Norco Strategic Planning Committee
Resources Subcommittee Meeting
Thursday, September 11, 2008, 2:00- 3:00 p.m.
Meeting Location ST 201
Final Minutes

Information Items:

I. Progress reports for each sub-standard
   See attached appendices.

II. Meeting coordination
   a. We have the opportunity to meet with District representatives from each area to gather information we may lack. Meetings will be scheduled in October and November as needed.
   b. III.A. HR - Jim Thomas is awaiting feedback from the district. Debra will find out who from District will be the DHR contact person.
   c. III.B. PR – Paul VanHulle sent the minutes out from the 8-27-08 meeting. They have several questions to be answered.
   d. III.C. TR – Ted Gregory knows the District contacts they need to work with.
   e. III.D. FR – Norm Godin shared that the BAM is still on-going. He also knows the contact information pertaining to the Financial Resources group. Norm will send the recent BAM minutes to those on the FR sub-standard. (Appendix D)

III. Good of the order
    The question of the necessity of meeting twice a month was raised. Ensuing discussion determined that we would keep the scheduled meeting dates, but only sub-standards that felt it necessary would meet on the optional dates. Debra Creswell will send meeting reminders.
These notes were not formal minutes but a copy of an email that I sent out to subcommittee members recapping the meeting. (Sharon Crasnow)

Present: Dina Humble, Jim Thomas, Sharon Crasnow
Absent: Elisa Chung, Carlos Garcia, Joseph DeGuzman (all in class at this time), Bev Wimer (on medical leave), Mike Cluff (ill)

Alexis started the meeting by letting us know that if we want to meet with any specific people from the district to answer specific questions that we may have about our sub-standard (that sounds wrong), the district had set aside days to do this. Our set aside day is Wednesday, Oct. 29 from 2-3. We need to let Alexis know who we want to meet with and it would probably be a good idea to have our questions ready ahead of time. Both Jim and Dina did think that it would be likely that they would have questions and made requests. Jim, Dina, and I are all available that day and would be able to meet.

Next we reviewed what it is that we still need to do. None of us had started work yet. We did confirm that the planning agenda items that Bev had sent in were had now been received and are finally in the right hands. We are still uncertain about Mike's items.

Some questions about collecting evidence were raised and I agreed that I would get clarification from Carol and Daniela on whether they want us to collect the evidence ourselves now and if so, to whom we should give it (Jim Sutton or them). I also wanted to get clarification on how to handle the planning agenda items. Though ours are nearly done, it seems like we need clarification on the format. Finally, we agreed that we need clarification on how to submit the rewrite of the sections of the standard that we are working on to Carol and Daniela.

Alexis noted that we are scheduled to meet twice a month and asked whether everyone thought that this was necessary. Our group did not feel that so many meetings were necessary and decided that we would meet at the next scheduled meeting: Sept. 23 but not on Oct. 9. We will meet on Oct. 28th as well to clarify what we will be using our meeting with district personnel for.

Both Dina and Jim need further information to complete their rewrites. I have the information that I need for mine and will go ahead and have a draft reading for our Sept. 23 meeting.

Though the bulk of the work is currently being done by Dina, Jim, and myself, there will be work with evidence collection that other members of the group can assist with. Also, everyone should read over the standard with the markings that Daniela has made. She sent us a copy after the last meeting. If you happen to notice anything that doesn't seem like the way we are currently doing it (lots of procedures have changed) or if you see areas where we may need to ask questions from the district (remember Human Resources is handled almost entirely at the District level) please make a note of it and bring it to our next meeting. If you cannot attend the next meeting for some reason, please email the questions or ideas to someone on the sub-committee who will be there. All the names are included in the address to this group. (If you notice anyone missing please let me know.)
Appendix B

Norco Strategic Planning Committee
Standard III.B Accreditation Task Force
For the Resources subcommittee
Thursday, Sept. 11, 2008 2:00 – 3:00 pm
Meeting Location ST 201

Minutes


Phu Tran, Steve Monsanto, Charles Sternburg and myself decided to meet and look at the accreditation report and determine what pieces of evidence were going to be found by District facilities (via Norm’s office), Norco Facilities (via Steve Monsanto’s office) and which needed to be researched by the others working on Standard 3b. That meeting was decided to be on Sept. 18 in Theater 201 (my office). That’s all we did during the Sept. 11 meeting.

