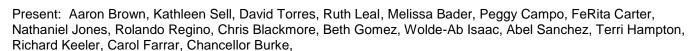# RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

OFFICE OF THE CHANCELLOR

District Strategic Planning Council

Minutes

Friday, April 28, 2017
District office – CADO 136 (Board room)
2:00-3:30 p.m.

Present: Aaron Brown, Kathleen Sell, David Torres, Ruth Leal, Melissa Bader, Peggy Campo, FeRita Carter, Nathaniel Jones, Rolando Regino, Chris Blackmore, Beth Gomez, Wolde-Ab Isaac, Abel Sanchez, Terri Hampton, Richard Keeler, Carol Farrar, Chancellor Burke,

Absent: Irv Hendrick, Chris Carlson, Akia Marshall, Susan Mills, Casey Orr, LaTonya Parker, Patrick Pyle, Mark Sellick, Robin Steinback

I.   Committee Business
   a. Approval of March 10, 2017 Minutes – Torres/Carter/unanimous
   b. Approval of April 28, 2017 Agenda – Carter/Regino/unanimous

II.   Chancellor's Report – M. Burke

Dr. Burke introduced the six "plan development teams" (Teams A-F) to be deployed for the creation of the new district strategic plan. Dr. Burke outlined the scope, tasks, and the membership for each team:

- Prior Plan Review and Assessment Team (May-June)
- Scan and Analysis Team (May-June)
- SWOT analysis team (Fall 2017)
- Mission/Vision/Values/Strategic Themes (Fall 2017)
- Organizational Structures & Processes Team (Fall 2017)
- Writing Team (Fall 2017

District Strategic Plan Development Teams

A.   Plan Review & Assessment Team
Scope:

1) Assess and evaluate the existing District Strategic Plan
   - Team composition
   - Process for development
   - Alignment with college plans at the time
   - Implementation
   - Outcomes of its implementation
   - Lessons learned.
2) Make recommendations for new Plan and processes
3) Frame the relationship of the Plan with college plans
4) Identify all discrete RCCD entities to be incorporated into New Plan

Members: Abel Sanchez, Akia Marshall, Chris Carlson, Irv Hendrick, Beth Gomez, Carol Farrar
Convener: Susan Mills

B. Scan and Analysis Team **

Scope:

1) Review internal and external scans provided by the District Office of Institutional Research and Strategic Planning.
2) Incorporate relevant data from colleges' Offices of Institutional Research.
3) Analyze data, summarize trends, and draw conclusions, to be presented to DSPC.

Members: Melissa Bader, Nathaniel Jones, Mark Sellick, Aaron Brown, David Torres
Convener: Carol Farrar
Guests: College IR/IE deans/directors

**Internal and External Scan Data Sets attached

C. SWOT Analysis Team

Scope:

1) Engage in formal Strength/Weaknesses/Opportunities/Threats analysis.
2) Incorporate analysis from Plan Review & Assessment Team.
3) Incorporate analysis from Scan and Analysis Team.
4) Prepare summary & make presentation to DSPC of Team findings.

Members: Nathaniel Jones, David Torres, Terri Hampton, Carol Farrar, FeRita Carter, LaTonya Parker
Convener: Bryan Reese

D. Mission/Vision/Values and Strategic Themes Team

Scope:

1) Using all the analysis provided by Teams A, B, & C, review and revise the existing Mission, Vision, and Values statements.
2) Review existing themes and goals of the three colleges' Strategic Plans.
3) From the analysis from Teams A,B,&C, develop a new set of strategic themes that comport with and support the colleges' plans as well as frame the overall strategic agenda of the RCCD.
4) Once themes are developed, create a set of metrics by which the themes will be assess and evaluated.

