

# Santa Rosa Junior College



## INSTITUTIONAL PLANNING COUNCIL

Monday, January 28, 2019

Plover 526

1:30 PM – 3:00 PM

Minutes of Meeting **APPROVED**

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**VISION** – SRJC aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

**MISSION** – SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

- We focus on **student learning** by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of **student development** programs and services that support student success and enrich student lives.
- We support the **economic vitality, social equity and environmental stewardship** of our region.
- We promote **personal and professional growth** and cultivate joy at work and in lifelong learning.
- We foster **critical and reflective civic engagement** and thoughtful participation in diverse local and global communities.
- We regularly **assess, self-reflect, adapt, and continuously improve**.

Excerpted from SCJCD Board Policy 1.1 – Vision, Mission Statement, Values (approved October 8, 2013)

**In attendance:** Pedro Avila, Abril Barbosa, Dr. Frank Chong, Patty Collis, Stephanie Dirks, Greg Drukala, Jean Farnham, Karen Frindell-Teuscher, Karen Furukawa-Schlereth, KC Greaney, Vince Hamilton, Kate Jolley, Cece Jones, Jan Kmetko, Jessica Melvin, Luz Navarrette Garcia, Jane Saldaña-Talley, Mary Sandberg, Eric Thompson

**Absent:** Dorothy Battenfeld, David Harden

**Guests:** Li Collier, Carlos Valencia, Genevieve Bertone

1. **APPROVAL OF MINUTES** From the meeting of December 10, 2018.

Mary Sandberg motioned to approve the minutes from the December 10, 2018 meeting. Jessica Melvin seconded. Minutes were unanimously approved.

2. **COMMITTEE BUSINESS**

- a. Meeting location for Spring 2019 is 526 Plover, however, there were not enough seats at the table.
- b. New IPC members serving for the spring semester were introduced. Jean Farnham joins as the Faculty member and Abril Barbosa as the Student member.

3. **INTEGRATED PLANNING**

IPC members are encouraged to review the minutes of the following shared governance and planning bodies at: <http://committees.santarosa.edu/> and to direct questions to the chairs of these committees/councils as needed:

- Academic Senate
- Student Government Assembly
- Budget Advisory Committee
- Classified Senate
- College Council
- Integrated Student Success Committee
- District Facilities Planning Committee
- Educational Planning and Coordinating Council
- Sustainability Committee
- Institutional Technology Group
- Petaluma Faculty Forum
- President's Consultation Council (pending)

4. **PLANNING UPDATES (1:35-1:45)**

a. **Accreditation Update:**

Vice President of Academic Affairs Jane Saldana-Talley reported the ACCJC mid-term report is nearly finished. Originally the report included five responses to recommendations, however, only two recommendations required responses. In addition to this change, SLO completions were added to our actionable improvement plans in our self-evaluation, however, due to a lawsuit against ACCJC, this is being removed. The report will be

distributed for college wide review by the end of January and submitted to the Board of Trustees at the February meeting for approval in advance of the March 15<sup>th</sup> deadline.

b. **Administrative Update:**

Superintendent/President Frank Chong attended the State Legislative Conference. Dr. Chong and Trustee Burns were part of a panel that focused on CEO/Board of Trustees relations. There is concern of turnover at the college president level. Dr. Chong is only the fifth college president of SRJC, while the average tenure of a college president is 3.4 years and the national average is 7 years. Currently there are about 50 open positions in the state within 114 colleges. He noted that although there has been a turnover of four SRJC Board members, the relationship is cooperative and collegiate.

Progress is being made to develop a sustainable budget.

Dr. Chong announced Day Under the Oaks is scheduled on April 28<sup>th</sup> and encouraged faculty and staff participation. The event will focus on Career Education and is underwritten by the Office of Career Education.

c. **Budget Advisory Committee Update:**

Vice President of Business Services Kate Jolley did not have an update as the Budget Advisory Committee did not meet due to Flex Day and will meet tomorrow.

5. **INSTITUTIONAL PLANS AND PLANNING**

Co-chair KC Greaney reported the District is being required to set institutional goals in more areas than in the past. Setting institutional goals aligned with the Chancellor's vision and setting institutional goals for the Student Equity plan are new this year. In addition to setting institutional level goals for students, sub-goals for student equity need to be set wherever gaps are identified. Along with the alignment of the Chancellor's Vision local goals, we are asked to look at student equity populations and determine if any of these groups have equity gaps and identify sub goals for these groups as well. The work seems the same, however, when aligning areas where goals needed to be set for these groups, no two are exactly the same. Fortunately, the same data set is used for the institutional level goals which is the Student Success Metrics dashboard which should be out this week. KC will send out information on the Student Success Metrics webinar scheduled on February 4<sup>th</sup>. In addition to aligning with the Chancellor's Vision and sub-goals for student equity and the Student Equity plan and sub-goals for student equity, institutional goals will need to be set for ACCJC which is required yearly. Because ACCJC includes community colleges outside of California, ACCJC goals are not directly aligned with the Chancellor's office goals. Institutional level goals will also be set with the new SRJC Strategic Plan.

a. **AB1809 Process for Local District/College Goal Setting 2018-19 (1:45-2:05):**

Interim Vice President of Academic Affairs Dr. Jane Saldaña-Talley updated members on SRJC's local goal setting process. She shared a presentation shown at the December Board meeting. The funding formula requires colleges to develop local goals with input from all constituent groups. Along with being aligned with the Chancellor's Vision and numerically measurable, other local metrics can be added. Colleges are asked to develop local goals around five of the six goals. The timeline for the Chancellor's goals is five years. It was noted that the goals may not be realistic and may need to be adjusted. The local goal setting timeline was reviewed. Local data was reviewed in December, however, preliminary baseline data has not been received from the Chancellor's office. A Local Goal Setting PDA session is scheduled on February 14<sup>th</sup> and a Board of Trustees Study Session is scheduled on March 5<sup>th</sup> prior to the Board Facilities meeting after which local goals will be developed by IPC in collaboration with ISSC sometime in April. The Board of Trustees is anticipated to adopt the goals in May to meet the May 31 deadline.

