



### College Council

Meeting Minutes for November 3, 2022

12:50 pm to 1:50 pm

Hybrid: CSS 217 / Meeting ID: 894 3097 1091

Zoom Link: <https://rccd-edu.zoom.us/j/89430971091?pwd=S0tqanhGdXV2Z1pxU1NCODZPNy9WUT09>

#### **Council Members (total# 19)**

Ms. Natalie Aceves, Ms. Makenna Ashcraft, Ms. Paula Barrera, Ms. Kimberly Bell, Dr. Courtney Buchanan, Dr. Michael Collins, Ms. Vivian Harris, Ms. Azadeh Iglesias, Dr. Tenisha James, Ms. Ashlee Johnson, Ms. Ruth Leal, Dr. Jason Parks, Dr. Kaneesha Tarrant, Ms. Leona Vassale, Dr. Sigrid Williams and Ms. Patty Worsham

#### **Committee Members Not Present**

Dr. Hayley Ashby, Ms. Patricia Gill and Mr. Jethro Midgett

#### **Guest(s)**

Ms. Charise Allingham, Dr. Greg Aycock, Ms. Caitlin Busso, Mr. Luis Diaz, Ms. Monica Esparza, Dr. Monica Green, Ms. Trisha Hodawanus, Dr. Maureen Sinclair, Ms. Denise Terrazas

#### **Recorder**

Ms. Desiree Wagner

#### **Quorum: # 10**

#### **Subject to Brown Act: No**

#### **1. Call to Order**

- 12.52pm

#### **2. Action Items**

##### **2.1 Approval of Agenda (Dr. Parks/ Dr. James)**

- Approved by consensus

##### **2.2 Approval of October 13, 2022, Meeting Minutes (Dr. Tarrant/ Ms. Aceves)**

- Add Dr. Greg Aycock, Mr. Luis Diaz, and Dr. Maureen Sinclair to attendees.
- Approved by consensus

##### **2.3 KPI 3 Review (Dr. Greg Aycock)**

- Agenda item was moved to Information Item 3.5

##### **2.4 Report on Resource Allocation (Dr. Michael Collins)**

- Agenda item was moved to Information Item 3.6

##### **2.5 Pathways and Enrollment Management Charter (Ms. Bell/ Dr. Parks)**

- The Pathways and Enrollment Charter was presented
  - Removal of the last sentence under the membership section.
- Approved by consensus

### **3. Information Items**

#### **3.1 DSPC Update (Dr. Tenisha James)**

- Dr. Tenisha James provided a brief DSPC update and combined the update with information item 3.2.

#### **3.2 Proposed DSPC Committee & Sub-Committee Structure (Dr. Tenisha James)**

- The proposed District Strategic Planning Committee and Sub-Committee Structure was reviewed
  - Please send questions and/or feedback to the College Council Co-Chairs (Vivian Harris, Tenisha James, Ruth Leal).

#### **3.3 NACCC Campus Climate Survey (Dr. Tenisha James)**

- The National Assessment of Collegiate Campus Climates (NACCC) survey, a survey about the racial climate on campus, is currently being conducted.
  - All classified professionals and administrators are urged to complete this survey By November 22, 2022, if you have not already done so.
  - Results will be reviewed at a future meeting.

#### **3.4 MESA Grant (Dr. Jason Parks)**

- Norco College has been awarded the MESA grant.
  - Administration is working on how to implement the grant effectively.

#### **3.5 KPI 3 Review (Dr. Greg Aycock)**

- KPI 3 increases capture rates from feeder high schools by 4% annually.
  - Action plan: Community Outreach, Student and Parent information sessions once a month in the evenings, and Outreach to all CNUSD high schools and other local area high schools.

#### **3.6 Report on Resource Allocation (Dr. Michael Collins)**

- The resource allocation report was provided.
  - Please send questions and/or feedback to Michael Collins.

### **4. Good of the Order**

- 4.1 November 30, 2022 is the priority transfer deadline for students transferring to California State Universities (CSUs) and University of California (UCs) colleges.
- 4.2 The Associated Students of Norco College (ASNC) will be providing turkeys and food to families in need.
- 4.3 The Associated Students of Norco College (ASNC) present The annual Angel Tree Project. This is an opportunity to adopt a Christmas Angel and anonymously provide a gift to a family in need.