The minutes from our Sept. 18th meeting are attached. Charles Sternburg did not show up for the meeting, so his name is not listed on the Sept. 18 meeting minutes.

Standard III.B Accreditation Task Force
For the Resources subcommittee

Phu Tran, Steve Monsanto (Director of Facilities) and Siobhan Freitas, members of the Standard III.B accreditation task force, agreed to meet and review the information that Daniela McCarson deemed necessary to revise and update our portion of the accreditation report. The objective of the meeting was to categorize each of the pieces of evidence. There are four categories for this preliminary step: 1) documents/information that would be obtained by Norco Facilities (either directly or through District), 2) documents/information that would be obtained by the office of Norm Godin, Vice President of Business Services at the Norco campus (either directly or through District) and 3) documents/information that would be obtained by other individual members of the task force by contacting the appropriate individuals on campus and 4) documents/information that may require a special meeting with District representatives in order to obtain the information or documentation.

These four lists (below) are the results of our meeting.

Meeting Minutes
Thursday, Sept. 18, 2008 3:15-4:30pm Thtr. 201

In attendance: Phu Tran, Steve Monsanto, Siobhan Freitas (recorder)

Documents/information that would be obtained through Norco Facilities
Contact person Steve Monsanto, director of Facilities
1. **Phase III**, which includes revisions due to increased cost of materials, was approved by the state of California in 2006. *(Provide updates on the status of building Phase III)*
   - Finalized documents from State Architects and current construction schedule and expected date of completion.
   - Info from Pro West construction project manager.

2. In addition, in February 2007 the Norco Strategic Planning Committee approved six new portables plus one restroom facility for installation by the beginning of the fall 2007 semester. These will include:
   - Two large lecture rooms (capacity 75-100)
   - A second Activity Center with fitness equipment
   - Office space for faculty
   - A restroom facility
   - Space for a Construction Programs demonstration project.
   - We need evidence of purchase of portables.

3. Regarding the Phase III Industrial Technology building, the architects and projects managers are working on the construction documents, cost estimates; and furniture, fixture and equipment schedules. As of spring 2007, the work was 90 percent completed. *(Update that statement as necessary)*
   - Same as #1 on this list.

4. The district Office of Facilities Planning has initiated the NORESCO EMC Project, a plan to make Norco Campus lighting and energy systems more efficient and environmentally friendly. The second phase of the project, dealing with management of the energy conservation system, began in March 2007 *(III.B.1-15)*. *(Provide updates and status of this project and any new projects initiated, but not included in this document)*
   - Give update – if still in negotiations, obtain minutes from last meeting and date(s) for future scheduled meetings and list of individuals who are on the committee.

5. 

6. **In spring 2007, the district created a Maintenance and Operations Task Force.** *(Is there evidence of this committee: agenda/minutes,)*
   - We need a list of committee members and titles (at which campus?), for each member.
   - If there is a scope of committee responsibilities, include it.
   - 1 or more samples of Committee agendas and minutes.

Documents/information that would be obtained through the Business Office
Contact person Norm Godin, Vice President of Business Services
1. The institution will soon improve strategic facilities planning by developing a mid-range financial model that will earmark operational resources using the base budget and the new budget allocation model currently under consideration…etc. (What is the status of the development of this model; describe progress and status of this model; add evidence)

Documents/information that would be obtained through individuals on the Task Force
Contact persons to be determined.

1. In addition, in February 2007 the Norco Strategic Planning Committee approved six new portables plus one restroom facility for installation by the beginning of the fall 2007 semester. These will include:

- Two large lecture rooms (capacity 75-100)
- A second Activity Center with fitness equipment
- Office space for faculty
- A restroom facility
- Space for a Construction Programs demonstration project

Implementation of this project will extricate the campus from existing costly and inefficient leasing arrangements and will accommodate anticipated campus enrollment growth until the planned 2009 opening of the Phase III Industrial Technology building. (The portables are in place, provide updates since development and impact)

- Evidence of impact: room usage at Norco, and show evidence of decline of use of off-site lecture/lab locations. Obtain evidence from Dr. Dieckmeyer’s office.

