

**District Strategic Planning Council**  
Friday, April 8, 2016 - 2:00-3:30  
Bradshaw Bldg., Heritage Room, Riverside City College  
MINUTES

Meeting called to order: 2:07

**Chair:** Aaron Brown – Chair Pro Tem  
**Present:** Tom Allen; Melissa Bader; Peggy Campo; Rick Herman; Wolde-Ab Isaac; Richard Keeler; Ruth Leal; Virginia McKee-Leone; Eric Muehlebach; LaTonya Parker; Patrick Pyle; Abel Sanchez; Mark Sellick  
**Absent:** Dr. Burke; Amy Cardullo; Chris Carlson; Michelle Davila; Diane Dieckmeyer; Don Foster; Irv Hendrick; Sandra Mayo; Ryan Rudolph; Robin Steinback; Sylvia Thomas; David Torres  
**Guests:** Gustavo Segura

**I. Committee Business**

- a. April 8, 2016 Agenda – Accepted with no amendments or additions
- b. Approval of March 11, 2016 Minutes/MSC/Parker/Bader/Unanimous

**II. Chancellor's Report – N/A**

**III. Actions Items – N/A**

**IV. Information Items**

- a. MVC Integrated Strategic Plan 2015-2018 – S. Mayo – Not present.
- b. Discuss Problem with Data Reporting between the colleges and the District – T. Allen
  - The researchers at the colleges noticed there was a discrepancy in the data they received from the District so they used their own data to report to ACCJC. They were not able to replicate the same numbers as the District. Is this due to using different methodologies? Lack of communication?
  - Rick Herman stated that IT has assembled a data reporting workgroup to identify the data source, whether it is Colleague, MIS referential files, etc. and develop a data warehouse so everyone is pulling and understands the data the same way. The committee consists of members from IT, researchers, David Torres and Raj Bajaj. They will work through the organization of data and make sure everyone is pulling data that can be reconciled. When the workgroup reports out, their findings will be submitted to ITSC.
  - IT wants to clean up their operational reports and make sure their data sources are clean before migrating the entire database over to SQL.
- c. Composition of Committee to include more Classified Staff – E. Muehlebach
  - Eric referenced AB 1725 and Ed Code 70901, Section B.1.e. which states: "Minimum standards governing procedures established by community college districts shall ensure faculty, staff, and students the right to participate effectively in district and college governance. Currently DSPC has two classified staff from the college's strategic planning committees, but no one from RCC and only one CSEA representative.
  - Eric's proposal is to have one member of staff from each of the colleges and two CSEA staff present on this committee. He feels this would be a fair and equitable addition of the classified staff to this body.
  - In discussing what the composition of this committee should be, it was agreed that clear direction is needed with an integrated, rational structure in place, and to clarify what the committee's function is. The committee agreed that proper staff representation is needed, but proper faculty and academic administration representation is also needed. It was suggested that Eric reference Ed Code 51023.5 which is specifically geared towards defining the roles of staff in shared governance. At times, experts will need to be brought in depending upon the issue up for discussion.

- d. DBAC Minutes and 2016-17 Budget Update – A. Brown
- Peggy Campo informed Aaron that a faculty member needs to be present on the new subcommittee of DBAC along with the three VP's of Business Services, Director of Business Services and Aaron.
  - Aaron reviewed preliminary information based on P1 information coming from the State, Governor's budget proposal, estimates of year-end closing, etc. Aaron is hearing that most of the items proposed by the Governor look pretty solid. *Please refer to Aaron's presentation that was emailed along with the agenda and minutes.*
    - The Governor's proposal calls for a 2% growth based on the 2015-16.
    - RCCD is looking at a base allocation of \$2.5 million of unrestricted general funds for 2016-17.
    - State Mandate Block Grant – \$1.8 million one-time money to be added to base for 2016-17.
    - Deferred Maintenance and Instructional Equipment - \$3.3 million for RCCD.
    - The Strong Workforce Program wants to see RCCD generating more FTEs in the CTE areas.
    - We are down about 480 FTEs. There is an opportunity, if we can grow, to capture funding in the form of FTEs. It is up to the local colleges to decide how best, through their planning processes, to generate the FTEs. There is a cost to chasing FTEs. Is this an effective strategy?
    - Expenditures –Preliminary number for total added to base budget for 2016-17 is around \$11 million.

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

a. ITSC Update – R. Herman

- Rick presented the organizational chart of all subcommittees that report to ITSC.
- The District and all three colleges have representation on ITSC and bring reports back on a regular basis to this body.
- The mandate of the group is to serve as a communications method and to help with the coordination of all application projects out there. Want to move the decision of what the priorities ought to be away from District IT back to the college's subcommittees to help understand and present a necessitated priority of sequencing of projects.
- Pulling all these subcommittee groups together that are meeting on a regular basis to establish more of a strategic plan for the web development. This will also determine what District IT can help facilitate in terms of funding, timing, resources, etc., and bring back to ITSC in a more formalized structure.
- Number one priority from ITSC is to get another Help Desk Support Technician. There was also a question that came up due to the work that is being done in TracDat about the need for a SharePoint Administrator position. Should this request go back through the college strategic planning process or is it something that could be discussed further at this level? This was subsequent to submitting their program review so it wasn't part of the District funding for 2016-17.
- In recognition of the critical nature of the SharePoint Administrator position:  
**Motion** – to approve the SharePoint Administrator position without having to go through the individual colleges' strategic planning processes/**MSC/Campo/Sellick**

VI. **Reports/Updates**

- a. Moreno Valley College – N/A
- b. Norco College – N/A
- c. Riverside City College – W. Isaac – RCC's Educational Master Plan has been presented to the Board. Based on this plan, work is being initiated on their Facilities Master Plan and Secondary Effects Plan. As a result of the Educational Master Plan and strategic planning, RCC is embarking on an internal college budget allocation model. RCC is going through a budget development process that they would like to initiate.

- VII. **Open Hearing** - Aaron introduced and welcomed our new General Counsel, Patrick Pyle. Congratulations were in order to all three colleges for being awarded the Basic Skills Grant.

**Adjourned: 3:40 p.m. – Next Meeting: May 20, 2016 (Budget Meeting) / 2:00 – 3:30 / Heritage Room**