

OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES AND STRATEGIC PLANNING

District Strategic Planning Council

Friday, September 15, 2023

CAADO 309 & Zoom

2:00 – 5:00 P.M.

MEETING MINUTES

Meeting called to order – 2:00 pm

Present: Stephen Ashby, Victor Bolanos, Aaron Brown, Tammy Few, Felipe Galicia, Rebecca Goldware, Casandra Greene, Vivian Harris, Susan Mills, Esteban Navas, Claire Oliveros, Jeff Rhyne, Jo Scott-Coe, Kathleen Sell, Arlene Serrato, Joel Webb

Absent: Kimberly Bell, Kristine DiMemmo, Mark Figueroa, Monica Green, Tenisha James, Clarissa Juarez, Ruth Leal, Robin Steinback, Denise Terrazas, Leona Vassale (designee), Ajene Wilcoxson, Patty Worsham

Guests Present: Hussain Agah, Ree Amezquita, Majd Askar, Christopher Blackmore, FeRita Carter, Chris Clarke, Monica Esqueda, John Geraghty, Misty Griffin, Debra Mustain, Michael Peterson, Debbi Renfrow, Ines Solis (minute recorder), Beiwei Tu, Lynn Wright

I. Committee Business

a. Approval of the September 15, 2023, Agenda

Motion to accept the September 15, 2023, agenda - 1st J. Webb, 2nd C. Greene, **no abstentions; Approved by consensus.**

b. Approval of the August 25, 2023 Minutes

Motion to accept the August 25, 2023, minutes as written - 1st R. Goldware, 2nd J. Webb, **abstained:** J. Rhyne, T. Few, C. Greene; **Approved by consensus.**

II. Discussion Items

a. DSPC Structure

The Council reviewed the recent recommendations made by the Chancellor that address the restructuring and organization of committees within the DSPC and their roles in the district's strategic planning process. Clarification was requested regarding the charge of the Basic Needs Subcommittee and the distinction between Civic Engagement and Community Engagement. The role of the District Academic Senate was highlighted with the importance of connecting it to the strategic planning process. Smaller groups will be formed to work on the charges and missions of the new committees.

III. Information Items

a. RCCD Travel Program Update

Controller John Geraghty presented an update to the RCCD Travel Program that focused on the transition from American Express to Bank of America as the new travel credit card provider, along with the associated procedures and communication plans. The American Express travel credit card currently used is being discontinued as of November 1st. The transition plan involves a phased approach, with the first batch of cards being issued to those traveling in October, followed by November travelers, and then others. Users will need to complete an acknowledgment form to ensure compliance with board policies. Communication about the transition is being rolled out, including meetings with various committees, and posting information on the website.

b. Service Provider for Bookstore Operations

Director of Business Services Misty Griffin informed on selecting Services Provider for Bookstore Operations. The college is required to hold a bid process for goods and services every five years, and the current bookstore service provider's contract was up for renewal. The selection committee included representatives from various college departments and groups, such as business services, academic affairs, student services, and shared governance committees. The committee conducted site visits, received proposals from Barnes and Noble and Follett, requested best and final offers, and evaluated numerous factors, including service, billing, pricing, and bookstore appearance. Barnes and Noble was selected as the recommended new bookstore service provider.

IV. Action Items

a. District Safety and Security Committee Update Related to Emergency Preparedness

Director of Risk Management Beiwei Tu along with Manager of District Safety & Emergency Planning Monica Esqueda presented on the importance of preparedness and communication in emergency situations. The district has implemented a critical communication protocol to differentiate between law enforcement-related incidents, such as active shooters, and facility-related incidents, like power outages. The responsibility for sending the initial alert depends on the type of emergency, with subsequent notifications managed by the strategic communication team. Two action items are presented for consideration: the first involves implementing semi-annual facility status certification at each college to ensure adherence to emergency equipment standards; the second action item focuses on the development of Department Emergency Action Plans which will help departments create specific plans to address unique challenges during emergencies

Motion to move forward the Semi-annual Facilities Status Certification

1st V. Harris, 2nd J. Webb, no abstentions; **motion passed unanimously.**

Motion to move forward the Department Emergency Action Plan

1st V. Harris, 2nd E. Navas

Amendment: Motion to move forward the Department Emergency Action Plan with the intent of obtaining feedback from all constituent groups for feedback.

