RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

OFFICE OF THE CHANCELLOR
District Strategic Planning Council
MINUTES
Friday, November 12, 2021 – 2:00 p.m.

Present: Hussain Agah, Gregory Anderson, Stephen Ashby, Virgil Lee, Christopher Blackmore, Victor Bolanos, Aaron Brown, Michael Collins, Kristine DiMemmo, Tammy Few, Kevin Fleming, Rebeccah Goldware, Vivian Harris, Wolde-Ab Isaac Jeannie Kim, Ruth Leal, Samuel Lee, Mark Sellick, Christopher Sweeten, Kaneesha Tarrant, David Torres, Lynn Wright, Lijuan Zhai. Abel Sanchez, Elena Santa Cruz, Torria Davis, Jennifer Floerke, Majd Askar, *Caller with 818 area code*

Absent: Monica Green, Carlos Lopez, Paul O'Connell, Jack Harris, Robin Steinback, Georgina Villasenor-Lee, Chip West, FeRita Carter, Evelyn Gonzalez, Launa Wilson,

Guests: Christopher Clarke, Rebecca Crippin, Debra Mustain, Laurie McQuay, Julie Pehkonen

I.   Information Items
   a. Continuation of October 22, 2021 discussion of District Office Strategic Plans

Chancellor Isaac welcomed members. Shared that Norco College's grand opening for their Veteran's center was very nice and quite impressive, and very emotional. RCCD is committed to supporting our Veteran's with transitioning from military life to civilian life.

Vice Chancellor's presented additional information for their strategic plans with supporting data and each Vice Chancellor answered questions and addressed concerns from the council in relation to their strategic plans.

Listed below is a summary of questions, concerns, and suggestions from the council for the District Office Vice Chancellors and shared/responses from Chancellor Isaac and Vice Chancellors:

Process:
- Council expressed there was not enough time to review the large volume of documents and requested more time for next the strategic plan process.
- It was noted the current process in place needs to be refined. This year's process did not provide the colleges enough time to read the documents.
- Council expressed it was unclear of their role in the process and suggested an example of how the college handles their process.
- It was noted clearer clarification of the college's role in the district office strategic plans will be made clear and the current process will continue to evolve.
- An understanding of how the district makes decisions on their plans was asked.
- District offices have completed program reviews in the past and this is the first time the district office creating long term plans is a new process.

- It was asked if the district office has a closing of the loop process to assess if decisions made are going well or adjustments are needed, and often will it occur (on a semiannual or annual basis).
  - VC Few stated they do have assessment piece.
  - Chancellor Isaac stated the district will have a component of monitoring, evaluation, assessment and reporting of the strategic plans.
- Explanation of the district office role is to support the college's role; alignments of work, people and funding have been done in the past and can be done now if needed to support the college and/or district.

Positions:
- Hiring part-time status rather full-time status.
  - VC Few indicated a position is a position, same level of work, energy and time is applied by HRER personnel regardless of status (full or part time, volunteer, classified, faculty or management).
  - The status of full or part time being requested is what is needed.
- Have positions accounted for total cost of ownership. Such as:
  - Working space, have a location, computer/technology, will these positions need an assistant, etc.
  - VC Few stated they have already began reviewing current team members for restructuring.
  - All areas:
    - Most have space already
    - Most have included technology
    - Chancellor Isaac stated total cost of ownership which includes technology and space, needs to be accounted for so there are new further asks for the position
- Noticed some like duty/roles appeared in several areas. Asked if considered sharing the position or will the hired personnel provide services in serval areas.
  - This was noted and has been a conversation for areas (IT, HRER and BFS).
  - Will help towards efficiencies among the departments.
  - Explained the personnel increase at the district office has been slow and cannot keep up with the increase of volume of work.
  - Solutions for the past years has been overtime for current personnel and this has resulted in high dollars towards overtime, employee turnover and burnout of current employees.
  - The increase of work impacts the services provided to the college's during district office critical periods such as year-end and budget preparation.
  - The concern of a possible budget challenge in the future, the hiring of this many personnel and the potential layoffs was shared.
  - Analysis of the positions, costs, etc. was suggested.
  - AVC Brown shared presentation as it relates to cost, volume of work (examples of work and areas impacted), the cost of overtime and comparison of five years, and shared employees have expressed burnout and has resulted in personnel turnover.
- Asked if proposed positions are impacted by the Koff study

- o VC Kim indicated position already exists and is not impacted by Koff study.

<u>Systems / Others:</u>
- Personnel is needed to improve our systems.
- Combination of personnel and enhanced updated data processes; some processes are manual work (example PDF); putting systems across the systems, implementing current technology will help out with efficiencies.
- Indirect costs and formula questions and answers related to grants and personnel.
- HRER glancing at current existing external vendors agreements to ensure HRER is utilizing the full services agreed upon prior to any asks.
- Discussion of philanthropy funding for VC Goldware area; historical standards of funding for grant (83% entity of grant receiver, 17% for college or district for support)
- Generating quite a bit of indirect costs because of HEERF funding.
- Dashboard development, a lot of data available, to utilize data efficiently and effectively, and to have data accessible and usable in a single source location is the goal. This will help to develop and make decisions which faculty are able to teach face-to-face, online, etc.
- Increase of dashboard is evident, proposed positions will help to lower work with Institutional Effectiveness at the college level and support the individual college by college level. This will lower the level of work at the college level and will allow the district to assist.

Meeting Adjourn: 4:04pm