### **5. Future Agenda Topics**

### **6. Adjournment**

- Time 1:46 pm

### **Next Meeting**

Date: December 8, 2022

Time: 12:50pm to 1:50 pm

Hybrid Meeting: In person: CSS 217 or zoom

# KEY PERFORMANCE INDICATOR 3: Increase Capture Rates From Feeder High Schools By 4% Annually

COLLEGE COUNCIL



**NORCO**  
COLLEGE

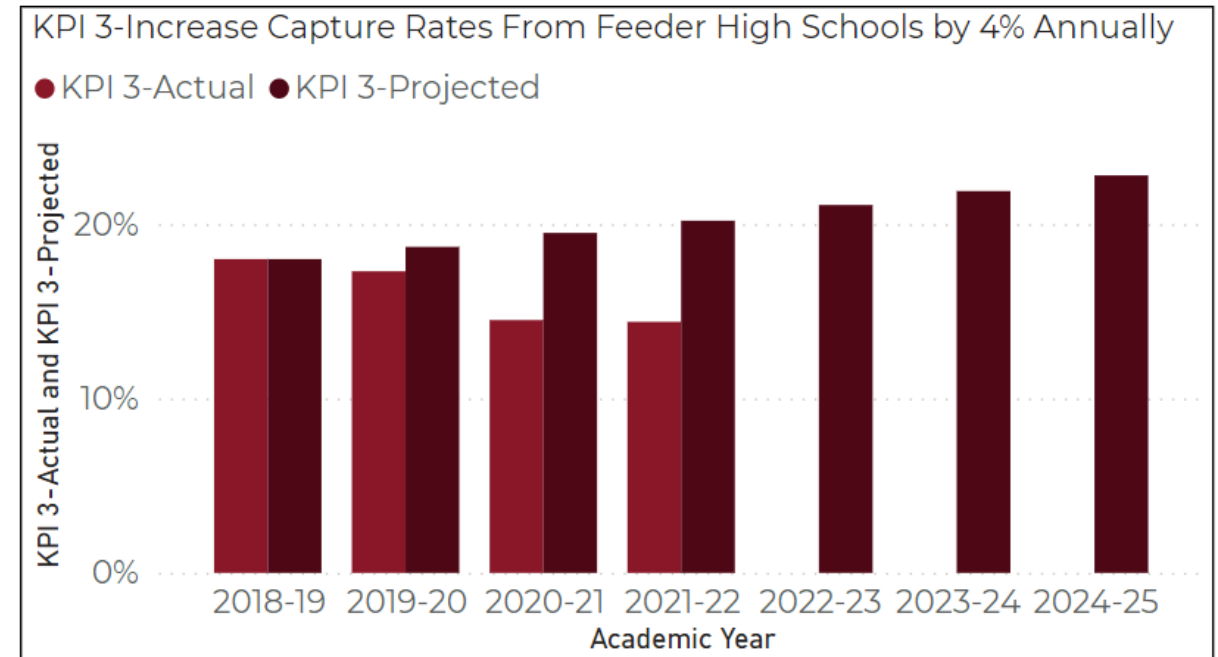
# KPI 3: INCREASE CAPTURE RATES FROM FEEDER HIGH SCHOOLS BY 4% ANNUALLY

## Highlights 2021-22

- Actual = 14.4%
- Projection = 20.2%

## Concerns

- Declining since baseline set in 2018-19 (18%)



# KPI 3: ACTION PLAN

- Community Outreach – Special events, College fairs, Career Expos
- Student and Parent information sessions once a month in the evenings (Starting in January)
- Outreach to all CNUSD high schools and other local area high schools
  - Tabling once a week during lunch
  - Application workshops
  - College 101 Presentations to high school classrooms and parent nights
  - Promise Program information and application workshops

# TAKE AWAYS

- Need to build back high school relationships after pandemic.
- Need to be able to build an Outreach team to accomplish goals and be more present on the high school campuses and in the community.



## Pathway and Enrollment Management Workgroup

### CHARTER

This Charter is established between the Pathway and Enrollment Management Workgroup and the College, to designate the goals, process, outcomes, and participants throughout the 2022-2023 academic year.

#### Purpose

The Pathways and Enrollment Management Workgroup is established to create a renewed structure for Enrollment Management to a college-wide effort, re-focusing from recruitment and enrollment of students to the full student journey from connection, entry, progress, and successful transition into career and transfer destinations.

The workgroup will revisit its status as a body and make a recommendation to the College Council on the ongoing structure of a Pathways and Enrollment Management Committee.

#### Charge

The charge of this workgroup is to develop a Strategic Enrollment Plan focusing on the full student journey at Norco College, developing a structure that makes enrollment management a college-wide responsibility. The workgroup is charged with identifying and unifying the work that is already happening across the campus, identifying and making recommendations to address gaps.

The workgroup exists for one academic year (2022-2023).

#### Guiding Principles and Assumptions

Enrollment management is the responsibility of everyone at the college and encompasses all aspects of the student journey.

The College's efforts in promoting equitable Access, Success, and our Guided Pathways & Equity plans provide guidance with the College mission and core values in virtually every meeting, as they are in the forefront of our planning processes in how to transform our institution.

Decisions concerning effective pathway and enrollment management should be based upon an agreed upon set of principles. Principles upon which enrollment management decisions are based may include the following:

- Student academic needs should drive enrollment management decisions. As a general rule, student academic needs (curriculum balance, quality of instruction, availability of courses in a variety of modalities, locations, terms, etc.) should be the primary factors guiding enrollment management decisions.
- Colleges are charged with making operational decisions such as the number of class sections to be scheduled and the distribution of these sections across the college curriculum, terms, location, and modality. Class schedules should be built by those in the best position to ascertain likely student demand (i.e., college instructional administrators in consultation with their faculty).