2. Recently, the campus selected consultants to assist in the development of Long-Range Educational and Campus Master Plans (III.B.1-6). (Provide updates and outcomes of consultants long range plan development)

- I think this is all in one comprehensive book, and may be on-line already. Check with Deborah Creswell, Dr. Davis’ assistant, about who might have the book and whether it is on-line on our website. Provide pathway to appropriate links on website if the necessary information is on-line.

AND

3. (from p.6) (Provide updated statements about the status of the Long Range Educational Master Plan-progress up-to-date)

- Check with Dr. Loewenstein re: educational goals
- Check with Norm Godin and/or Steve Monsanto re: campus building goals.

4. A Student Success Center design team composed of faculty, staff, administrators and students will work with the architectural team to design a center that will meet current and future needs (III.B.1-8). (Write updated statements as related to the progress made to design the Student Success Center)
• Siobhan Freitas, Steve Monsanto and Norm Godin were all on this committee. Siobhan will take care of this item.

5. (III.B.1-2). (This reference relates to the Phase III Facilities Master Plan—does Phase III include the Student Success Center?)
• NO. The Student Success Center is NOT part of Phase III. Phase III does NOT include any provisions about any sort of Student Success Center. (S. Freitas)

6. In addition to the six new portables planned for installation in fall 2007, three portable buildings currently provide one classroom (one portable) and office space (two portables) for Norco faculty members. (Provide updates for the statements above) Demand for courses is being met by offering sections at off-site locations (III.B.1-10). (Update list of off site locations to reflect 08-09 FY-update evidence files)

AND

7. Since 2001, Norco Campus has:.....Added sections of courses at a variety of off-campus locations (III.B.1-10). (Update reference/evidence)

• Items 5 and 6 should be folded into item 1. It’s all the same thing.
• Include list of off-site locations in use.
• Include reduction of off-site locations due to purchase of portables (see bullet under item #1).
• Include specifically how many offices, classrooms etc…and other kinds of space (storage, gym facility) that the portables have provided for us.
• All of this information/documentation will come from the offices of Dr. Dieckmeyer and Dr. Loewenstein.

Documents/information that would be obtained through District Offices
Contact persons to be determined.

The next step is to send the first two lists to Steve Monsanto and Norm Godin, [both of whom will correct us if we categorized incorrectly], and the third list will be emailed to all of the members of the task force. Each of the other members of the task force will be requested to choose one or two items and research and retrieve the appropriate information, and send it to Siobhan Freitas either in writing or by email (preferably as an electronic document) and she will collate the information. Finally the fourth list has already been sent to Alexis Gray (chair of the Resources subcommittee) so that she can forward it to the appropriate District representatives. It is expected that 85% of the information should be obtained by the end of October. In November, members of the task force will revise the document, which should be competed by Dec. 9th as requested by Alexis Gray.
Appendix C

Technology Resources Standard III.C.

Thursday, September 11, 2008

Minutes written by Rebecca Marsh and edited by Stephany Kyriakos

MEETING SUMMARY


Handouts: Common Computing Task Questionnaire Draft

I. Standard III meeting general comments—A. Gray
   a. District Meetings—each sub-committee needs to generate a list of district employees who will be resources. Alexis will arrange for them to be available at the district meetings. (In III.C, Ted knows who he needs to meet with. He will contact them before the next meeting.)

Breakout Sessions: Standard III.C

I. Discussion regarding survey retrieval—electronically, interactive survey version, which could be returned to Ted or the Information Services mail box.
II. Cathy and Sharon volunteer to tabulate data upon return.

   Question: What are we trying to accomplish with the survey. Response: Our mandate is to determine high, medium, and low level computer users, to provide what each need to do their job.

III. Action:
   a. Determine level of user
   b. Develop ongoing systemic evaluation schedule to keep on top of the technology needs of the campus.

IV. Taking the data into Inventory
   a. Taking data into inventory means we need to process the data to determine Name, Position, and Level of user. This will result in effective assignment of technology for each user. Questionnaires will be retained for reference.