Members: Ruth Leal, Richard Keeler, Peggy Campo, Chris Blackmore, Chris Carlson, David Torres, Kathleen Sell
Convener: Robin Steinback

E. Organizational Structures & Processes Team

Scope:
1) Review current organizational, decision-making, and shared governance structures within the RCCD
2) Develop model for vertical and horizontal alignment of plans from district entities identified on A.4.
3) Integrate district-wide committees into planning model
4) Integrate/map board committees into planning models
5) Create a system of delegated responsibilities between entities identified in A.4 consistent with the Functional Map now undergoing revision.
6) Design a monitoring/assessment/evaluation system to ensure new Plan undergoes formative and summative evaluation.

Members: Wolde-Ab Isaac, Mark Sellick, Peggy Campo, LaTonya Parker, Kathleen Sell, Aaron Brown
Convener: Michael Burke

F.   Writing Team:
Scope:

1) Collect, archive, and review work products from all working teams.
2) Upon completion of work by the above teams, write a new RCCD Strategic Plan that is consistent with conclusions reached by DSPC.
3) Ensure new Plan is consistent in format and voice throughout the document
4) Deliver final work product to Strategic Communications for publication and distribution in multiple formats.

Members: Ruth Leal, Melissa Bader, David Torres, Rolando Regino
Convener: Michael Burke
Guest: Peggy Cartwright, Mark Knight

RCCD Internal Scan
Strategic Plan, 2018-2023

Available Data Sets for RCCD Internal Scan

1.1   Feeder High School Graduates Projections
1.2   Feeder School Grade Counts Trends
1.3   RCCD Feeder Districts Graduation Rates by Ethnicities
1.4   RCCD Feeder Districts Capture Rates Trends
1.5   RCCD Feeder Districts English Placements
1.6   RCCD Feeder Districts Math Placements
1.7   RCCD Feeder Districts Reading Placements
1.8   Orientation Services Usage
1.9   Student Educational Plans Services
1.10   Counseling/Advising Services Usage
1.11   Total Student Population
1.12   FTES Students per Academic Years
1.13   Student Population by Gender
1.14   Student Population by Ethnicities
1.15   Student Population by Age
1.16   Student Population by Educational Status
1.17   Student Population by Day/Evening Status
1.18   Student Population by Unit Load
1.19   Financial Aid Awarded
1.20   Students Receiving Financial Aid
1.21   Financial Aid Awards
1.22   Financial Aid Awarded by Ethnic Group
1.23   Basic Skills Course Success Rates
1.24   Credit Course Success Rates
1.25   Degree-Applicable Course Success Rates
1.26   Transferable Course Success Rates
1.27   CTE Course Success Rates
1.28   CTE "Skills-Builders" Students Success Rate
1.29   Consecutive Term Persistence Rates
1.30   Consecutive Term Persistence Rates by Ethnicities
1.31   RCCD Degrees Awarded Trend
1.32   RCCD Certificates Awarded
1.33   RCCD AA/AS Awarded by Ethnicities
1.34   RCCD Certificates Awarded by Ethnicities
1.35   RCCD Transfer to CSU System by Ethnicities
1.36   RCCD Transfers to UC System by Ethnicities

RCCD External Environmental Scan
Strategic Plan, 2018-23

Available Data Sets for RCCD Environmental Scan

1.1   RCCD Service Area Cities Profile
1.2   RCCD Service Area Population Trends
1.3   Riverside County Population Demographic Trends
1.4   Riverside County Population Economic Characteristics
1.5   Riverside County Population Social Characteristics
1.6   Riverside County Poverty Levels
1.7   Riverside County Population Projections

2.1   Service Area Cities Unemployment Rates
2.2   RCCD Service Area Labor Force and Employment Levels
2.3   Riverside County Employment by Industry Sectors
2.4   Riverside County Industry Employment Projections
2.5   CA Economic Forecasts and Projections

3.0   Riverside County Educational Attainment
3.1   RCCD Feeder Schools Enrollments, Languages, Proficiencies,
             Ethnicities
3.2   RCCD Feeder School Districts Graduation and Dropout Rates
3.3   RCCD Service Area Educational Attainment Projections