### **Guiding Principles and Assumptions**

- The need to practice responsible stewardship of taxpayer dollars. Pathway and enrollment management decisions should be based on the principle of providing students equitable access to courses and programs and fostering their success while optimizing the use of financial resources. Student-centered schedules should be planned, efficient, and responsive to the communities served.
- Curriculum development is the purview of the faculty and is an Academic Senate 10+1 item.

The college aligns all strategic goals/objectives with a council. The culture of the college promotes consensus building to support decision making in leveraging existing programs and initiatives in resource allocation and program enhancements. This group guides the specific/directed efforts to integrate Enrollment Management Strategies, Guided Pathways, and Equity goals at the college through the use of data, holistic assessment, dashboards, KPIs, and multi-year scheduling tools to guide its efforts.

### **Scope & Expected Deliverables**

Specific Activities of the group will include:

- Comprehensive Enrollment Management Plan
  - Annual calendar of events pertaining to enrollment, retention, and success.
- Recommend Pathway and Enrollment Management Plan and related budget priorities;
- Participate in dialogue with the Academic Planning Chairs to implement strategies for enrollment management
- Report to the College Council;
- Coordinate and facilitate cooperation and alignment with district-wide Enrollment strategies;
- Communicate regularly to college/district/community stakeholders on Pathways and Enrollment Management Plan, updates implementation and improvements.

### **Membership**

The Pathway and Enrollment Management Workgroup will be comprised of 11 members; meetings are open and other expertise may be requested as needed. The (Co)Chairs shall be the Vice President of Academic Affairs and the Vice President of Student Services.

- Vice President of Academic Affairs
- Vice President of Business Services
- Vice President of Student Services
- Dean of Institutional Effectiveness
- Dean of Admissions and Records
- Deans of Instruction
- Dean of Student Services
- Associate Dean of External Partnerships
- Program Manager, Title V Grant
- Academic Senate President or designee
- Chair of Chairs or designee
- Academic Senate Appointee to Pathway and Enrollment Management Workgroup

Additional participants in the four subgroups will be sought out by leads including classified professionals with relative expertise.



### **Meeting Time/Pattern**

The Pathways and Enrollment Management Workgroup meetings are scheduled for the first and third Tuesdays of each month 8:00-9:00 a.m. The first Tuesday subgroups will meet independently and the third Tuesday the entire workgroup meets as a whole.

Contact the Chair/Co-Chair(s) or designated facilitator to place an item on a future agenda.

### **Roles of Chairs and Members**

The Chair/Co-Chair(s) are accountable to the College Council to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating workgroup (third Tuesday) meetings of the Pathways and Enrollment Management Workgroup based on best practices and guidelines for effective facilitation. Subgroup leads will coordinate and facilitate subgroup meetings (first Tuesdays).

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the Pathway and Enrollment Management Workgroup that can help to achieve the Pathway and Enrollment Management Workgroup charter deliverables and college and district strategic charges. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of the Pathway and Enrollment Management Workgroup. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with Pathway and Enrollment Management Workgroup and peers with the intention of finding consensus on all issues that come before the Pathway and Enrollment Management Workgroup.

### **Meeting Procedures and Expectations**

The Chair(s), and members of this operational entity will adhere to meeting and governance best practices as follows:

