

## OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES AND STRATEGIC PLANNING

### District Strategic Planning Council

Friday, February 23, 2024

CAADO 309 & Zoom

2:00 – 5:00 P.M.

### MEETING MINUTES

Meeting called to order – 2:01 pm

**Present:** Stephen Ashby, Kimberly Bell, Victor Bolanos, Aaron Brown, Kristine DiMemmo, Tammy Few, Mark Figueroa, Felipe Galicia, Rebeccah Goldware, Monica Green, Casandra Greene, Vivian Harris, Tenisha James, Susan Mills, Esteban Navas, Jeff Rhyne, Jo Scott-Coe, Kathleen Sell, Arlene Serrato, Robin Steinback, Joel Webb, Patty Worsham

**Absent:** Laura Dunphy, Ruth Leal, Claire Oliveros, Denise Terrazas, Leona Vassale (designee), Melody Ward, Ajene Wilcoxson

**Guests Present:** Hussain Agah, Chris Blackmore, Shawna BuShell, FeRita Carter, Chris Clarke, Michael Collins, Ali Cooper (Program Manager, EvGide), Keith Dobyns, Gabriela Estrada-Toro, Carol Farrar, Joumana McGowan, Laurie McQuay-Peninger, Alice Musumba, Michael Peterson, Ines Solis (minute recorder)

#### I. Committee Business

##### a. Approval of the February 23, 2024, Agenda

Motion to accept the February 23, 2024, agenda - 1<sup>st</sup> K. DiMemmo, 2<sup>nd</sup> R. Goldware, **no abstentions; approved by consensus.**

##### b. Approval of the December 8, 2023 Minutes

Motion to accept the December 8, 2023, minutes as written - 1<sup>st</sup> J. Scott-Coe, 2<sup>nd</sup> K. DiMemmo, **no abstentions, approved unanimously**

#### II. Action Items

##### a. Clean Mobility Option: District Carsharing Program and Resolution

The presentation introduced by Vice Chancellor Aaron Brown and led by Hussain Agah, along with consultant Ali Cooper, provided an update on the Clean Mobility Options (CMO) Pilot Program that highlighted the successful grant of \$1.5 million received to implement the program, focusing on clean mobility options. Ali Cooper provided insights into the background, methodology, and key findings of the Clean Mobility Options: District's Car Sharing program aligning major initiatives, including decarbonization and climate action goals. The presentation outlined the utilization of the grant for acquiring 15 electric vehicles and installing 15 EV charging stations across the district. The next steps involve presenting the resolution for board approval, executing the voucher agreement, and engaging a mobility provider. The program is set to launch by August 2025, with ongoing work on board policies for EV charging stations, parking, and fee structures. Questions from council members covered topics such as vehicle distribution, program scalability, usage policies, operational costs, insurance requirements and the physical storage location of the vehicles on campus during non-operational hours. The program details will be addressed in the upcoming planning process and policy development as the workgroup develops with constituents.

Motion to have the Clean Mobility Option: District Carsharing Program and Resolution move forward to cabinet for further consideration:

1<sup>st</sup> J. Rhyne, 2<sup>nd</sup> J. Webb, **Abstention:** Ashby; **motion passed.**

##### b. District Solar Project Update

The District Solar Project update was presented by Vice Chancellor Brown and Hussain Agah, providing an overview of the solar project's three major components: solar PV, battery energy storage systems, and electric vehicle (EV) charging stations.

TotalEnergies, the selected contractor, will oversee the design, construction, and operation of the project, with construction set to commence in April. The solar installations will be distributed across Moreno Valley College, Norco College, Riverside City College, and the downtown Riverside CAADO parking garage. The presentation outlined the construction timelines, potential impacts on parking availability, and alternative parking solutions for each site. The plan emphasized collaboration with colleges and stakeholders to minimize disruptions and ensure effective communication during the construction process.

Motion to have the District Solar Project Update move forward to the Chancellor's Cabinet for further consideration.

