

OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES AND STRATEGIC PLANNING

District Strategic Planning Council

Friday, May 19, 2023

CAADO 309 & Zoom

2:00 – 5:00 P.M.

MEETING MINUTES

Meeting called to order – 2:02 pm

Present: Hussain Agah, AnnaMarie Amezcuita, Stephen Ashby, Majd Askar, Kimberly Bell, Christopher Blackmore, Victor Bolanos, Shawna BuShell, FeRita Carter, Michael Collins, Keith Dobyms, Rochelle Duran, Tammy Few, Mark Figueroa, Felipe Galicia, Rebecca Goldware, Evelyn Gonzalez, Monica Green, Casandra Greene, Vivian Harris, Tenisha James, Ruth Leal, Susan Mills, Jason Parks, Michael Peterson, Mark Sellick, Kaneesha Tarrant, Denise Terrazas, Beiwei Tu, Joel Webb, Lynn Wright, Lijuan Zhai

Absent: Aaron Brown, Chris Clarke, Kristine DiMemmo, Wolde-Ab Isaac, Laurie McQuay-Peninger, Debra Mustain, Robin Steinback, Christopher Sweeten, Rhonda Taube, David Torres

Guests Present: John Geraghty, Misty Griffin, Hilda Haley, Leigh Anne Jones (DLR Group), Arlene Serrato, Ines Solis (minute recorder), Prem Sundharam (DLR Group), Leona Vassale,

I. **Committee Business**

a. **Approval of the May 19, 2023, Agenda**

Motion to accept the May 19, 2023 agenda - 1st F. Galicia 2nd M. Peterson; **Approved**, no abstentions.

b. **Approval of the March 17, 2023 Minutes**

Motion to accept the March 17, 2023, Minutes as written - 1st M. Sellick 2nd M. Peterson, **abstained:** V. Harris;
Approved.

II. **Information Items**

a. **Project Nexus Update**

Associate Vice Chancellor Chris Blackmore provided an update that highlighted the latest developments, progress, challenges, and future plans related to the Project Nexus, focusing on data validation, system functionality, integrations, communication, and an unexpected update regarding the Web Advisor replacement as Web Advisor has reached end of life and no longer supported by the vendor.

b. **Chapter 3 Student Services Board Policy Revisions**

General Counsel Keith Dobyms presented a selection of Chapter Three: Student Services board policies for review and input. The select policies have undergone review and have been presented to various bodies such as the college and district Academic Senates and the Student District Consultation Council as part of the review processes. The plan is to progress these policies to the June Board of Trustees Committee for the first reading and then to the June Board of Trustees Regular meeting for adoption and approval.

c. **Possible Alignment of College and District Planning Cycles**

Vice Chancellor Susan Mills introduced the topic of aligning college and district planning cycles for discussion as a starting point with consideration of the district's strategic plan upcoming expiration in 2024, prompting the need for a revision. Aligning cycles may lead to better resource allocation, communication, and understanding of future directions. The colleges have various program review cycles (e.g., two-year, three-year, five-year with yearly updates); an alignment would aim to achieve a clear understanding of each component's role within a unified context for efficient resource allocation. The discussion is intended to continue into the fall.

d. **MVC Governance Structure Update**

Academic Senate President Felipe Galicia outlined the changes made to the Moreno Valley College's governance structure, emphasizing alignment, efficiency, and the integration of guided pathways across various committees. The new structure aims to

better meet the college and district's needs ensuring effective communication and collaboration. The number of committees was reduced, and the new structure allowed for the creation of working groups, planning groups, or task forces with specific purposes.

e. eTime and Attendance Project Summary

Controller John Geraghty and Payroll Manager Hilda Hayley presented on eTime and Attendance to emphasize the significance of transitioning to an automated system for leave management and time tracking. They outlined the selection process and criteria, and highlighted the anticipated benefits and timeline for implementation. The project will automate leave management and time tracking processes. Employees will have access to real-time leave balances and forecast future balances and the system will offer extensive reporting capabilities to support HR and supervisor functions.

f. FY 2023-24 Tentative Budget

Director of Business Services Misty Griffin presented the FY 2023-24 Tentative Budget as a preview before it is presented to the Board of Trustees in June. The presentation provided an overview of the tentative budget for Riverside Community College District, outlining key changes, concerns, assumptions, and estimates for both the current and upcoming fiscal years. The tentative nature of the budget due to potential changes based on final state budget decisions and other factors were emphasized. The budget continues to prioritize student success, advancing equity, and provides flexibility to progressing on roadmap goals.

