



RIVERSIDE COMMUNITY COLLEGE DISTRICT

OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES AND STRATEGIC PLANNING

District Strategic Planning Council

Friday, December 8, 2023

CAADO 309 & Zoom

2:00 – 5:00 P.M.

MEETING MINUTES

Meeting called to order – 2:05 pm

Present: Stephen Ashby, Kimberly Bell, Aaron Brown, Kristine DiMemmo, Laura Dunphy, Tammy Few, Mark Figueroa, Felipe Galicia, Rebecca Goldware, Monica Green, Casandra Greene, Vivian Harris, Tenisha James, Susan Mills, Esteban Navas, Jeff Rhyne, Jo Scott-Coe, Kathleen Sell, Arlene Serrato, Denise Terrazas, Leona Vassale (designee), Joel Webb, Patty Worsham

Absent: Victor Bolanos, Ruth Leal, Claire Oliveros, Robin Steinback, Melody Ward, Ajene Wilcoxson

Guests Present: Hussain Agah, Majd Askar, Chris Cano, FeRita Carter, Kristine Clark (Barnes and Noble), Chris Clarke, Keith Dobyms, Monica Esqueda, Carol Farrar, Misty Griffin, Laurie McQuay-Peninger, Ines Solis (minute recorder), Kevin Stewart, Beiwei Tu

I. Committee Business

a. Approval of the December 8, 2023, Agenda

Motion to accept the December 8, 2023, agenda - 1st K. DiMemmo, 2nd V. Harris, **no abstentions; Approved by consensus.**

b. Approval of the November 17, 2023 Minutes

Motion to accept the November 17, 2023 minutes as written - 1st K. DiMemmo, 2nd V. Harris, **abstained:** K. Sell, J. Webb; **Approved by consensus.**

II. Action Items

a. Emergency Preparedness Update

The Emergency Preparedness and Safety Update presentation provides a second update on emergency preparedness and safety procedures implemented since the April 18, 2023 incident at Riverside City College. The presentation highlighted the district's comprehensive approach to emergency preparedness and safety, incorporating training, infrastructure enhancements, communication plans, and public relations efforts. Risk Management introduced department-specific Emergency Action Plans for regulatory compliance and improved preparedness, covering employee details, training records, supply locations, and lockdown procedures. A phased online course for student active shooter training is being developed, including knowledge checks and campus platform alignment. The Emergency Operations Center (EOC) enhancement involves a three-step process, including training, hands-on exercises, and drills, with a tabletop exercise scheduled for January 2024. Standardized lockdown exercise protocols emphasize communication, observation, and strive for continuous improvement. Positive feedback has been received from recent lockdown exercises. A workgroup has been formed aiming to standardize security equipment district-wide by June 2024, while focusing on hardware and maintenance. The officer redeployment on weekends has successfully addressed rising crime, and a help desk ticket system has helped streamline critical incident training requests. The blue phone inspections and maintenance have been simplified with IT's assistance. Efforts to build media relationships, monitor news, and expand newsletters are being complemented by campaigns for increased social media followers, enhancing crisis awareness and communication.

Motion to have the Emergency Preparedness Update presentation move forward to cabinet for further consideration.:

1st V. Harris, 2nd L. Vassale, **No abstentions; motion passed unanimously.**

b. **Boards Policy Revisions**

Select Chapter 5 Board Policy revisions were presented in compliance with ongoing accreditation requirements. The proposed changes include relatively minor adjustments to Chapter 5 Business and Financial Services Board Policies, such as 5250 and 5320, with more significant changes in policies 5700 and 5870 with updates to the language. Two new policies, 5330 for Purchasing and 5910 for Housing, are also reviewed.

Motion to have Board Policies 5250, 5320, 5330, 5700, 5870, 5910 move forward to Cabinet for further consideration with the stated changes to BP 5870 to replace “campus” with “college” and change “through their Strategic Planning Committees” to “through their strategic planning process.” Additionally, BP 5330 is modified to include “or designee” for the Chancellor’s designee to purchase supplies.

1st V. Harris, 2nd L. Vassale, **No abstentions; motion passed unanimously.**

III. **Information Items**

a. **Administrative Procedures Revisions**

Select Administrative Procedures for Chapter 1 and Chapter 2 were included for the Council’s review. AP 1410 reflects changes addressing accreditation findings and sets a review cycle for board policies and administrative procedures. AP 2105 reflects updated federal regulations on Distance Education. Additionally, AP 2250 and AP 2255 reviews were presented, with AP 2255 being rescinded, and its content incorporated into AP 2250.

b. **Districtwide Equity Audit Project**

The Districtwide Equity Audit Project involved completing equity audits at each college. Consultants and presidents reviewed the audits, identifying commonalities in recommendations. Three categories—Student-Ready Institutional, Equity-Minded Individual, and Transformative—were analyzed. Noteworthy recommendations common across all colleges are categorized as requiring districtwide coordination or being recommended for consideration. Five are deemed to necessitate districtwide coordination, while others are suggested for alignment with strategic bodies.

