

OFFICE OF THE CHANCELLOR District Strategic Planning Council MINUTES

Friday, November 17, 2017
RCC Bradshaw Center, Heritage Room
2:00-3:30 p.m.

Present: Dennis Anderson, Stephen Ashby, Christopher Blackmore, Aaron Brown, Chris Carlson, William Diehl, Carol Farrar, Ruth Leal, Carlos Lopez, Susan Mills, LaTonya Parker, Abel Sanchez, Mark Sellick, David Torres, Launa Wilson, Samuel Lee, Majd Askar, Dyrell Foster, and Michael Simmons

Absent: Chancellor Burke, Melissa Bader, Peggy Campo, FeRita Carter, Terri Hampton, Jeanette Hazelwood, Wolde-Ab Isaac, Nathaniel Jones, Richard Keeler, Akia Marshal, Patrick Pyle, Bryan Reece, Rolando Regino, James Reeves, Gustavo Segura, Kathleen Sell, Robin Steinback, and Scott Tracy

I. Committee Business

- a. Approval of the October 20, 2017 Minutes – C. Blackmore / M. Sellick – unanimous
- b. Approval of the November 17, 2017 Agenda “As Amended” - D. Torres / L. Parker - unanimous

II. Chancellor’s Report - Aaron Brown (for Dr. Burke)

- None

III. Action Items

- MVC Master Plan Amendment for Student Services Project - C. Carlson / D. Foster (*PowerPoint provided*)
 - Project Overview:
 - Master planning implementation may provide refinements through project planning. While meeting the overall goals and objectives of the master plan, instead of diverting from the master plan, review the project and amend the Master Plan accordingly. The process permits refinement and provides an updated, living document.
 - Project site:
 - Have funding for renovation for existing Student Services Building which is also tied to the library, mechanical engineering, electrical, plumbing systems, which brings an issue of major renovation to structural system.
 - Larger issue: Would need to vacate building and house students/faculty in portables along with needed parking.
 - MVC Student Services #101 only has a few classrooms of significant size so losing that from instructional space was also a concern.
 - With funding identified, a possible option: Minor remodeling to old building only touching certain parts/areas for continuing student experience. Create a welcome center through a new building and expands square footage. New building would include: Welcome center, first year experience dream center, student financial aid, all highly visible and accessible.
 - Existing facility programs not affected: Cal-Works, student health & Psychological services, VRC, Disability Support Services, middle college high school and student activities.
 - Presentations have gone through shared governance process 9/2017 through 12/2017.

- Amendment to Master Plan: Consist of creating two new building pads (one allocated to this project).
 - Project steps: Schematic planning; Board to approve project; and then architectural development plans.
 - Traffic person will do analysis on pedestrian access points to answer which way is more efficient and safer.
 - With the same budget anticipated, GSF would be increased by approximately 20,000 and ASF by approximately 11,000.
 - Will need to do corrective measures and layouts according to function, as in removing non-DSA
 - **Approval of the MVC Master Plan Amendment for the Student Services Project to move forward to Chancellor's Cabinet. – L. Parker / M. Sellick - Unanimous**
- DBAC - Establish District Safety and Security Committee and Approve District Safety and Security Committee Charter – M. Simmons (*Handout provided*)
 - The District Safety and Security Committee (DSSC) will serve as a strategic planning and management subcommittee for development and implementation of long and short term safety and security initiatives District-wide.
 - Committee will advise and recommend safety and security initiatives to the District Strategic Planning Committee.
 - Committee will work collaboratively with college safety committees.
 - Approved initiatives will be communicated to the CAADO Safety Committee and the individual college safety committees for consideration and reviewed through shared governance processes.
 - The DSSC will serve as the primary safety and security body providing counsel and advice in all areas of safety and security.
 - Originally, The District Safety Task Force committee was established with short term objectives and in its place the DSSC was developed.
 - Committee Membership clarifications: Under the heading of Membership and Designation: Concerns: As the District is under the process of doing a District Strategic Plan, certain modifications may or may not need to take place. Also under Director, Facilities Planning Department a name would be provided, as there are two positions with same title.
 - This DSSC committee is not to be confused with the “District Office Safety Committee” which also has staff representation.
 - **Approval of establishment of the District Safety and Security Committee and approval of the District Safety and Security Committee Charter – M. Sellick / C. Farrar – Unanimous**
- District Enrollment Management Committee (DEMC) – Dr. Anderson
 - Draft of Committee Charge (*handout provided*)
 - DEMC relates to FTES and Enrollment planning.
 - Original charge has been redrafted into a more readable document.
 - Refined the goals and identified membership.
 - **Approval to adopt the charge – C. Farrar / D. Torres / unanimous**
 - Was noted that under Membership there is no staff representation.
 - Revision: Under Objectives and Scope of Activities: Add the word enrollment to bullet #6, so it reads “Evaluating enrollment marketing strategies and priorities for the District in collaboration with the colleges’ marketing committees”
 - Revisions: Under Membership and Designation Heading add/change the following:
 - Add: CSEA representatives (3)
 - Change language to: College Enrollment Management Faculty Representative (3)
 - Change title: Academic Senate Presidents or Designees (3)
 - **Amend the structure of membership and designations and adding the word enrollment on the Bullet # 6 on the first page M.Sellick / A. Brown / Unanimous**