4.1   CA Community College Budgets Trends
4.2   RCCD Budget Trends
4.3   RCCD Grant Award Trends

District Strategic Planning Council
Strategic Plan 2018-2023
Task Force

Membership

Moreno Valley
President   Irv Hendrick
Co Chair of Strategic Planning Council   Abel Sanchez
Co Chair of Strategic Planning Council   Akia Marshall
Co-Chair of Strategic Planning Council   Robin Steinback
Academic Senate Chair   LaTonya Parker
VP Business Services   Nathaniel Jones

Norco College

President   Bryan Reece
Co Chair of Strategic Planning Council   Ruth Leal
Co Chair of Strategic Planning Council   Melissa Bader
Academic Senate Chair   Peggy Campo
Vice President, Academic Affairs   Diane Dieckmeyer

Riverside City College

President   Wolde-Ab Isaac
Co Chair of Strategic Planning Council   Kathleen Sell
Co Chair of Strategic Planning Council   Susan Mills
Academic Senate Chair   Mark Sellick
Vice President of Academic Affairs   Carol Farrar
Vice President of Student Services   FeRita Carter
Confidential Representative   Michelle Davil

District Office

Chancellor	Michael Burke
Vice Chancellor of Educational Services	TBD
Vice Chancellor, Business and Finance	Aaron Brown
Vice Chancellor, Human Resources	Terri Hampton
Associate Vice Chancellor, IT	Christopher Blackmore
Chief of Staff/Facilities Planning	Chris Carlson
Dean, Grants and Economic Development	Richard Keeler
Dean, Institutional Research (ex officio)	David Torres

III. Action Item

FY 2017-18 Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines – A. Brown

- Bader/Campo moved to recommend that the Board of Trustees approve adoption of the minimum 5.0 percent unrestricted general fund balance target as described in Board Policy 6200 as the fiscal viability goal for FY 2017-2018 and the subsequent six years under the Institutional Effectiveness Initiative. Motion carried. (17 ayes)

- Bader/Campo moved to recommend that the Board of Trustees approve adoption of "unmodified" or "unqualified" opinions with no material weaknesses or significant deficiencies as the goals for financial reporting and compliance with state/federal program guidelines for FY 2017-2018 and the subsequent six years under the Institutional Effectiveness Initiative. Motion carried. (17 ayes)

IV. Information Item

Portal update - C. Blackmore

- Estimated Portal completion early next week. Blanket notification will be sent to impacted students. Sending a targeted "within 24 hour" notification with instructions to students before any change is implemented. Student_helpdesk@rccd.edu created for student assistance. Information about the update is up on the District and College websites. Posted to social media about the student email update. Self-service password reset; installed and functional. RCCD branding to be applied early next week. College staff will have the ability to reset student passwords. Data conversion in Colleague. Update impacted student records with the @student.rccd.edu.

V. Task Force/Sub-Committee/Special Reports

- District Enrollment Management Committee (DEMC) – M. Burke
    - Agreed on targets for 2017-18
    - Consensus is one
- District Budget Advisory Council (DBAC) – A. Brown
    - Provided minutes from DBAC
- Information Technology Strategy Council (ITSC) – C. Blackmore and S. Tracy
    - Committee did not meet this past month.

VI. Reports/Updates
- Moreno Valley College – I. Hendrick
    - No report
- Norco College – B. Reece
    - Working on 2nd access road. Met with students today. Will meet with residents and employees in the coming weeks. Norco town hall on May 15. Will form an ad hoc committee over the summer.
    - Growth in Norco, Eastvale and Corona; increase in enrollment. Looking into increasing office space for faculty and staff.
- Riverside City College – W. Isaac
    - Professor Sell provided update on strategic plan. Completing preparation for college promise.
    - Dr. Isaac provided update on the review of educational master plan.
      RUSD board working with RCC facilities to use land at Central Middle School.