Timelines differ between these goals--Student Equity goals are due by June, and ACCJC goals due end of March. IPC's goal is to bring these together as a package as much as possible. Reporting of goals is required and supports the alignment of goals and budgets, and eventually colleges will need to align budgets with their goals. She stressed the importance of student and Board involvement. Dr. Chong hopes goals developed by SRJC are not driven by the Chancellor's but by the need of our students.

Information on this goal setting process can be found at the Chancellor's Office Vision Resource Center:  
<https://visionresourcecenter.cccco.edu/>

b. **Student Equity Plan (2:05-2:25):**

Co-Chair of the Integrated Student Success Committee and Senior Dean of Counseling and Student Services Li Collier provided an overview of the requirements for the SRJC Student Equity Plan which is due June 30<sup>th</sup>, 2019. Colleges are required to set institutional goals on particular metrics and sub-goals where equity gaps exist. The metrics are similar to the Local District/College Goals, and most metrics will be provided in the Student Success Metrics Dashboard (scheduled for release at the end of January 2019). Instructions for the new Student Equity Plan were included as attachments to this agenda.

Li Collier introduced the Student Equity and Achievement (SEA) program which consolidated SSSP, Student Equity, and Basic Skills Initiative, and noncredit SSSP. The SEA program establishes four requirements to receive funding:

1. Continue providing matriculation services.
2. Provide assessment for placement purposes AB705.
3. Provide students with an education plan and align scheduling with the education plan.
4. Requires a student equity plan every 3 years.

The Student Equity Plan requires research of 14 mandated groups broken out by gender totaling 28 groups. Two new groups include homeless and LBGTQ. The instructions focus on data and align with Student Success Metrics and District wide goals and include five indicators. The last indicator *Earned credit certificate over 18 units, associate degree, CCC Bachelor's degree* includes *Earned HS equivalency and noncredit certificate* for student equity population which does not state over 18 units which is a discrepancy. The first step is to determine if there is an equity gap between the groups and if they are being addressed. There was a suggestion to consider undocumented or migrant students as an elective group.

KC Greaney presented a Goals Crosswalk grid illustrating the student funding formula, the four plans requiring institutional goal setting (Chancellor's Vision, Student Equity Plan, ACCJC and SRJC Strategic Plan), timelines and metric similarities and differences. Timelines need to allow time for shared governance and committee process and board approvals.

Dr. Chong suggests having discussions to formulate strategic plan goals. KC Greaney added that next year a comprehensive plan will be required to demonstrate how local goals will be achieved to support the Chancellor's Vision. KC will distribute this spreadsheet once student equity data is included.

c. **Fiscal Update (2:25-2:40):**

Interim Vice President of Business Services, Kate Jolley provided a summary of the Governor's budget which was distributed to IPC. She noted it did not provide COLA funding for Student Equity and Achievement and Student Financial Aid grants and part time faculty reimbursement programs. The Governor is recommending a freeze on the phase in portion of the funding formula which would have changed the current percentage allocation of 70% base/ 20% supplemental/10% success to 65% base/20% supplemental/15% success. Rates will only change by COLA. The Governor also proposed a year over year growth cap of 10% on student success allocation to provide funding in the case that all districts grow and increase their student success allocation. The definition for transfer to four-year institutions was adjusted which will be counted only one time within the district. The budget also includes a proposal to make additional contributions to PERS and STRS to cover the state's portion which does not impact the college

Of major concern is that the proposed budget does not include instructional equipment or maintenance. All one-time funding was removed from the previous year's budget so it may be that the Governor is planning to meet the Prop 98 minimum guarantee by adding one-time money.

A link to the detail analysis and the impacts on SRJC can be found on the budget website.

d. **PRPP Update (2:40-2:55):**

Director of Institutional Research KC Greaney reported PRPP is nearly complete and should be completed by end of January. PRPP updates and changes include:

- This is a comprehensive year that requires all units to complete all sections.
- ITG funding requesting process remains the same but will be made through the PRPP this year. Measure H bond requests are due February 28th.
- There is a separate section for new software requests.

- PRPP is still accessible through Citrix, however, IT has transitioned to VMWare Horizon Client which is easier to use. Access to Horizon are included in the PRPP Instructions document.
- The PRPP subcommittee is looking at ways to audit PRPP.
- PRPP Trainings have been scheduled.
- The PRPP wrap up and launch letter will be combined into one document this year. This will be sent on behalf of IPC and BAC. KC will send to IPC for review prior to distribution.
- Patty Collis maintains the PRPP template and data.
- Final version of the writer's guide is posted.

KC directed the group to the Institutional Planning where updated PRPP documents can be found in the PRPP section of the District's Planning Website: <https://planning.santarosa.edu/>