**1<sup>st</sup> V. Harris, 2<sup>nd</sup> K. DiMemmo, no abstentions; motion passed unanimously.**

**c. Grants & Sponsored Programs Post-Award Updates**

In this presentation on Grants and Sponsored Programs post-award updates, Executive Director Laurie McQuay-Peninger, representing the post-award work group, outlines seven recommendations aimed at enhancing grant development and management processes within the district. The work group, comprising representatives from the grants and business teams at both college and district levels, focuses on improving efficiency, effectiveness, and compliance with uniform guidance. The key recommendations include separating grant acceptance from new grant setup, assigning grant acceptance leadership to college grants and business teams, defining signatories for grant-related documents, introducing a change in status form, presenting new grants to the Board of Trustees as consent action items, utilizing Grant Navigator as a repository for formal grant documents, and establishing a pre-award process to streamline grant acceptance. These changes are anticipated to reduce workload, enhance consistency, and facilitate smoother processes for both the district and college teams. The recommendations aim to create a more structured and efficient workflow, ensuring compliance and reducing potential delays in grant acceptance.

Motion to have the Grants & Sponsored Programs Post-Award Updates move forward to the Chancellor's Cabinet for further consideration.

**1<sup>st</sup> K. Bell, 2<sup>nd</sup> V. Harris, no abstentions; motion passed unanimously.**

**d. Board Policy Revisions: Chapter 6 Human Resources**

General Counsel Keith Dobyns discussed board policy revisions for Chapter 6 (Human Resources) as part of the ongoing process of reviewing and revising board policies. The proposed changes to the fourteen board policies presented include the deletion of two policies merged into others or addressed through external contracts. Specifically, BP 6155 (Evaluation of the College President) is proposed for deletion, recommending the incorporation of president evaluations into BP 6150 (Employee Evaluations) and individual president contracts. Concerns about the management handbook referenced in BP 6150 were addressed, along with clarification on the addition of verbiage in BP 6120 regarding unconscious biases in the hiring process. The changes aim to enhance clarity, consistency, and compliance across the district's human resources policies.

Motion to have the board policy revisions for Chapter 6 (Human Resources) move forward to the Chancellor's Cabinet for further consideration.

**1<sup>st</sup> V. Harris, 2<sup>nd</sup> R. Goldware, Abstentions: Scott-Coe, Sell, Greene, Bolanos, Rhyne; motion passed.**

**e. District Strategic Planning Council, Committee & Sub-Committees: Operational Guidelines and Structure**

The DSPC co-chairs brought forth a revised version of the District Strategic Planning Council, Committee and Subcommittees: Operational Guidelines and Structure, highlighting its dynamic nature and the incorporation of recommended changes from the Chancellor that were discussed in the December meeting. The redlining has been removed to enhance readability, and the document was acknowledged as a living document that can be updated based on the Council's committee meetings and recommendations. Flexibility was emphasized regarding committee membership and meeting frequency, allowing adjustments as needed. The discussion included considerations about the robust nature of committee members and the possibility of having a faculty association appointee on the District Budget Advisory Committee (DBAC).

Motion to have the District Strategic Planning Council, Committee & Sub-Committees: Operational Guidelines and Structure to move forward for further consideration.

**1<sup>st</sup> K. Bell, 2<sup>nd</sup> V. Few, no abstentions; motion passed.**

**III. Information Items**

**a. DSPC Sub-Committee Membership**

The Office of Educational Services is keeping a spreadsheet to track the DSPC's sub-committees' membership, which will be accessible on the district DSPC website via SharePoint. The DSPC underscored the importance of filling vacant slots in committees to help convene sub-committee meetings. The spreadsheet is a living document, subject to updates based on committee meetings and recommendations for changes in membership structure. Overall, the goal is to facilitate effective functioning of committees through proper representation and ongoing updates.

**b. Assessment of DSP 2019-2024 Goals and Objectives**

The DSPC discussed the assessment of the district's strategic plan goals and objectives, with an emphasis on the need for

alignment and potential revisions. The importance of evaluating the current plan as it approaches its expiration in 2024 was highlighted and the process of refreshing the plan for the next five years was discussed. Concerns were raised regarding the alignment of goals across the district and the need to update objectives based on changing circumstances, including the impact of the pandemic, and evolving educational initiatives. There was agreement on the necessity of refining objectives to reflect current priorities and methodologies, ensuring consistency and clarity in data. Additionally, plans were made to address these issues in upcoming meetings of relevant committees and working groups, including the Institutional Effectiveness Committee.