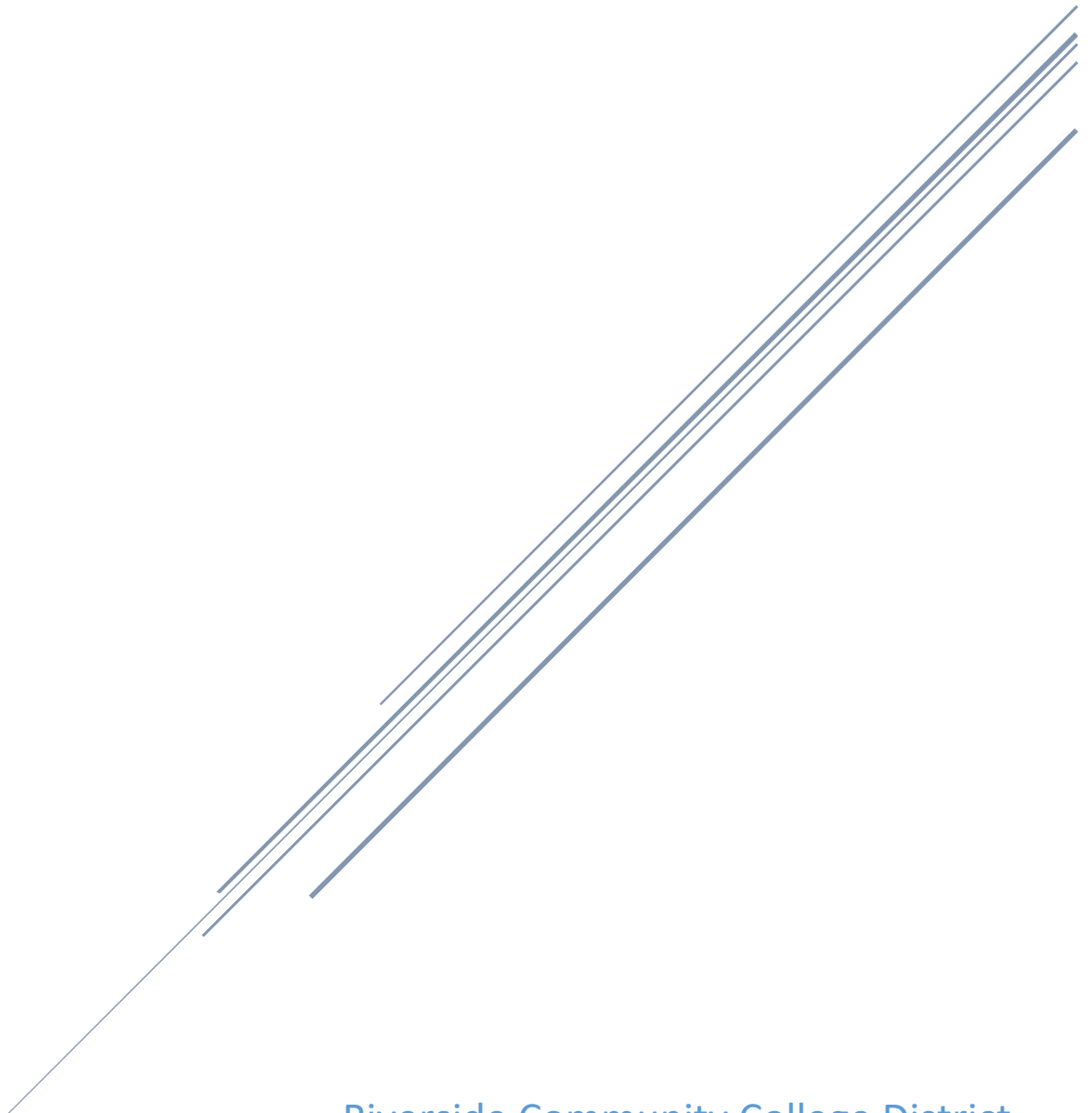
Meeting agendas are issued in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. A final summary report is to be submitted to the College Council annually.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda.
- arrive promptly and stay for the duration of entire meetings.
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency versus college-wide perspectives.
- welcome all ideas, interests and objectives that are within the scope of the charter.
- actively listen to engage in respectful and constructive dialogue.
- work with a spirit of cooperation and compromise leading to authentic collaboration.
- move forward once a consensus-based decision has been made.
- continue to progress with the members who are present at each meeting.
- follow through on tasks that are committed to outside of scheduled meetings.

# DISTRICT STRATEGIC PLANNING COUNCIL, COMMITTEE & SUB-COMMITTEE

Operational Guidelines and Structure



Riverside Community College District  
Rev. 09/13/22

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## Purpose

The District Strategic Planning Council (DSPC) and the five DSPC committees are responsible for integrating the strategic plans of the three colleges into a coherent district strategic plan and ensuring that appropriate district support services are available to assist the colleges in their efforts to improve student success, access, and equity. The three colleges develop and implement strategies to improve the quality of student instructional programs and have the primary responsibility to meet or exceed the district strategic goals and targets, which shall be derived essentially from the colleges and their planning activities. The guiding principle of the district strategic planning committees and sub-committees are to:

- identify and expand upon effective strategies among the three colleges
- share sound practices and ensure economies of scale
- conserve resources by identifying and coordinating infrastructure and technological solutions among district entities
- Monitor, evaluate, and assess strategic goals and achievement by all entities

All planning proposals originate at one of the three colleges or from the program-review process within district support services and are submitted to the appropriate district strategic planning committees or sub-committees for vetting and input.

## Structure

The DSPC includes representatives from the five district-wide committees and their sub-committees, and sub-committee membership is discussed in Exhibits A and B.

## Chancellor

The chancellor must endorse any district or college plan documents ~~activity or proposal~~ that require Riverside Community College District Board of Trustees approval before it can be submitted to the board. The chancellor's cabinet advises the chancellor on all planning documents from district support services and/or the colleges. Once the chancellor has approved the plan ~~activity or proposal~~, it is sent to the appropriate board committee for discussion and recommendation for approval.

## The District Strategic Planning Council

The DSPC approves the District Strategic Plan and other district long- and short-term strategic plans, oversees the work of the five district strategic planning committees, and makes recommendations to the chancellor's cabinet on all college and district planning activities, documents, and policies that require approval by the Board of Trustees, particularly those that involve district budget appropriations and/or academic and student service initiatives that impact the colleges or district support services. DSPC will only act on any district or college planning proposals if one or more of the five district strategic planning committees or one of the sub-committees of a committee charged with completing an assigned task has reviewed the proposal or board policy change and made a formal recommendation to the DSPC. If the DSPC determines that it cannot make a positive recommendation to the chancellor, the council will provide a written rationale and offer concrete suggestions for changes to the recommending district strategic planning committee who submitted the proposal. It is expected that members of the council, committees, and sub-committees will have familiarity with the topics and issues addressed with their particular bodies. While members who will be unable to serve for an extended period may choose semi-permanent representatives who have voting rights, proxy voting is not permitted for a substitute designated by a member who is unable to attend a scheduled meeting. DSPC meetings will be held monthly during the primary academic terms and as needed the remainder of the year. The District Academic Senate shall select the faculty co-chair (rotating each year from college to college). No recommendations made by the DSPC shall in any way override the authority of the Academic Senate conferred by Title 5 §53200 et seq.