V. Action:
   a. Ted will make sure we satisfy technology requirements by the date of district accreditation meeting. Ted will report updates and corrections at next sub-committee meeting.
   b. Hard copy surveys will be divided among committee members. We will confirm with contact person in each department.
   c. Alexis will send Cathy a list of each survey group on colored paper for employee category purposes.
   d. Part-Time faculty surveys must be placed in mailboxes.
In attendance: Khalil Andacheh, Peter Boelman-Lopez, Norm Godin, Patty Worsham, Linda Wright (recorder)

We discussed the opportunity to meet with district representatives about any areas we felt were lacking in our self-study re-write and planning agenda items. It was decided that we did not require the help of the district. Norm discussed a little about the continuation of the BAM meetings. It was decided that Patti Worsham and Peter Boelman would attend alternately with Norm. Below are the most recent BAM meeting minutes.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Budget Allocation Model Development Task Force
Meeting of September 5, 2008

MINUTES

Task Force Members

Peter Boelman, Associate Professor, Economics, Social & Behavioral Sciences (Norco) - Present
Aaron Brown, Associate Vice Chancellor, Finance - Present
Patti Braymer, Interim Vice President, Business Services (Moreno Valley) - Present
Becky Elam, Vice President, Business Services (Riverside) - Present
Norm Godin, Vice President, Business Services (Norco) - Present
Beth Gomez, District Budget Manager - Absent
Michael McQuead, Associate Professor, CIS (Moreno Valley) - Present
Cindy Taylor, Outreach/Passport to College Coordinator (Riverside) - Present
Tom Wagner, Associate Professor, Business Administration (Norco) - Present
Ajene Wilcoxson, Associate Professor, Business Administration (Riverside) – Present
Kristen Van Hala – (Recorder)

I. Meeting was called to order

II. Minutes of August 7, 2008

The minutes of the August 7, 2008 meeting were reviewed and approved without change.

III. Budget Allocation Model

- FY 2008-09 Budget is still pending on the State Adopted Budget
Appendix D

- Cash flow arrangements are being made for September – December.

IV. **New Position Funding Allocation Methodology for Faculty/Management/Classified**

- **Criteria**
  - Program Review (Instructional, Administrative or Student Services)\(^a\)
    - To Strategic Planning Committees (Colleges and District / DSS)
    - For prioritization (consider “Faculty Hiring Policy” passed by Academic Senate)

- Where does it go from there:
  - Campus only/District only/some combination
  - What bodies (DSPC/Executive Cabinet/Other/some combination)
  - Funding Methodology

- Consensus of the Task Force
  - Campus/District only/DSS will make final decisions on specific positions based on Executive Cabinet funding allocations for new positions.
  - Funding allocations for positions would consider:
    - F/T to P/T faculty ratio
    - 50% law compliance
    - M & O Standards
    - Program / Accreditation requirements
    - Existing Base Budgets
    - Full-Time Faculty Hiring Process
    - Economic outlook / forecast
    - Board Priorities

\(^a\) Revised 10/6/08 per N.G.
Appendix D

V. Position Vacancies

- Retirements, resignations, terminations
  - What happens:
    - Positions retained at the entity level (Campus/DO/DSS)
      - Can be reconstituted (new disciplines/support areas, etc.)
    - Position “reallocation” considerations could be made due to circumstances:
      - Loss of enrollment at one location vs. another
      - F/T to P/T ratio goals, etc.
      - Board priorities
      - “Golden Handshake”
  - Vacancies due to extended leave:
    - No current process for hiring replacement staff.
    - How will the position be funded?
    - Permanent or temporary basis?

VI. Budget Savings (Considered one-time, to be used for one-time only)

- Position vacancies (salary and benefits)
  - Considerations:
    - Net Permanent Position Vacancy Savings
    - Retain in full at entity level?
    - Retain in full at District level?
    - Split retention?
    - Methodology?
    - Timing (cy/py/combo)?
Appendix D

- Fiscal stability will be the priority
- 5000 object codes
- Contracts
- Utilities
- Other

IV. Next Meeting

- Next BAM Meeting is scheduled for Friday, October 10, 2008.
  - Finalize decisions on New Positions and Position Vacancies.
  - Continue discussions on Budget Savings and Base Budget Savings and Base Budget Adjustments (Red List)
  - Bradshaw Building – Citrus Room
  - 9:00 a.m. to 11:00 a.m.