c. **DSPC Sub-Committees Website Mockup**

The website mockup for the District Strategic Planning Council (DSPC) homepage is designed to provide a centralized platform for primary committees and subcommittees. The mockup includes sections detailing the purpose and roles of the DSPC and a list of committees with links to their respective pages. Each committee page features information on its membership, an organizational chart for DSPC, and sections for upcoming meetings, agendas, and minutes. Council members are encouraged to provide feedback on this resource.

d. **Educational Master Plan (EMP) 2024-2049**

The Council co-chairs provided an update on the progress of the Educational Master Plan (EMP), highlighting the collection and incorporation of feedback received from colleges and individuals at the district office. Efforts were made to update data, add language on several topics such as transfer, equity, and apprenticeships, and clarify the purpose of the EMP as a vision document. Minor edits were also addressed. The goal is to complete the EMP updated draft by the end of the following week and shared a tentative timeline for review and approval by various participatory governance bodies, including College Strategic Planning Committees, Academic Senates, District Senate, Cabinet, and the Board.

**IV. Task Force/Sub-Committee/Special Reports**

DSPC Sub-Committees meeting minutes were included in the agenda packet for the Council's review. Key takeaways from each meeting were presented, and the Council had the opportunity for discussion, and Q&A.

**Teaching & Learning Committee:** District Guided Pathways Sub-Committee meeting held on October 26, 2023;

**Institutional Planning, Effectiveness, and Governance Committee:** District Enrollment Management Committee meetings held on September 14, 2023, and November 9, 2023

**Resources Committee:** Facilities, Planning and Development Council meeting held on October 26, 2023, and November 30, 2023; District Budget Advisory Council meetings held on October 20, 2023; November 17, 2023; and December 8, 2023

**V. DSPC Co-Chair's Report**

District Academic Senate President Felipe Galicia provided an update on the progress of revising AP 6160A, related to Professional Growth and Sabbatical Leave, and reported that the workgroup is close to finalizing the revisions, by the next meeting scheduled for Friday, March 8th. President Galicia commended the committee membership and thanked Dr. Lijuan Zhai for her assistance in preparing the AP for updating on the website.

**VI. Reports/Updates**

**Moreno Valley College**

President Dr. Robin Steinback informed that at Moreno Valley College, the focus has been on retention, completion, and dual enrollment. They have conducted deep dives into trend data at various meetings and are committed to addressing the 50% student loss from fall to spring terms. Despite challenges, there are achievements to celebrate, including the highest percentage of full-time students ever, a reduction in time-to-completion, and a significant increase in dual enrollment program participation. Collaborative efforts between high school and college faculty aim to provide clear pathways to well-paying jobs or further education.

**Norco College**

President Monica Green informed that Norco College has exceeded their FTS target, reaching 101.2% of their annual goal. Their Strategic Enrollment Management Plan 2024-27 is undergoing approval at the college. It includes a refocus from recruitment and enrollment of students to looking at the full student journey from connection entry process and successful transition into career and transfer. A recent study identified equity gaps for Latinx and Black/African American students, prompting action plans based on the 10,000 minutes of recorded data interactions with students providing feedback. Additionally, they are opening the Stokoe Innovative Learning Center at Stokoe Elementary School, aiming to shape regional education practices and serve as a model for teaching and learning.

**Riverside City College**

Vice President FeRita Carter informed that at Riverside City College the Student Health and Psychological Services team has expanded mental health programs in collaboration with 17 community organizations, offering individual, family, and group therapy, crisis management, and wellness workshops. RCC is hosting a makerspace grand opening. Spring enrollment is at 102.8% of target and includes 23 new international students. A \$130,000 grant for the cybersecurity pathway has been secured from the Inland Empire Regional K-16 Educational Collaborative through UCR. Riverside City College was also selected as a returning

partner campus for the 2024-26 CaliforniansForAll College Corps program, receiving up to \$1.67 million to serve 100 College Corps fellow positions. RCC's Cyber Defense program has been ranked 13th nationally. 67% of spring Flex events focused on equity training for faculty. The English department is implementing an asset-based approach to teaching and learning, aligning with the district's strategic plans for increased Math and English attainment. RCC also organized a robust series of Black History Month events, including speakers, film screenings, and a book fair open to the community, culminating in a guest speaker featuring Dr. Khalid White, "Black Voices from the Ivory Tower".

**VII. Other**

- a. Next Meeting: March 15, 2024

Adjournment 4:17 pm

p