## District Strategic Planning (DSPC) Committees

The primary responsibilities of the five DSPC committees are to monitor, assess, and evaluate the district strategic goals and objectives assigned to them by the DSPC and provide one written assessment of the assigned goal (s) to the DSPC in spring. The appropriate DSPC committee assists in the development of the district five-year plans listed in the District Strategic Plan and coordinates the planning activities of the colleges into a coherent strategy. The committees are charged to provide regular updates to DSPC on the progress of plan development. The chancellor will designate one of the vice chancellors or associate vice chancellors to chair the committee, who shall provide the necessary district support services to the committee. The District Academic Senate shall select the faculty co-chair (rotating each year from college to college) for

each of the five committees. The designated vice chancellor and the faculty co-chair shall also serve on the parallel Board of Trustees committee to provide regular updates for board consideration. Members of the Board of Trustees who oversee the functional areas in question and receive recommendations from the groups, are strongly encouraged to attend committee meetings. The voting membership of each of the five committees shall include administrative, faculty, classified professionals, and students. Each committee may create temporary task forces or permanent sub-committees and designate specific tasks to them. Unless there are extenuating circumstances, the sub-committee or task force will regularly report the results of their work to the authorizing committee that created the sub-committee or task force. The authorizing committee may permit the sub-committee or task force to report directly to DSPC if deemed necessary. The committees shall select the membership of all permanent sub-committees and task forces using the accreditation guidelines (Standard IV A, Sections 1-5). The administrative co-chairs of the committees shall select the co-chairs of the designated sub-committees and task forces. Vice Chancellors shall provide the necessary and appropriate district administrative support to the sub-committees or task forces. The faculty co-chair of a task force or sub-committee shall be selected by the faculty serving on the task force or sub-committee, given that the Academic Senate has delegated the co-chair selection process. The membership of the sub-committees or task forces shall come directly from the college committees assigned to complete the work, and each college shall ensure that the representatives have the necessary expertise in the area the task force or sub-committee is charged to oversee. Each college shall have equal representation. Each college, using its shared governance processes, will submit its representatives to the various committees.

To ensure that the topics or issues addressed within the DSPC are brought to the colleges for their consideration and implementation, members of the DSPC shall report district-level actions and discussions to their college-level units. The colleges shall provide feedback on the issues for DSPC's consideration.

## Exhibit A

### Voting Membership of District Strategic Planning Council

Vice Chancellor, Educational Services & Strategic Planning, Co-Chair

College Presidents (3)

College Vice Presidents, Planning and Development (3)

Vice Chancellor, Business & Financial Services

Vice Chancellor, Human Resources & Employee Relations

Vice Chancellor, Institutional Advancement & Economic Development

Academic Senate Presidents (3)

Faculty Representatives from each College, ideally the Strategic Planning Faculty Co-Chairs, selected by the Academic Senate, one of whom serves as committee Co-Chair on a rotating annual basis (3)

Academic Planning Council/ Department Leadership Council Faculty Co-Chairs (3)

Faculty Association Representative

Classified Professional from each college and the district office (4), appointed by CSEA

Student Trustee/Representative appointed by District Associated Students Governance Body

Note: District Support Service administrators and/or classified professionals may attend DSPC meetings at the request of the Vice Chancellors to make presentations and to receive information. Additionally, those administrators from the sub-committees, at the request of the chair, can provide additional information to the DSPC.



## Exhibit B

### Voting Membership of the Teaching & Learning Committee

Vice Chancellor, Educational Services & Strategic Planning – Co-Chair

College Vice Presidents, Academic Affairs (3)

College Vice Presidents, Student Services (3)

Dean, Distance Education (1)

Faculty Representatives from each College, ideally the College Teaching & Learning Committee

Faculty Chair, selected by the Academic Senate, one of whom serves as Co-Chair on a rotating annual basis (3)

Faculty Guided Pathway Leads (3)

Faculty Representatives from the District, ideally the District Curriculum Chair, selected by the Academic Senate (1)

Classified professional from each college and district office, ideally with knowledge of Teaching & Learning, appointed by CSEA (4)

Faculty Representatives from each College, ideally Faculty Counselors, overseeing Transfer Center, selected by the Academic Senate (3)

Student representative from each college, serving on college Teaching and Learning councils (3)

Note: District Support Service administrators and/or classified professionals and college/district representatives working on student success and Guided Pathways may be asked to attend meetings at the request of the Co-Chairs to receive information or to make presentations necessary for the committee to complete its work.

