

Santa Rosa Junior College



INSTITUTIONAL PLANNING COUNCIL

Monday, February 25, 2019

Plover 526

1:30 PM – 3:00 PM

Minutes of Meeting **APPROVED**

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, Dr. Frank Chong, Patty Collis, Stephanie Dirks, Jean Farnham, Karen Frindell-Teuscher, Karen Furukawa-Schlereth, KC Greaney, Vince Hamilton, Kate Jolley, Cece Jones, Jessica Melvin, Luz Navarrette Garcia, Jane Saldaña-Talley, Mary Sandberg, Eric Thompson

Absent: Abril Barbosa, Dorothy Battenfeld, Greg Drukala, David Harden, Jan Kmetko

1. **APPROVAL OF MINUTES** From the meeting of February 11, 2019
Jean Farnham motioned to approve the minutes, Eric Thompson seconded, and Patty Collis abstained. Minutes were approved.

2. **COMMITTEE BUSINESS**

- a. Meeting location for Spring 2019 is 526 Plover

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 Saldaña-Talley had no update on accreditation tasks and activities for the 2018/19 academic year but did note the Mid-term report will be submitted to the Board of Trustees for approval at the May 12th meeting.
- b. **Administrative Update:** Superintendent/President Frank Chong reported the implementation of the early retirement incentive (ERI) has been announced which will result in consolidation and restructuring in the fall of this year. HR will be setting up group workshops and individual sessions.

SRJC continues to work with the Chancellor's office around the budget.

Final interviews with three developers for student housing is scheduled on March 29th. Parking concerns are being taken into consideration to minimize loss of parking.

- c. Budget Advisory Committee Update: Vice President of Business Services Kate Jolley reported BAC is meeting tomorrow with the agenda focused on the Budget 101 presentation. Members have signed up for various areas with a first look at presentations tomorrow.
- d. PRPP Update: Director of Institutional Research, KC Greaney reported PRPP has launched and reminded members the ITG funding deadline is February 28th through the PRPP. PRPP trainings have taken place and the final Academic Affairs training is on March 29th.

5. INSTITUTIONAL PLANS AND PLANNING

- a. Planned Discussion: SCJCD Budget (1:45-2:25): Vice President of Business Services Kate Jolley provided a summary of the status of the SCJCD Budget. IPC members asked for this planned discussion, prompted by this [powerpoint presentation](#). She clarified there is no budget deficit this year and long term planning, which includes the ERI, is being done to address any future deficit.

VP Jolley shared the new BAC survey which was sent out last Thursday to the college asking for feedback and cost saving ideas. Distributed with the agenda were BAC recommendations and analysis that resulted from last spring's survey which asked for expenditure reductions and increased revenue, some which have been implemented and savings realized. The new survey will help instruct some of the re-organization in the summer/fall after the ERI.

VP Jolley provided an update of meetings with the Chancellor's office and School Services about 2019/2020 budget allocation which included:

- Anticipated changes to the funding formula.
- Not recommending the 10% cap of student success allocation which does not align with the Vision for Success and instead recommending a three year rolling average of the student success portion instead of a cap which may result in a three year average of the supplemental portion.
- Proposal to reward only for highest success metric and not multiples metrics.
- The LAO came out against 2nd year of the California College Promise for reasons that include provides students with assistance who don't need it, not enough data to prove its success, and districts using the money differently (waivers, aid, staffing).
- There is a concern about reliability of data, and the Chancellor's office is currently auditing 12 districts and will likely expand the audits. They want to create audit guidelines around MIS reporting.
- May see some deficit funding but some are advocating to use one-time funding to cover the \$69 million deficit. However, this includes the possibility of using equipment and scheduled maintenance funds which would negatively impact our libraries.
- Fitmat is putting together a fiscal assessment tool to measure the fiscal health of the districts. SRJC is currently the 2nd lowest in the state.
- Pushing financial aid reform for financial aid to support students in non-grant areas.
- VP Jolley's impression is that any changes would take place in the fall with major changes in 2020.

There was further discussion regarding the concerns and impacts of staff reductions including:

- Process to determine which vacant positions are critical. Currently the VPs review vacant positions and it then goes through recruitment internally first. As there are more vacancies due to the EIR, broader discussions on which positions will be filled, efficiency, and reducing overall staffing.
- To include the specific funding for positions being recruited and make public what positions are currently on hold.
- Holding listening sessions for staff feeling uncertainty about their positions and programs as a result of the EIR.

- Once the effects of the EIR are known, planning and consolidations can take place.

Aspects of the Long Term Planning were discussed:

- EIR cost savings to help meet the \$2 million reduction of staff this fiscal year.
- 18/19 Program discontinuances went to an Academic Senate Committee, and we are waiting for feedback from the committee on these programs. Recommendations will be made to the President and the Board of Trustees. The next cycle for this process will begin this spring.
- Schedule reductions are on track to meet the 9% reduction.
- How do we continue to serve our community and make it more affordable and manageable?
- Reviewing the organizational structure and business practices to streamline, make more efficient and without hurting students and staff.
- Inefficient buildings will be retired, however, about 50,000 sq. ft. of new space will be added through Measure H.

- b. **Hands-On Student Success Metrics dashboard training (2:25-3:00)**: IPC Co-Chair and Director of Institutional Research KC Greaney distributed to members the Nova template where goals need to be set in support of the Chancellor's Vision and the updated Draft Goals Crosswalk. The Nova template is populated with data from the Student Success Metrics Dashboard. She led a hands-on exploration of the new Student Success Metrics dashboard on the Chancellor's Office Launchboard web site where data can be found to identify achievement gaps and in support of setting the Chancellor's Vision goals and the Student Equity Goals. <https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>. It was noted the 3 year goals for Student Equity and the 5 year goals for the Chancellor's Vision both end in 2021, and using these metrics we will determine our goals for 2021.

Dr. Chong reported SRJC currently ranks 28th of 1,200 community colleges in the nation in granting degrees to Latino students.

Members were encouraged to attend the Board Study Session on Tuesday, March 5th from Noon – 2:00 PM in the Doyle Library 4th floor Reading Room.

A planned conversation is scheduled for the March 11th IPC meeting to include Li Collier and Robert Holcomb to discuss what is currently being done to help inform us in setting these goals.