RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

District Strategic Planning Council
Friday, March 11, 2016 - 2:00-3:30
Bradshaw Bldg., Heritage Room, Riverside City College
MINUTES

Meeting called to order: 2:10

Chair:	Dr. Michael Burke
Present:	Tom Allen; Melissa Bader; Aaron Brown; Peggy Campo; Diane Dieckmeyer; Irv Hendrick; Rick Herman; Wolde-Ab Isaac; Richard Keeler; Ruth Leal; Virginia McKee-Leone; LaTonya Parker; Abel Sanchez; Sylvia Thomas; David Torres
Absent:	Amy Cardullo; Chris Carlson; Michelle Davila; Sandra Mayo; Eric Muehlebach; Ryan Rudolph Mark Sellick; Robin Steinback
Guests:	Sherry Stone; Mike Simmons; Sheila Pisa (*for Don Foster new member*)

I. Committee Business

a. Approval of 3/11/16 Agenda/MSC/Dieckmeyer/Bader/Unanimous
b. Approval of 12/11/15 Minutes/MSC/Bader/Dieckmeyer/Unanimous

II. Chancellor's Report

- RCCD is employing an executive search firm to advertise and recruit for both the Vice Chancellor of Strategic Planning and Educational Services and the President of Norco College. A January 2017 hire date is projected for the President of Norco College. Dr. Irv Hendrick is serving as Interim President until then.

- Dr. Burke and Aaron Brown have been examining the impact of the early retirement incentive. Key people are leaving and Dr. Burke wants to avoid leaving positions vacant. HR is in the process of recruiting for a number of faculty, classified, and administrative positions, but we are experiencing delays in getting approvals from the Department of Justice.

- RCCD missed its enrollment targets for Spring, but there is still funding available statewide for growth. A decision was made to move summer enrollments back to capture that money which will become part of the base for 2016-17 as well. Plans include additional funding for marketing.

- Dr. Burke and David Torres spoke about initiating an environmental scan in preparation for the development of a new District Strategic Plan in Fall 2016.

- The District Administrative Program Review will be finalized in April. The completion date was moved up to try and synchronize it with the budget development cycle and the shared governance cycle.

- Dr. Burke has had a conversation with Dr. Isaac regarding The Center for Social Justice. They both agreed that it should be attached to academic programming in the Social Sciences and the Arts. They are looking for ways to transition it to RCC.

- The Safety Task Force had its first meeting. Dr. Burke's main concern is life safety, which is the main focus of the task force. Dr. Burke, Aaron Brown, Mike Simmons, and Interim Chief Walker meet bi-weekly to discuss college policing. Simmons has developed a spreadsheet of the top priorities that need to be addressed.

- RCCD has hired a new General Counsel, Patrick Pyle. His start date is March 21st.

- All District offices have officially moved into the new Centennial Plaza as of March 7th. There is an open house on Monday, March 14th from 4-6:00 p.m.

III. Information Items

a. DBAC Minutes for November, December and January were distributed. Aaron gave an update of what will be coming to DSPC over the next couple of months:

- Budget Development – DBAC now has direction to implement the enrollment management and the FTEs target settings into the budget development process.

- DBAC is working diligently on the budget stability plan along with a reserve allocation proposal. It will be submitted to DSPC for review once completed.

- There is an opportunity to push FTEs from summer term into 2015-16, which allows RCCD to capture base funding that will roll into the base for next year; but RCCD would be starting the year in the hole by the amount that is rolled back. There was consensus in DBAC that enough

demand could be generated and done efficiently to be able to make up for that difference as well as hitting our enrollment target for growth and the unfunded level.

- Funding is available and next year the Governor's Budget projects 2% growth. Some of our students are going to other community colleges to be served, and we need to recapture them and let them know that we have classes available. RCCD is not achieving growth perhaps because the other community colleges have better marketing, such as TV ads, billboards, etc. They are also holding more evening classes and scheduling classes on Saturday and Sunday.

b. **Dashboard Indicators** – David Torres gave an update on the Dashboard Indicators that were emailed to all committee members.
- *Change in Projected High School Graduates by County* - Only Southern California, San Diego and our county are projected to grow in the next ten years.
- *First Time Students under 20 English Placement Levels* - ranging from 17.7% college ready at Riverside Unified down to 10% at Val Verde Unified using Accuplacer. **Comments:** College level reading is at 8th grade level. There is a need to validate and reassess the Accuplacer and see how accurate and reliable it is and how it correlates to performance later. Faculty have access to Cal-PASS which provides all test scores, high school GPAs, grades in 11th grade Math and English, but RCCD has not been able to incorporate this into Accuplacer.
- *Orientation Services* are increasing over time.
- *Total Financial Aid Awarded* over the last six years has increased.
- *Degree Applicable Course Success Rates, Fall Terms*: Dr. Isaac mentioned that at the course level, the disparity in success rates are very clear. He wants to see if the same level of disparity is in the graduation rates.
- *Consecutive Term Persistence*: not affected much by graduation rates.
- *RCCD's Contributions to CTE Graduates* – Had a 25% response out of 2/3 sample selected. Survey shows a very strong, self-reported satisfaction rate with our CTE program.
- *New Metric – Skill Builders* -The Chancellor's office is coming up with a new measure called Skill Builders for students who are adding to their skill-sets required for on-going employment and career advancement.
- Tom Allen feels this information should be broken out by college, not District only.