This committee has the following permanent sub-committees: Guided Pathways Sub-Committee, Distance Education Sub-Committee, and Noncredit Sub-Committee. Other district committees that align with Teaching and Learning include the Professional Growth and Sabbatical Leave Committee and District Curriculum Committee. (Exhibit C)

## **Exhibit B (cont.)**

### Voting Membership of Human Resources Committee

Vice Chancellor, Human Resources – Co-Chair

Director, Employee Relations, Labor Relations, and College Support Services

Director, Staffing, Employment and Records

Senior Human Resource Liaisons for each college (3)

College Vice Presidents, Business Services (3)

Faculty Representatives from each college, selected by the Academic Senate, one of whom serves as Co-Chair on a rotating annual basis (3)

Faculty Association Representatives (3)

Classified Professional from each college and the district office, appointed by the CSEA (4)

Confidential Representative (1)

Faculty Representatives from the Diversity, Equity and Inclusion Faculty representatives from each college (3)

Note: District Support Services administrators and/or classified professionals and college/district representatives may be asked to attend the meetings at the request of the Co-Chairs to receive information or make presentations necessary for the committee to complete its work.

This committee has the following permanent sub-committees: Diversity, Equity and Inclusion Sub-Committee, Professional Development Sub-Committee, Health and Welfare Benefits Sub-Committee, Catastrophic Leave (Exhibit C).

## **Exhibit B (cont.)**

Voting Membership of Institutional Planning, Effectiveness, and Governance Committee  
Associate Vice Chancellor, Educational Services and Planning – Co-Chair

College Vice Presidents, Planning and Development (3)

District Dean, Institutional Research

College Deans, Institutional Effectiveness (3)

Faculty Representatives from each College, ideally the College Institutional Effectiveness  
Faculty Co-Chairs, selected by the Academic Senate, one of whom serves as Co-Chair on a  
rotating annual basis (3)

Faculty Representatives from the District, ideally the District Program Review Chair, selected by  
the Academic Senate (1)

Classified Professionals from each college and district office, preferably with knowledge of  
Institutional Effectiveness, appointed by CSEA (4)

Student Representative from each college (3)

Note: District Support Services administrators and/or classified professional and college/district  
representatives working on institutional effectiveness and/or governance matters may be asked to  
attend the meetings at the request of the Co-Chairs Committee to receive information or make  
presentations necessary for the committee to complete its work.

This committee has the following permanent sub-committees: District Enrollment Management  
Sub-Committee, District Institutional Research Coordination Sub-Committee, Program Review  
Sub-Committee, Governance Sub-Committee (Exhibit C).

## **Exhibit B (cont.)**

### **Voting Membership of Resources Committee**

Vice Chancellor, Business & Financial Services – Co-Chair

College Vice Presidents, Business Services (3)

Director, Risk Management

Chief of Police

Associate Vice Chancellor, Information Technology & Learning Resources

Associate Vice Chancellor, Facilities Planning & Development

Associate Vice Chancellor, Grants & Economic Development

Executive Director, RCCD Foundation

Director, Employee Relations, Labor Relations and College Support

Faculty Representatives from each College, ideally the College Resources Committee Faculty Co-Chairs, selected by the Academic Senate, one of whom serves as Co-Chair on a rotating annual basis (3)

Classified Professional from each college and district office, preferably with knowledge of Resources/Facilities/IT, appointed by CSEA (4)

Student Representative from each college (3)

Note: District Support Services administrators and/or classified professionals and college/district representatives working on resource related matters may attend meetings at the request of the Co-Chairs to receive information and to make presentations necessary for the committee to complete its work.

This committee has the following permanent sub-committees: District Budget Advisory Sub-Committee, Facilities Planning and Development Sub-Committee, District Safety and Security Sub-Committee, Information Technology Strategy Sub-Committee, Cybersecurity Advisory Sub-Committee, (Exhibit C).

## **Exhibit B (cont.)**

### [Voting Membership of Advancement and Partnership Committee](#)

Vice Chancellor, Institutional Advancement & Economic Development – Co-Chair

Vice Presidents, Planning and Development (3)

Associate Vice Chancellor, Grants and Economic Development

Executive Director, Foundation

Executive Director, Grants and Sponsored Programs

Executive Director, Economic Development and Entrepreneurship

Executive Director, Strategic Communications & External Relations

Director, Center for Social Justice & Civil Liberties

Director of College Grants, Moreno Valley College

Dean, Grants & Student Equity Initiatives, Norco College

Dean, Grants Development & Administration, Riverside City College

Faculty Representative from each College, ideally the College Grants Committee/Workgroup

Faculty Co-Chairs, selected by the Academic Senate, one of whom serves as Co-Chair on a rotating annual basis (3)

College Faculty Principal Investigator of Grant selected by Academic Senate (3)

Faculty Representative from each campus selected by the College Academic Senates, ideally engaged in grants, economic development, community engagement and outreach, or other related area (3)

Classified Professionals from each college and district office, ideally with knowledge of Grants/Economic Development/Public Affairs, selected by CSEA (4)

Student Representative from each college (3)

Note: District Support Services administrators and/or classified professionals and college/district representatives may attend meetings at the request of the Co-Chairs to receive information and to make presentations necessary for the committee to complete its work.

