

**District Strategic Planning Committee**  
October 11, 2013 - 2:00 pm to 5:00 pm  
Economic Development Conference Room  
**Minutes**

**Chancellor:** Dr. Azari - Chair

**Members Present**

Adams, Ruth; Alcaraz, Art; Brown, Aaron; Greene, Lyn; Keeler, Richard; Maghroori, Ray; Mills, Susan; Muehlebach, Eric; Nelson, Lee; Steinback, Robin; Tillquist, John; Torres, David; Zwart, Gail

**Members Absent**

Arellano, Martha; Bush, Ed; Cardullo, Amy; Carlson, Chris; Dieckmeyer, Diane; Gibbs, Travis; Herman, Rick; Isaac, Wolde-Ab; Mayo, Sandra; Parnell, Paul; (Debbi Renfrow – to be replaced); Snyder, Jared

**Guest:** Beth Gomez, VP Business Services, Norco

**APPROVAL of 9/13/13 minutes – MSC/Zwart/Maghroori/Unanimous**

**REPORTS**

- a. **Chancellor** – The self-study accreditation reports will be completed and submitted for board approval this Fall 2013. Dr. Azari is looking at the possibility of rotating the DSPC meetings and is open to suggestions. The committee will be notified of the location for our next meeting on November 8<sup>th</sup>.

**ACTION ITEMS**

- a. BAM Revision Project FY 2013-14 – Aaron Brown discussed the seven principles and nine revision components of the BAM Revision Project. This remains a work in progress to assess the revisions, implementation issues and revisit some elements which require additional analysis, consideration and/or policy decisions. Aaron would like to have approval on formation of a task force from the DSPC to define the roles of the District and the District's four major entities in the budget development execution processes. What is the expectation of the colleges as to what level of service will be provided by the District Support Services and District Offices? This task force should include: (1) administrator (1) faculty from each college and (2) district administrators – one from Business Services and one from Educational Services.

**Motion – to approve BAM Revision Project FY 2013-14**  
**MSC/Maghroori/Greene/Unanimous**

**UPDATES**

- a. District Strategic Plan: Measurable Objectives and Action Plan – David Torres has formed a task force and is in the process of gathering data from different colleges and institutions on how those colleges have accomplished their strategic planning at a district and multi-college level. This information will be presented to the task force for their review shortly.

**District Strategic Planning**

- a. Educational Services – Ray Maghroori reported that decentralization of the Evaluations Department has been finalized. All colleges have agreed on how the personnel will be divided. The move will be completed by November 1<sup>st</sup>.
- b. Business and Financial Services – Aaron Brown reported that the redevelopment agency backfill issue, a multi-billion dollar issue of funding coming from the state, should be resolved sometime in December 2013. Another issue is the assessment from the IRS reporting 1098T information, missing social security numbers primarily for students. He is hopeful that this has been worked out so there will be no need for an assessment after all.

- c. Diversity and Human Resources – Art Alcaraz reported that the City of Riverside’s Community Relations Commission is just about to put out a multi-cultural portrait which focuses on demographics of the Riverside area including student population and the local universities. Art will send this data to David for distribution among the committee members for their information. It will be interesting to see how it correlates to our Environmental Scan.

College Strategic Planning

- a. Moreno Valley College – Robin Steinback reported that MVC has been working to tighten the connection between their program review process and their strategic plan. They have not taken a formal look at some measurable outcomes so the VP’s have pulled together information working with the deans and faculty and will be giving a report on their goals and strategic themes at their strategic planning committee that meets later this month. MVC has also been working on a comprehensive master plan and they discovered that by looking at a current snapshot of the population they serve (primarily Latino) compared to the last time, they are still serving the same number of Latino students even though the percentage of the population has increased. This information will be reviewed by the Equity Committee.
- b. Norco College – Gail Zwart reported that Norco has approved their Technology Plan and their Strategic Plan through 2018 Mission, Vision and Goals. They are in the process of aligning their goals and objectives to committees. Each committee will be responsible for a certain goal and objective in the strategic plan. This will be brought back to Institutional Strategic Planning next week for further discussion. The Norco Facilities Master Plan is will be approved at the October board meeting.
- c. Riverside City College – Susan Mills reported that RCC has presented a draft of their self-evaluation to the Strategic Planning Executive Council, student senate, academic senate and to the CSEA. Once they receive feedback, it will be presented at the next Executive Cabinet meeting and submitted to the board in November. Lee reported that the accreditors from the ACEN came in to review the Nursing Program for accreditation and awarded them with an eight year accreditation. The accreditors stated that their program was stellar and complimented the Nursing Program on the great job they had done with developing their new curriculum. Susan also reported that RCC is continuing their work on program review, the Educational Master Plan, and making revisions to refresh the strategic planning process. RCC has a retreat scheduled for October 25<sup>th</sup> to revisit the assessment timeline and discuss the results, look closely at the constitution and by-laws, and discuss the integration of their academic senate committees, strategic planning councils, advisory groups and executive groups. Program review is on the agenda but they want to focus primarily on comprehensive program review since it’s the cornerstone of strategic planning.

**Meeting Adjourned: 3:10 p.m.**

**Next Meeting:**

**Friday, November 8, 2013  
2:00 – 5:00  
Economic Development Conference Room  
152 E. Sixth Street, Corona, CA**