1st V. Harris, 2nd R. Goldware, no abstentions; **amended motion passed unanimously.**

V. Task Force/Sub-Committee/Special Reports

The FPDC minutes for May 25th and July 27th, DSSC minutes for June 2nd, and DBAC minutes for May 19th were included in the agenda packet for the Council's review. The Council did not have any questions or additional input for Vice Chancellor Aaron Brown.

VI. Vice Chancellor's Report

Vice Chancellor Susan Mills highlighted two items: progress in the development of a long-term Educational Master Plan (EMP) and the upcoming district-wide retreat to engage a broad audience with an emphasis on the Guided Pathways. The first item presented a productive meeting to gather initial feedback that was held on September 8th to discuss the draft of the EMP with a workgroup consisting of college planning leads, DSPC co-chairs and a couple of others. The intent is to share the draft broadly with college leadership, planning councils, and various associations. Another meeting on October 6th is planned to incorporate feedback and move towards a more refined draft before initiating the broader review process involving college and district-level groups, ultimately leading to a presentation to the Board of Trustees. The second item highlighted a district-wide retreat scheduled for November 3rd, focusing on the guided pathways and enrollment management principles. A diverse audience has been invited with over 300 individuals, including IDSs and engagement center representatives.

VII. Reports/Updates

a. Moreno Valley College

Interim Vice President Ana Marie Amezcua presented MVC's college report and highlighted efforts in addressing space utilization, progress in implementing the enrollment management plan, and positive trends in enrollments at Moreno Valley College. MVC has engaged in discussions about space utilization and efficiency at the college and conducted an inventory of areas and reviewed their usage. Collaboration has taken place with college stakeholders, including department chairs, assistant chairs, and deans and presentations have been made to scheduling staff and administrators to ensure awareness of space efficiency. MVC successfully completed the Strategic Enrollment Management Plan at the end of the last academic term and has initiated the implementation of activities outlined in the plan. Action plans include midterm and mid-year assessments to evaluate where refining needs to take place. Moreno Valley College's enrollments are showing positive trends, exceeded the summer enrollment target and demonstrating to be on track to do the same for the fall semester. Currently, MVC is surpassing 51% of annual targets before reaching midterm. MVC has implemented a "Great Weeks" plan for late-start classes and keeping the college informed with regular enrollment updates and reports.

b. Norco College

President Monica Green provided a written report for Norco College that highlighted Guided Pathway Summit, College Enrollment Update, and Accelerated Courses. Norco College participated in a 1 ½ day summit focused on achieving equity in Guided Pathways. The summit included a keynote by Rob Johnstone, breakout sessions around four key pillars: Pathway Updates, Strategic Enrollment Management, Student Engagement, and Equitable Assessment. The day ended with reflection and action planning towards creating a more equitable college community ready for students and focused on their economic mobility. Norco College's current FTES is 3,040, meeting 99% of the summer and fall 2023 target. Fall FTES target is 3,143, and 96.7% has been achieved, showing significant growth compared to last fall (18.7% increase, 478 FTES). Norco College is expanding accelerated class availability in the latter part of the fall term. A proactive media campaign is underway to promote this opportunity and enhance college access in the community.

c. Riverside City College

President Claire Oliveros was excited to share that Vice President DiMemmo and Professor Courtney Carter will present at the National Guided Pathways Conference, focusing on linking career paths to the classroom for improved student access. RCC is ensuring comprehensive College Promise support by assessing the college promise funding to ensure that all eligible students receive college promise support, either through the College Promise Grant (BOG or BOGW), and then through the annual allocation from the Chancellor's Office. These funds will be used for tuition registration. Additional processes and policies are being developed to support those students in programs that are considered full time, even though they may be under the 12-unit threshold like Culinary and Cosmetology, which helps to create further access and student success. The Equity-minded Learning Institute is launching a second cohort and conducting an Intercultural Development Inventory. In terms of resource development allocation, RCC's strategic planning prioritization is underway with the first of two Vice Presidents Q&A sessions; the first hour was dedicated to the initiatives and the last half hour was dedicated to prioritized strategic initiatives and faculty positions. Hispanic Serving Institution week was recently concluded and RCC is now celebrating Hispanic Heritage Month with various events. RCC is proudly meeting federal Hispanic student criteria of 65% Hispanic full time equivalent students. RCC has several events planned to honor and celebrate the Latin X community including guest speakers, poetry, car shows, art, and more. Anyone visiting RCC is encouraged to stop by the La Casa Center to view their new student led and painted mural project.

VIII. Other

- a. Next Meeting: October 20, 2023

Adjournment 3:55 pm