This committee has the following permanent sub-committees: District Marketing and Communications Sub-Committee, Facilities Naming Sub-Committee (Exhibit C)

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## Exhibit C

### Teaching and Learning Committee

The Teaching and Learning Committee (TLC) is charged with improving the overall quality of teaching and learning throughout the district in alignment with district mission, vision, and commitment to diversity, equity, inclusion, and anti-racism.

The TLC oversees student access, success, and equity goals established in the District Strategic Plan. The TLC coordinates specific strategies and practices used by the colleges and district office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The TLC monitors, assesses, and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The TLC assists in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

Specifically, TLC accomplishes its coordination and integration through:

- Gathering and sharing promising practices for teaching and learning, for possible districtwide scaling
- Supporting and facilitating innovation and development of teaching and learning by identifying or connecting projects/initiatives to appropriate resources
- Providing recommendations on prioritized shared needs for teaching and learning

Following are the TLC sub-committees, purpose, and voting membership:

#### Guided Pathways Sub-Committee (GPS):

A permanent sub-committee which develops design principles and coordinates scaling of guided pathways districtwide. Sub-committee members share promising practices, align pillar activities, coordinate on statewide reports, and develop Board of Trustees presentations. GPS focuses on student pathways emphasizing technical skills and living wage employment, on pathways to further educational attainment, and on pathways partnerships with feeder K-12 districts and four-year colleges and universities.

- Membership:
  - Vice Chancellor, Educational Services & Strategic Planning – Co-Chair (1)
  - Faculty representatives from each College (3-6, depending on sharing of the coordination at each college), ideally the Guided Pathways College Leads, one of whom serves as Faculty Co-chair
  - College Deans or Associate Deans of Educational Partnerships (3)
  - Administrative GP Leads (3)
  - Classified Professionals CSEA (3)
  - Student Representative (1)
  
- 1. Vice Chancellor, Educational Services and Strategic Planning, College Deans or Associate Deans of Educational Partnerships, and Administrative GP Leads are permanent members.
- 2. All other member terms are two years.
- 3. Co-Chairs vote on recommendations only in the event of a tie.
- 4. College Academic Senates will appoint faculty representatives.
- 5. CSEA will appoint classified professional representatives.
- 6. The Associated Students will appoint the student representative.
- 7. Proxy voting is not permitted.

#### Noncredit Sub-Committee (NCS):

A permanent sub-committee which develops, monitors, and assesses the implementation of RCCD's five-year plan for noncredit. This plan aligns college and district strategic plans to support faculty in developing and offering noncredit courses and programs for basic skills, English as a second language, career and technical education, adults with disabilities, and older adults and to enhance noncredit student support services.

- Membership:
  - Executive Director, Adult Education and Community Initiatives – Co-Chair(1)
  - Vice Chancellor, Educational Services & Strategic Planning
  - Faculty representatives from each College (3), ideally the Noncredit College Leads
  - Faculty representative from each College (3), ideally representing each College's Curriculum Committee
  - Associate Vice Chancellor, Educational Services & Institutional Effectiveness (1)
  - VP, Academic Affairs (1)
  - Associate Deans of CTE (3)
  - Deans of Enrollment Services (1)
  - Classified Professionals CSEA (3)
  - Student Representative (1)
  
- 1. Vice Chancellor - Educational Services and Strategic Planning, Associate Vice Chancellor - Educational Services & Institutional Effectiveness, Executive Director - Adult Education and Community Initiatives, Vice President of Academic Affairs



- (rotated by college), Associate Deans of CTE, and Dean of Enrollment Services (rotated by college) are permanent members.
2. All other member terms are two years.
  3. The faculty Co-Chair will be chosen by the faculty members on the committee.
  4. Co-Chairs vote on recommendations only in the event of a tie.
  5. College Academic Senates will appoint faculty representatives.
  6. CSEA will appoint classified professional representatives.
  7. The Associated Students will appoint the student representative.
  8. Proxy voting is not permitted.

#### Distance Education Sub-Committee (DES):

A permanent sub-committee which contributes to policy development, recommends procedures, and promotes practices that contribute to the quality of distance education in the district. DES considers academic issues in distance education, along with promising practices for delivering student support services in the online environment. DES also considers economies of scale in districtwide technology solutions for distance education.

- Membership:

- District Dean of Distance Education (1) – Co-Chair (1)
  - Faculty representatives from each College (3), ideally the Distance Education College Committee Chairs, one of whom serves as Faculty Co-chair, rotating by college each year
  - Administrative Co-Chairs of College DE Committees (3)
  - Associate Vice Chancellor, Information Technology and Learning Services
  - VP, Academic Affairs (1)
  - VP, Student Services (1)
  - Classified Professionals CSEA (3)
  - Student Representative (1)
1. District Dean of DE, AVC - IT and Learning Services, Administrative Co-Chairs of College DE Committees, Vice President of Academic Affairs (rotated by college), and Vice President of Student Services (rotated by college) are permanent members.
  2. All other member terms are two years.
  3. Co-Chairs vote on recommendations only in the event of a tie.
  4. College Academic Senates will appoint faculty representatives.
  5. CSEA will appoint classified professional representatives.
  6. The Associated Students will appoint the student representative.
  7. Proxy voting is not permitted.

