

District Strategic Planning Committee
Friday, November 14, 2014 - 2:00-3:30
Bradshaw Bldg., Heritage Room, Riverside City College
MINUTES



Committee Webpage: <http://www.rccd.edu/administration/educationalservices/ieffectiveness/Pages/Strateg>

Chair: Chancellor Michael Burke; Robin Steinback Pro-Tem

Present: Ree Amezcuita; Martha Arellano; Tom Allen; Melissa Bader; Aaron Brown; Amy Cardullo; Chris Carlson; Diane Dieckmeyer; Carol Farrar; Rick Herman; Richard Keeler; Ruth Leal; Susan Mills; Leslie Salas; Sylvia Thomas; John Tillquist, David Torres

Absent: Ruth Adams; Ed Bush; April Galvan; Travis Gibbs; Lyn Greene; Irv Hendrick; Wolde-Ab Isaac; Mayo, Sandra; Eric Muehlecher; Lee Nelson; Paul Parnell

Guest: LaTonya Parker

1. Committee Business

Minutes - Approval of minutes for October 10, 2014/**MSC/Dieckmeyer/Torres/2 abstentions**

2. Chancellor's Report – M. Burke

a. District Strategic Plan – Next Steps (Handout)

Dr. Burke reported on four goals he would like to see implemented for 2014-16:

(1) Creating a Climate of Stewardship – (2) Creating a Climate for Participatory Decision-Making (3) Creating a Culture of Intentionality (4) Creating a Culture of Care

Comments:

- Where are the students in this? Student success and student completion has to be our top priority. Need to deal with the equity gap.
- The idea of creating a culture of intentionality resonated with the committee that this is what the District Strategic Planning Committee (DSPC) should be all about.

3. Information Items

a. Discussion on Budget Allocation Model – A. Brown and Tom Allen

- DBAC Meeting Minutes for 8 14 14 and 9 26 14 were provided.
- Outlined in the budget are unresolved policy organizational considerations that have budget implications, that once a decision is made, it can be translated into budget. What level of service is the District going to provide?
- Colleges need the 1% reserve. DBAC has decided that each college can set this aside from their own savings rather than it being a District allocated 1%.
- Main issue that still needs to be resolved is to get the budget alignment in place which is the biggest issue preventing DBAC from taking care of the rest of these items.
- Colleges have an accreditation visit in October 2015 so DBAC needs to address the District recommendation for the college accreditation response reports which will be submitted to June 2015 board. Aaron will submit a proposal to DBAC and then bring it to DSPC. For consistency, the District will give the colleges language needed for their reports.

4. Presentations:

a. Update on Information Technology Audit Report – R. Herman

- Audit started in June 2010 and the consultant looked at urgency and importance, dependency and pacing, and budget and resources. They gave IT a set of four priority projects and recommendations. The Information Technology Implementation Committee (ITIC) was formed and spent 12 months going through these recommendations. The current council is now Information Technology Strategic Council (ITSC) which meets on a monthly basis.
- Need to work on District-wide standards, policies and procedures.
- Need to review prioritization on an annual basis. Need to be able to audit themselves internally, eliminating the need to hire a consultant.

b. Information Technology Strategy Council Update on District Technology Plan

- Started working on a District Technology Plan that aligns with the District Strategic Plan in July. Need four entity plans - one for the district and one for each college.
- Came up with district technology goals that align with the six district strategic themes and with accreditation standards.

Questions and Comments:

- Who is responsible for completing all of this? The Information Technology Strategy Council mostly and it will also be tasked out to appropriate stakeholders.
- How will this plan be funded? With a potential facilities bond, redevelopment monies, instructional equipment monies, or general fund.
- ITSC minutes are all located on the Intranet website.
- ITSC will work in tandem with HR, Facilities and IT to make sure they have a comprehensive continuity plan and a disaster plan.
- Rick will submit the first reading of the entire technology plan to DSPC on December 12th and see if the committee approves moving forward with a final draft. Rick will provide a one page narrative for the District recommendation response for the accreditation report that links to all evidence.

5. Action Items:

a. Migration to Office 365 – R. Herman

- IT needs to either upgrade the exchange box, where e-mail and voice mail live, or they need to look at another option. They can upgrade the internal box to Microsoft Office Exchange 2013 or move all exchange accounts to Microsoft Office 365.
- Advantages of Office 365 – hosted in the cloud so we would have access from wherever we are. Has disaster recovery, etc. Microsoft allows 50 GBs of mailbox space per person versus ½ GB we currently have.
- Exchange 2013 attachment size has a limitation of 25 MB versus 35 MB if we do it in-house. Office 365 allows file sharing eliminating the need for attachments to e-mails and also has instant messaging.
- Office 365 costs - \$115,000 +\$20,000 for migration services.

Motion – to accept the Office 365 proposal recommendation by ITSC on the condition that any security questions are answered by ITSC/MS/Bader/Dieckmeyer/Unanimous

This recommendation will be forwarded to Chancellor's Cabinet.

6. Subcommittee/Task Force Reports

a. District Budget Advisory Council – A. Brown (see above report)

b. District Enrollment Management Committee – D. Torres reported for R. Steinback

This committee will meet on December 8th and review metrics identified last spring and longitudinal metrics by the colleges from 2008 until now. They have preliminary proposals from the State regarding FTEs ranging from 2% to 3.7%, an increase over base funding from the current year. Aaron stated that the Board of Governors has proposed a 2% increase. There is a new growth formula that's out there but it's not approved yet. If the Department of Finance implements this new formula for 2015-16, it's possible that we will get upwards of 3.7% based on the factors that are in play for our District.

7. Presidents and Vice Chancellor Reports

- Moreno Valley College – S. Mayo – No report
- Norco College - P. Parnell – No report
- Riverside City College - W. Isaac – No report
- Educational Services - R. Steinback – No report
- Business and Financial Services - A. Brown – No report
- Diversity and Human Resources - S. Thomas – No report
- Facilities Planning – C. Carlson – No report

Meeting Adjourned 3:50 p.m. / Bader/Dieckmeyer

Next meeting – December 12, 2014, 2:00 – 3:30 pm, Bradshaw Bldg., Heritage Room, RCC