to the entire college community, board of trustees, etc.

ITEMS FOR INFORMATION – Distributed to committee members by e-mail for A. Brown
a. DBAC Meeting Minutes for 2/28/14 and 3/28/14
b. DBAC Open Issues – Matrix
c. District Service Level Expectations (DSLE) Task Force Meeting Minutes for 3/21/14 and 4/7/14

Sylvia encouraged everyone to attend the Chancellor Search Open Forums on May 19th and May 20th for the second candidate, Tod Burnett, current President of Saddleback, and the third candidate's Open Forum for Dr. Michael Burke, will be held on May 29th and May 30th. If you are not available to attend the open forums, they will be available by live-streaming. Please submit your comment forms which are critically important! The search committee and the Board of Trustees will review all comments!

Meeting Adjourned: 3:15 p.m.

Next Meeting: September 2014 (TBA)