c. **RCC's Educational Master Plan** – T. Allen presented RCC's Updated Educational Master Plan
- RCC was using an external scan prepared by Esteban Soriano a few years back. In comparison to the external scan recently completed by RCC's faculty, staff and administrators, we see that they don't match up. It is important to periodically update these scans to give more direction to the college for a more dynamic document.
- In preparing their Master Plan, they looked closely at their institutional self-evaluation; what they discovered is that all their student success and completion rates are static. They need to put student success, completion, equity, and access at the forefront of all their planning. At the same time, they worked on their strategic planning to make sure it was integrated into the Educational Master Plan.
- The plan discusses strategies for student success, student equity, student access and support.
- Three different pathways are discussed: (1) Basic Skills (2) Transfer (3) Career and Technical Education; it would be much more effective to get students into one of these pathways as soon as possible and move them through.
- RCC also wants to encourage students and give them an incentive to become full-time students and have faculty take responsibility for the students in their programs. The direction RCC is taking with their Enrollment Management Plan is to have a master schedule.

d. **RCC's Strategic Planning Report Card** – T. Allen
- Implementation of the Educational Master Plan gives overall direction to certain kinds of strategies that they want to use as an institution to improve student success.
- 51% of the students are in Basic Skills. One of their goals is to change this by going to the high schools and doing a lot of this remediation at the high school level.

e. **Discussion on TracDat, District Office 365, and SharePoint 2013** – T. Allen
- Sheila Pisa discussed what is needed for fully implementing this planning mechanism. Action Point will allow RCCD to have secure data sets that can be individualized for different units and program review within TracDat.
- Action Point takes all the TracDat information and puts it into SharePoint. It will also allow discussion threads to facilitate conversations around the data. In order to make this work,

SharePoint 2013 is needed. MVC has purchased server space in the Cloud to host this module. They are having problems because there is no active directory in the server.

- They have been communicating with Rick Herman about the possibility of getting Office 365 up and running so faculty can work on this at home or anywhere. A full-time SharePoint administrator is needed to take care of security issues.
- Rick explained that they are not implementing the rest of the suite because they do not have the SharePoint expertise anywhere in the District and they don't have the resources to designate one person to get the training and knowledge for this position. They are trying to minimize the work that is being done outside of their environment. IT is meeting with a Web Development team to see if they can come up with a short-term solution to accommodate this issue as well as a long-term solution.
- There might be some student initiatives (such as SSSP) that could be used for funding to support a portion or all of this needed administrative position. This was taken to the three student services VPs and the consensus was they did not feel that this would be a justifiable expense under SSSP funding. Aaron and Dr. Burke had spoken about embedding this in the District Administrative Program Review. They are exploring other opportunities for funding besides the general fund. If SSSP funds are not available, and if the consensus is that this is a priority position, then they will fund it through the general fund.
- The planning is done at the colleges and these resources are needed for their strategic planning and educational master plan. ITSC will address this issue at their next meeting to present to DSPC on April 8th.

IV. **Action Items**
  a. **Draft Emergency Operation Plan** – Sherry Stone
     See Link below to the Draft Emergency Operations Plan on the Intranet:
     http://intranet.rccd.net/departments/administrative/district/admin-finance/adminService/EmergencyPreparedness/default.aspx?SortField=LinkFilenameNoMenu&SortDir=Asc&View=%7bD3000E25%2d5BA0%2d4B12%2d9CD3%2d8BE0EB1449A2%7d
     - This is a revised Emergency Operation Plan which is an All Hazard Plan, outlining goals and responsibilities with annexes. Sherry is asking for DSPC's recommendation to move this document forward to the Chancellor's Cabinet for approval.
     - This document was provided to the college's VPs of Business Services back in July 2015. They were asked to disseminate it and have it reviewed by their constituent groups on campus. It was also sent out to District employees, and they were asked to review and provide any feedback per instructions in the e-mail.
     - Norco Strategic Planning did not see this document when it came out in July. Their first meeting would have been in August, so they missed any opportunity for feedback. Reminder e-mails were sent out in September and October. It has not gone through RCC's Strategic Planning either. The college's Safety Committees need to bring it forward to their Strategic Planning Committees as an approved agenda item. The colleges will take it to the next step and keep DSPC in the loop, and if needed, DSPC will be present also. Mike Simmons recommended that Sherry meet with the college's strategic planning committees as a follow-up. This should be done by the end of the academic year.

  b. **Rave Guardian** – Mike Simmons
     - This is a Mass Notification System, and this is an extension of Rave via an application that can be placed on your cell phone with the following features: (1) Guardians – specific family, friends and others you input for alert; (2) Call 911 – two button press; (3) Call RCCD Police – this can be set up so you can be located by GPS; (4) Safety Timer with a virtual escort – setup a timer and if you do not make it to your destination in that time, it will alert all your guardians and notify authorities of your GPS location; (5) Send a Tip – send an anonymous two-way communication to police; (6) Mailbox – allows Rave to send you useful information updates and links to enhance the application.
     - Asking for a recommendation to move forward to Chancellor's Cabinet for approval to put Rave Guardian into a website format.
     Motion – approve moving the Rave Guardian website format forward to Chancellor's Cabinet for approval/**MSC**/**Isaac**/**Hendrick**/**Unanimous**

V. **Task Force/Sub-Committee/Special Reports –** None

VI. **Reports/Updates**

a. Moreno Valley College – None
b. Norco College – None
c. Riverside City College – None

Adjourned: 4:10 / **Next Meeting:**   **April 8, 2016** **/ 2:00 – 3:30 / Heritage Room**