

RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

District Strategic Planning Council
Friday, October 9, 2015 - 2:00-3:30
Bradshaw Bldg., Heritage Room, Riverside City College
MINUTES



Meeting called to order:

Chair: Dr. Michael Burke
Present: Tom Allen; Melissa Bader; Aaron Brown; Peggy Campo; Amy Cardullo; Chris Carlson; Rick Herman; Wolde-Ab Isaac; Richard Keeler; Ruth Leal; Sandra Mayo; Virginia McKee-Leone; Eric Muehlebach; LaTonya Parker; Paul Parnell; Mark Sellick; Sylvia Thomas; John Tillquist; David Torres
Absent: Michelle Davila; Diane Dieckmeyer; Ryan Rudolph, Robin Steinback
Guests: Raj Bajaj, Dean, Educational Services

I. Committee Business

- a. Approval of 10/9/15 Agenda/MSC/Sellick/Allen/Unanimous
- b. Approval of 9/11/15 Minutes/MSC/Sellick/Isaac/Unanimous

II. **Chancellor's Report** – Dr. Burke congratulated Richard Keeler on his Grants Office Fall Report. He also announced that Governor Brown signed AB288, the College and Career Access Pathway Act. Dr. Burke had a recent conversation with the VPs, Presidents, Aaron Brown and Madj Askar about the District's tradition of structural deficit and how this should be addressed. They will be looking at a new calendar for the budget development process, reviewing budget allocation guidelines, and will soon be moving towards a model that will integrate the budget resource allocation process with the college and district plans.

- a. DSPC Role and Scope, Revisited – Dr. Burke handed out a summarized version of the current Operational Guidelines showing possible changes in parentheses, a diagram of a new model, and proposed membership.

Comments/suggestions:

- Ex Officio members: Dr. Burke, David Torres, John Tillquist, and Peggy Cartwright.
- Need a representative for Student Success and Student Equity.
- Recommendations are made by a majority vote from a quorum of the members present.
- Original guidelines from 2007 are believed to have stated that any recommendations affecting two or more colleges should come to this committee for action. Sylvia to locate this document.
- Need to make a distinction between the "District" which consists of the three colleges, and the "district" which refers to the district office, acting as a supportive body to the three colleges.
- Discussion ensued regarding the flow of information to the DSPC from the college planning councils per the New Model. Need to make sure any action items or consultation items submitted to DSPC are in alignment with the DSPC Operational Guidelines and District Strategic Plan.
- DSPC will serve as the RCCD's primary shared governance group and serve to integrate college planning across the District.
- The committee felt that academic input is missing in the New Model and that this body needs to be made aware of what is happening at the academic level. How would Academic, Career, Technical Instruction and Programming feed into this structure or should it? Need to look at the strategies, target population, and methodology which will sharpen how to approach this

important task and help us be more responsive to our community. The function of this body is to always be assessing, evaluating, and monitoring these issues which are submitted to DSPC through all college planning councils.

- Dr. Burke mentioned removing the last sentence under “Role and Scope”. He liked Dr. Isaac’s idea of reviewing both the District Strategic Plan and the colleges’ strategic plans.
- It was mentioned that one college’s success should not be based on the other colleges’ failures. This committee needs equal representation from each college and from the district, and come together to decide what is the best decision overall. With better collaboration among the colleges, they would be thinking in the context of what they are trying to accomplish as a District, not just thinking about one college when making a decision. Dr. Burke used Los Rios Community College District as a good example of this because they have created a Program Placement Council which allows for equity in access and collegiality in their decision-making.
- Aaron reported that budget planning affects every college planning council that feeds into this body, e.g., planning for a new building, what is the impact going to be on a State bond, load ratios and how it impacts the colleges and district, future general obligation bonds, and then you have the operational side such as IT needs, etc. This body ensures that we are all moving in the same direction from a strategic standpoint.

III. Information Items

- a. Business Intelligence System to be used for Student Data for Strategic Planning – T. Allen stated that a new data warehouse is needed to store all data, such as program review and planning information, in a central location where it would be easily accessible to everyone without having to put in a request. Question is, do we create this data warehouse ourselves or purchase a program?
 - Rick Herman stated that funding was approved this year for a new reporting tool primarily because they are moving from one database to another, SQL. SQL will support the detail that is needed down to the student level to get at the demographic pieces that are there. There are a lot of elements in Dashboard that could be flushed out with Colleague data to get more real-time, and it has the history going back five or six years. In speaking with the consultant, some of Rick’s concerns are (1) this program is being built fairly cheaply, but how much will it cost for continued vendor support for administration, data, etc.? (2) how long will the vendor be around, and what happens if they bail? They are looking for the best solution to these questions. Tom wants to see a tab for program review with student success and student completion data. David stated that this is doable in a relatively short time, just not for the current term. David suggested that the next step will be to prepare a timeline that he will submit at our next meeting on November 6th.
- b. DBAC Minutes from 5/29/15 – A. Brown
DBAC minutes were distributed. Aaron reported that they have started some initiatives to try and get some alignment with the budget development process. DBAC discussed the budget shortfall and budget savings issue. Aaron is motivated to fixing this problem.
- c. Migration to Office 365 – R. Herman reported that they were requested to postpone the migration until after the accreditation visit in November. He gave his presentation with the following features and advantages:
 - Mailbox size limit will now be 50 GB instead of ½ GB
 - To consolidate this with the portal that is coming out, there will now be a single login. This is a three-step process: (1) Your current login to your computer will change to your e-mail address (your primary location), and the same login will be used to log onto Outlook from the web. This is the only change you will see. There is no change in your smart phone link to

e-mail at this point. (2) All your data will be migrated from the Exchange server to the Microsoft server and you won't notice the difference. This will be done overnight and you will be able to log onto your computer the next day with your e-mail address. The only difference will be when you log into Outlook from the Web, the login page and interface will look different. No installs are needed on your computers or laptops. (3) When we go to the portal, there will be a slight change made in your settings on your smart phones which will most likely happen in early spring 2016.

- Timeline – Login Change to e-mail address – Mid November; Employee E-mail Migration – Early December; Portal Implementation – Early Spring.

- d. FTEs Update – R. Bajaj gave an update on the fall FTEs estimate. At this point, each of the colleges exceeded the target they set for fall 2014. District funded FTEs for 2015-16 is 28.086.

IV. **Task Force/Sub-Committee/Special Reports – N/A**

V. **Reports/Updates**

- a. Moreno Valley College – Dr. Mayo reported that they getting ready for their accreditation visit in November and continuing their work on strategic planning, etc.
- b. Norco College – Dr. Parnell reported that they are getting ready for their accreditation visit in November also.
- c. Riverside City College – Mark Sellick reported that they are in the process of finalizing their strategic planning structure. The documents will be submitted to Academic Senate for approval after their accreditation visit.

Next Meeting: November 6, 2015 / 2:00 – 3:30 / Heritage Room

Adjourned: 3:35 p.m.