c. **Bookstore transition and looking ahead**

Guest presenter Kristine Clark from Barnes and Noble joined the meeting to engage in an active discussion regarding the transition in the bookstore to Barnes and Noble and the need for information about the upcoming tools and processes for book orders. The discussion covered the current process for book orders, feedback on the book order process, preloading textbook information in the spreadsheet, addressing missing responses from faculty, and the use of standard messaging for openly licensed or zero-cost materials. Plans for a new Adoption Insight Portal application on the bookstore website was also mentioned. Council members provided feedback and suggestions for improving the transition process.

d. **DSPC Operational Guidelines and Structure draft revisions**

The Council reviewed the most recent changes to the Operational Guidelines and Structure document with attention to the Equity, Social, Economic and Environmental Justice Committee and the Advancement and Partnership Committees’ charges and membership. An overview of vertical and horizontal alignment in committee communication was emphasized and documents to be submitted to the DSPC for approval was clarified by emphasizing that the recommendation is to *move items forward* for the Cabinet’s consideration. The Council highlighted the need for ongoing communication, collaboration, and adaptability in implementing and refining the governance structure.

e. **Assessment of District Strategic Plan (DSP) 2019-2024 Goals and Objectives**

The DSPC was presented with a draft for discussion of the alignment of Goals and Objectives from the Assessment of the 2019-2014 District Strategic Plan connecting each to the corresponding DSPC Committee. Various goals are assigned to committees based on their focus areas, such as Teaching and Learning, Resources, Equity, and Advancement & Partnership for oversight, reporting and assessment. DSPC committees are highly encouraged to convene during Spring semester considering the District Strategic Plan’s expiration in 2024.

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

The District Safety & Security Committee minutes for October 6, 2023 and November 3, 2023, Sustainability and Climate Action Committee for September 29, 2023 were included in the agenda packet for the Council’s review. Highlights from each meeting were shared and the Council’s questions were answered. The Council offered suggestions for revisions.

V. **DSPC Co-Chair’s Report**

District Academic Senate President Felipe Galicia mentioned comments on the Educational Master Plan have been received, with a plan to work on incorporating those comments in January for a revised draft by the spring semester. Additionally, Academic Senate standing committees will be working on various administrative procedures, including APs related to certification, equivalencies, and waivers. The District Academic Senate is seeking input from college chairs on equivalencies processes. The Professional Growth and Sabbatical Leave Committee is reviewing AP 6160A for language refinement. The Senates will provide updates on the Inland Empire Technical Trade Center in the spring to maintain ongoing dialogue at the colleges.

VI. Reports/Updates

a. Moreno Valley College

Vice President Mark Figueroa presented Moreno Valley College's report and provided updates on progress toward enrollment goals for winter and spring, currently at 93% and 40.5%, respectively. Efforts include encouraging late spring enrollments and improving term-to-term retention. Initiatives involve education advisors providing registration support during the first week of winter term and preparing for the California Reconnect Initiative targeting adult students. Additional Associate Degree for Transfer (ADT) programs have been added, and faculty are developing new ones. The college collaborates with K-12 partners to enhance dual enrollment opportunities and align pathways with high school academies. Planning workshops focus on Guided Pathways implementation, analyzing collected data and identifying areas for improvement. Lastly, efforts are underway to complete the update report for the Student Equity Plan to the Chancellor's Office.

b. Norco College

President Monica Green informed that Norco College celebrates the accreditation of the School of Business and Management by the Accrediting Council of Business Schools and Programs. They also announced the launch of the Stokoe Innovative Learning Center in spring 2024, a significant achievement after years of planning. The center will open its first class at Stokoe Elementary on February 12th, with a grand opening on March 8th. Norco College reports a 97.8% mid-year target and 80% of the annual Full-Time Equivalent Student (FTES) target, reflecting a 19% growth in FTES and a 13% increase in student enrollments since the previous fall. Lastly, Dr. Tenisha James was appointed as Norco College's next Vice President of Planning and Development, pending board approval.

c. Riverside City College

Vice President Kristine DiMemmo provided updates from Riverside City College highlighting a successful inaugural Men of Color event that was well-attended and planned, showcasing engagement from faculty, classified professionals, and administrators throughout the campus. The nursing department achieved a notable accomplishment with a 100% pass rate on the NCLEX exams for both RN and CNA, earning significant praise. Recognition was extended to faculty in various fields nationally, including physics, HVAC, and theater, and emphasized that these achievements were included in the strategic planning newsletter. The strategic plan review cycle has commenced at RCC, aligning with the 2025 end date of the current plan. Enrollment is being actively monitored and is showing positive indications so far.

VII. Other

- a. Next Meeting: February 23, 2024

Adjournment 4:05 pm