IV. Information Items

- Bookstore RFP Update – M. Askar
 - March of 2017, committee was formed to review District-wide contracts up for renewal.
 - District wide Bookstore RFP. Contract expired November 30 and was extended through January 31, 2018.
 - Contract Review Committee represented by District Office, VP's from 3 colleges, faculty and management and staff from Food Services.
 - Committee reviewed and revised RFP from 5 years prior; issued advertisement; and met with interested vendors.
 - RFP due date was May 24, 2017.
 - Two proposals received: Barnes & Noble and Follett. Both proposals were economically comparable, after committee's analysis.
 - Committee recommended Barnes & Noble for another term to keep continuity of services
 - Barnes & Noble agreement will include a performance clause, which is currently in the creation process.
 - Clause will include stocked textbooks in timely manner, and having knowledgeable Barnes & Noble staff available to help students.
 - Opportunities to keep prices down include the offering of course packs and price matching.
 - Agreed to do performance evaluation annually before agreeing to renew contract.
 - Still in contract negotiations with Barnes and Noble so willing to take suggestions for additional resources with zero or low costs.
 - Barnes & Noble asks that book orders are in place 30 days prior to start of class. If they cannot commit to having books in stock they will offer \$10 gift cards to students.
 - Incentives: Commissions, signing bonus, capital commitment for improvement, offering textbook scholarships, donation to foundation, donation of \$150K to College Promise program, and textbook donations to the college libraries.
 - Questioned if an analysis was made on cost difference between in-house vs. outsourcing. Committee had a general discussion. A Formal analysis was not performed.
- Team B: Review of External & Internal Scans - C. Farrar
 - DSPC received a copy of the latest version via e-mail.
 - External scan, on page 27, hit a stopping point (still notes).
 - Internal scan starts on page 40.
 - Page 8 – RCCD's annual enrollment – numbers seem incorrect. Check figures.
 - Page 9 – Economic impact numbers seem incorrect. Check figures.
 - External vs. Internal, teams have not integrated yet.
 - What type of data is of value?
 - Spoke of need for behavioral data trends vs data trends.
 - Need to integrate marketing analysis into the Internal Scan.
 - Establish where the data should come from, as data needs to be pulled from the same source each time. Currently obtaining data from State Chancellor's office.
 - EEO Plan is done annually (to obtain funding). From EEO Plan can obtain numbers for Faculty Staff & Diversity data. Reference: Human Resources took EEO Plan to Board 12/13/16.
 - DSPC to provide C. Farrar input regarding scans via e-mail by December 8, 2017.

V. Task Force/Sub-Committee/Special Reports

- District Budget Advisory Council (DBAC) – A. Brown
 - DBAC Meeting Minutes from 9/22/17 (e-mailed)
- Information Technology Strategy Council (ITSC) – C. Blackmore

- Moving ahead with the RP replacement process working group.
- 5 members in the working group currently.

VI. Reports/Updates

- a. Moreno Valley College – Dr. Steinback (*Carlos Lopez/Dyrell Foster for Dr. Steinback*)
 - Working on Strategic Plan. Incorporating data from environmental scan. Should go to the board May or June.
 - Educational Summit held on November 9, 2017. May expand summit in spring.
 - Holding ongoing monthly meetings to determine courses that lead to Pathways.
- b. Norco College – Dr. Reece (*Samuel Lee for Dr. Reece*)
 - Kick-Off accreditation event today, 11-17-17.
 - Strategic planning process is on track.
 - Guided pathways is moving along.
 - Great Veterans Promise Program kick-off with flag raising event.
 - Developing Gaming Program courses for Veterans, using platform by ACE.
 - March 2018 – Start outreach to Veterans.
 - Engineering Promise Program.
 - Early Registration.
 - Photonics Research Center.
 - Working on SLO Assessments.
 - Traffic Study underway for another access.
- c. Riverside City College – Dr. Isaac (*Susan Mills for Dr. Isaac*)
 - Strategic planning retreat held on October 27, 2017. Held cluster exercises.
 - During retreat held kick-off for accreditation. Faculty Chair – Haley Ashby.
 - Strategic Planning meeting held on November 2, 2017, working on student initiatives, will go to board in January.
 - Part of planning process this year, have integrated Vice Presidents plans. Took our Deans plans, unit plans and all shared governance groups and today held an information and questions forum, resulting in a better understanding of the strategic planning culture. Committees will return on December 7, 2017 to prioritize,

Adjourned: 3:36 pm

**Next meeting:
January 19, 2018**