III. Action Items

a. Budgeted Allocation Model for Unique

Director of Business Services Misty Griffin introduced the Budget Allocation Model (BAM) for distributing the District General Fund resources to the colleges within the district. The previous allocation was based on actual Full-Time Equivalents Student (FTES), but BAM aims to improve the allocation methodology. The budget process involves two phases: state allocation to community colleges based on the Student-Centered Funding Formula and district allocation to individual colleges. "Unique" programs were defined as those offered at one college and having specific characteristics. Accreditation standards, reporting, specialized instruction, capstone courses, dedicated facilities, and specialized equipment are considered for uniqueness. The methodology for uniques will be incorporated into the 2023-2024 budget revenue allocation.

Motion to accept the Budget Allocation Model for Unique Programs. **1st C. Greene, 2nd M. Peterson; Approved unanimously.**

b. Sustainability & Climate Action Plan (SCAP) Board Resolution

Associate Vice Chancellor Hussain Agah presented the Sustainability and Climate Action Plan, along with a related Board resolution. The plan is the result of a collaborative effort involving various stakeholders and aims to integrate sustainability principles into the district's operations and practices. The plan covers three main pillars: climate, environmental issues, and social and economic elements. It outlines goals, objectives, and actions in various impact areas to guide the district towards more sustainable practices. The related Board resolution aims to solidify the goals and actions of the Sustainability and Climate Action Plan. However, during the discussion some members expressed concerns about the language of the resolution. There is a suggestion to revisit the resolution after legal review and further discussion before proceeding with its approval.

Motion to accept the Sustainability & Climate Action Plan while excluding the board resolution. **1st F. Galicia, 2nd C. Greene, discussion followed.**

- **Amendment:** Motion to recommend the Sustainability & Climate Action Plan without the board resolution and with removing any reference to "health" and "wellness."

1st C. Green, 2nd M. Peterson, abstained: C. Blackmore, S. BuShell, R. Goldware; Approved

c. MVC Student Housing Construction Application Submission

Associate Vice Chancellor Hussain Agah summarized the MVC Student Housing Construction Application submission and focused on the challenges, opportunities, and financial feasibility of the Moreno Valley Student Housing Project. It highlights the competitive nature of scoring, the need for local resources, and the broader impact on the district's existing resources and operations. The district's conservative approach to estimating costs and planning for sustainability is also emphasized.

Motion to accept the Moreno Valley College Student Housing Construction application submission. **1st M. Peterson, 2nd V. Harris, abstained: V. Bolanos, F. Carter, T. Few; Approved**

d. Five Year Capital Construction Plan, Final Project, Proposals and Final Project Proposals (5YYCP)

Associate Vice Chancellor Hussain Agah outlined the main points regarding the five-year capital construction plan for the district's 2025–2029 year plan submission. Districts must submit an annual five-year capital construction plan to the State Chancellor's office. The plan integrates data from colleges and the district office and indicates the importance of submitting a comprehensive plan that aligns with state requirements while addressing funding challenges for proposed projects.

Motion to accept the Five-Year Capital Construction Plan (5YYCP), IPP and FPP Proposals submissions. **1st M. Peterson, 2nd V. Bolanos, no abstentions; Approved unanimously**

e. **Realignment of Civic Engagement and Partnerships Sub-Committee**

Vice Chancellor Susan Mills deferred item III.e. Realignment of Civic Engagement and Partnerships Sub-Committees until the next DSPC meeting in FY 2023-24.

IV. Task Force/Sub-Committee/Special Reports

- a. Facilities Planning and Development Council Minutes: February 23, 2023 & March 30, 2023
 - The FPDC minutes for February 23rd and March 30th were included in the agenda packet for the Council's review. The Council did not have any questions or additional input.
- b. District Safety & Security Committee Minutes: April 3, 2023
 - The DSSC minutes for April 3rd were included in the agenda packet for the Council's review. The Council did not have any questions or additional input.
- c. District Budget Advisory Council Minutes: September 22, 2022, October 21, 2022, November 17, 2022, January 20, 2023 & March 17, 2023
 - The DBAC minutes for September 22nd, October 21st, November 17th, January 20th, & March 17th were included in the agenda packet for the Council's review. The Council did not have any questions or additional input.

V. Vice Chancellor's Report

Vice Chancellor Susan Mills indicated she would forgo the Vice Chancellor's update report due to time constraints.

VI. Reports/Updates

- a. **Moreno Valley College**
Vice President Mark Figueroa indicated he would forgo Moreno Valley College's update report due to time constraints.
- b. **Norco College**
President Monica Green indicated she would forgo Norco College's update report due to time constraints.
- c. **Riverside City College**
Interim President FeRita Carter indicated she would forgo Riverside City College's update report due to time constraints.

VII. Other

- a. Next Meeting: Fall 2023

Adjournment 5:27 pm