



RIVERSIDE COMMUNITY COLLEGE DISTRICT

OFFICE OF THE CHANCELLOR District Strategic Planning Council Minutes

Friday, May 15, 2020
Via Teleconference
2:00 pm – 5:54 pm

Present: Hassain Agah, Gregory Anderson, Stephen Ashby, Melissa Bader, Quinton Bemiller, Christopher Blackmore, Victor Bolanos, Aaron Brown, FeRita Carter, Michael Collins, Kristine DiMemmo, Carol Farrar, Jennifer Floerke, Rebeccah Goldware, Evelyn Gonzalez, Monica Green, Wolde-Ab Isaac, Nathaniel Jones, Jeannie Kim, Ruth Leal, Carlos Lopez, Samuel Lee, Susan Mills, Sheila Pisa, Abel Sanchez, Kathleen Sell, Mark Sellick, Robin Steinback, David Torres, Diana Torres, Chip West, Launa Wilson, Lijuan Zhai

Absent: Gustavo Segura, Denise Terrazas, Jorge Zavala

Guests: Majd Askar, Dariush Haghighat, Rhonda Taube

I. Committee Business

- a. Approval of the February 21, 2020 Minutes – Carter/Anderson moved to approve minutes of February 21, 2020. Motion carried

II. Chancellor's Report - W. Isaac

- Despite the current situation with Covid 19, the District is moving forward smoothly; enrollment is slightly down. We are in the process of conducting a survey with students, faculty, classified staff and management to access their experience with the spring semester. In a very short time, the District was able to convert all lectures with most of our labs to online instruction. Planning is underway to hold the summer and fall semesters online with labs held face-to-face in small groups. There has been progress with our Distance Education department, faculty, staff and management working together to clean up more than 1000 files located within Canvas that did not comply with ADA requirements. Four major taskforce committees have been established to address various functions during this crisis (Education Services – Dr. Susan Mills; Budget and Personnel – Aaron Brown; Communication and Advancement – Rebeccah Goldware and Safe Return to Campus – Dr. Robin Steinback)

III. Information Items

- PRT IE Plan (L. Zhai)
The District submitted a grant application for \$200,000 in funding in the following three areas: 1) building a data warehouse, 2) purchase enterprise platform to create an interactive dashboard, 3) develop data coaches for each college. Visits were held in February and April by an outside team. With help from the outside team, the Institutional Innovation and Effectiveness Plan was developed outlining the areas of focus. This plan has been shared with Academic Senate and faculty. This new system would be accessible to everyone; help with program review and planning.
- 2022-2026 Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals (H. Agah, N. Jones, M. Collins, C. West)
The 5-year plan will be submitted for 2022-2026, which is due to the state by August 1st. The plan was developed in coordination with the colleges and the District Office Facilities and

Planning department. Requirements include 1 FPP per site, per year. RCC's Life Science project has been approved and is moving forward. These funds should be received during FY 2020-2021. Pending projects include NC Center for Human Performance. Projects that do not qualify are projects that produce general revenue (parking, food services, bookstores, dorms, fields etc.). Final project proposals to be submitted this year include – MVC Library & Learning Resource Center for the 2022-2023 FY; NC Library & Learning Resource Center + Student Services for the 2022-2023 FY; RCC Cosmetology for the 2022-2023 FY. Equipment, furniture and swing space are not included in the cost and will be the responsibility of the District. Need to keep in mind, even though RCC's Life Science project was included in the May Revise, it may not be finalized.

- Revised Budget Allocation Model Phase II Implementation (M. Askar)
The BAM was developed to allocate funds that are fair, equitable and transparent. The subgroup is comprised of college and district business services personnel. The model was developed using FTES as currency and exchange rates to allocate resources to the colleges. The model has moved into Phase II implementation. Factors included in the revision were median vs. mean; determining the base year for cost/FTES; use of escalation factor to simulate the budget year and validation of cost/FTES data. Also considered in the process were treatment of reserves, the District Office and programming into the FY 2020/2021 tentative budget.
- Tentative Budget for FY 2020-21 and Notice of Public Hearing on the FY 2020-21 Final Budget (A. Brown)
The May Revise was reviewed which included reductions, reserves and deferrals and options to correct/adjust. Some good news and provisions for community colleges. The list of items and amounts that would be affected with the budget reductions listed in the May Revise was covered. Also discussed were items that would be eliminated if we don't receive funding from the federal government. CARES Act funds are restricted on what we can use it on. Hopefully the Heroes Act will help.

The tentative budget was developed before the May Revise was released. The presentation will be adjusted before going to the June 9th BOT Committee meeting. The State General Fund is expected to have a revenue decline of \$41.2 billion from previous projections. RCCD's share of the State apportionment decline is \$50.02 million. At this time, no remedies have been taken into account. Will be communicating with this body as more information comes forward. A DBAC subgroup will be formed to start looking for ways to address these fiscal challenges.

- RCCD Technology Plan (C. Blackmore)
ITSC drafted a Technology plan in late fall of 2019, which was aligned to the District's Strategic Plan, college technology plans, and accreditation standards. College technology committees have also reviewed the plan. The COVID 19 crisis has delayed the approval process but it anticipated to send to the Board in August 2020.
- RCCD Educational Services & Strategic Planning – Program Review and Plan 2019-2024 (S. Mills)
The 5-Year plan and program review for Educational Services & Strategic Planning was briefly reviewed. The different departments under Dr. Mills's leadership (Distance Education, Information Technology and Institutional Effectiveness) worked on the mission statement, restructuring of the department and their individual sections of the 5-year plan. The draft document was completed enough to present to the accreditation team in March 2020. Major areas of consideration are: Guided Pathways, Center for Social Justice, Adult Education, Foster Youth, Study Abroad Program, PRT project, assessing and monitoring the District's Strategic Plan, enrollment management, Enterprise management, stabilizing Colleague, support for curriculum and accreditation, increasing student access and accessibility, instructional design, service management and cybersecurity. This document will be brought back at a later meeting after being vetted through the colleges, and the various groups, including Academic Senate. It was asked if the colleges should fill in information pertaining to the individual colleges. Dr. Mills welcomed the help with the document.

IV. Action Items

- ERP Replacement Project (C. Blackmore)
The project was reviewed along with the project timeline, vendor selection process, cost including on-going costs, challenges with the selected vendor (Campus Management), implementation timeline, and RCCD commitments. If approved by the Board, implementation could start in July 2020. This software will eliminate WebAdvisor, Colleague, and other platforms the District uses. Everything will be done with one platform but will be rolled out over a period of time. It has the ability to handle enrollment, orientation, assessment, transcript evaluation, initial education plan, student registration, degree audit, catalog and schedule development, has program mapping capability, financial aid, scholarships and loans, technology, finance, accounting. Anderson/Lee moved to move forward with this vendor. Motion carried (Abstention-Bemiller, Sell, Sellick, Floerke, Bader, Sanchez)
- RCC 2020-2025 Strategic Plan (K. DiMemmo, K. Sell)
The plan was briefly reviewed including the timeline followed, the layout, purpose and overview, mission statement and values, planning goals, strategies and targets, and assessment process. Bader/Bemiller moved to accept the work of RCC and for the document to move on to the next level. Motion carried.
- Dedicated Instructional Support (S. Mills)
This is one portion of the Educational Services 5-Year plan discussed earlier in the meeting. This project covers the dedicated instructional design support to ensure course development, consistency and accessibility. Currently there are two Instructional Designers in the District with one more to be hired. The plan also calls for two Accessibility Specialists to be hired; one at RCC and one split between Moreno Valley and Norco. The job description for the Accessibility Specialists was in development but realized it is identical to the Adaptive Media Coordinator. Currently RCC has a person in this position and Norco College has someone getting a differential in this position. The final details about this position are still being worked out. The plan calls for all five positions to fall under the District Dean of Distance Education. There was lengthy discussion about where these employees should be housed and whom they should report to. This item will be brought back to a future meeting for discussion.

V. Task Force/Sub-Committee/Special Reports

- DBAC Minutes – November 8, 2019
- DBAC Minutes – December 13, 2019
- DBAC Minutes – January 17, 2020

VI. Reports/Updates

- Moreno Valley College – R. Steinback
No report
- Norco College – M. Green
No report
- Riverside City College – G. Anderson
No report

VII. Other

- The DBAC committee structure was reviewed. R. Steinback stated there was a departure of the process on how MLA and managers are nominated to committees. It should be returned back to the college presidents.

Adjourned at 5:54 p.m