#### Professional Growth and Sabbatical Leave Committee (PG&SL):

A standing committee of the District Academic Senate, which reviews and approves faculty requests for professional growth plans and subsequent salary reclassifications in accordance with

filed plans. PG&SL reviews and makes recommendations to the Academic Senate, college presidents, and chancellor on sabbatical leave requests and requests for promotions to the ranks of Professor and Distinguished Professor.

- Membership as determined by Academic Senate:
  - Associate Vice Chancellor, Educational Services & Institutional Effectiveness (1), serves as Co-chair and provides support but is not a voting member
  - College Faculty Representatives (6, 2 per college), one of whom serves as Faculty Co-chair
  
- 1 Associate Vice Chancellor, Educational Services and Institutional Effectiveness provides support and serves as Co-chair but is not a voting member.
- 2 All other member terms are two years.
- 3 Co-chairs vote on recommendations only in the event of a tie.
- 4 College Academic Senates will appoint faculty representatives.
- 5 Proxy voting is not permitted.

#### District Curriculum Committee (DCC):

A standing committee of the District Academic Senate, which reviews and approves all district credit and noncredit courses and educational programs. DCC's approval recommendations are subsequently reviewed by the Chancellor's Cabinet before being presented to the Board of Trustees.

- Membership as determined by Academic Senate:
  - Vice Chancellor, Educational Services & Strategic Planning (1) (provides support, not a voting member)
  - Associate Vice Chancellor, Educational Services & Institutional Effectiveness (1) (provides support, not a voting member)
  - College Curriculum Committee Chairs or representatives (3), one of whom serves as Faculty Co-chair, rotating by college each year
  - District Technical Review Faculty Chair or representative (1) (provides support, not a voting member)
  - Instructional Program Support Coordinators (3) (provide support, not voting members)
  - District Instructional Support Coordinator (1) (provides support, not a voting member)
  
- 1 Vice Chancellor, Educational Services and Strategic Planning provides support but is not a voting member
- 2 All other member terms are two years.
- 3 Co-chairs vote on recommendations only in the event of a tie.
- 4 College Academic Senate Presidents will appoint faculty representatives.

5 Proxy voting is not permitted.

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## Exhibit C (Cont.)

### Human Resources Committee

Serves as the advisory body and serves as a conduit for discussions on common interests among the three Colleges and the District with regard to human resources matters. Conduct a needs assessment, based on each College's staffing plan, projecting human resource requirements/needs.

The HRC coordinates specific strategies and practices used by the colleges and District office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The HRC monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The will assist in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

Following are Human Resources Committee sub-committees, related charges, and voting membership:

#### Diversity, Equity, and Inclusion Sub-Committee:

Serves as an advisory body to promote understanding and support policies and procedures as they relate to diversity, equity and inclusion, especially those addressing discrimination, harassment, retaliation, and equal employment opportunities.

The District Council on Diversity, Equity, and Inclusion assists with the implementation and communication of the District's EEO Plan in accordance with state and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for EEO Plan revisions as appropriate. The committee will focus its work through a racial justice and equity lens to advance efforts to create an environment of inclusion and belonging for students and employees.

- Voting Membership:
  - Vice Chancellor, Human Resources and Employee Relations

- Associate Vice Chancellor, Educational Services and Strategic Planning
- District Compliance Officer
- Civil Rights Investigator
- HRER Analyst
- College Vice Presidents, Student Services from each college
- Faculty Co-Chair
- Faculty Association Representative
- CSEA Representative
- College Representatives or Classified Professionals included in Equity Work from each college
- Confidential Representative
- Student representative from each college

**Professional Development Sub-Committee:**

Serves as an advisory body for professional development opportunities throughout the District.

Facilitate and provide training to employees in maintaining, enhancing, and acquiring skills.

Create a personal development system to ensure that District personnel update and improve their knowledge and skills.

Work collaboratively with existing Professional Development Committees at the colleges to create a District-Wide Professional Development Planning Council, and structure the committee as follows:

- Voting Membership:
  - Vice Chancellor, Human Resources and Employee Relations
  - Director, Learning, Organizational Development, and HR Communications
  - Faculty Co-Chair
  - Faculty Association Representative
  - CSEA Representative
  - Confidential Representative
  - College Representatives or Classified Professionals from each college

**Health and Welfare Benefits Sub-Committee:**

Serves as an advisory body to promote understanding of health and welfare benefit matters.

Advise on matters related to developing strategies to encourage healthy behaviors in the workplace and creating a health-friendly work environment for employees and retirees through comprehensive, cost-effective health and welfare benefit programs.

The District recognizes that those represented groups (faculty and classified) are entitled, pursuant to the terms set forth in the Educational Employment Relations Act, to negotiate those

matters that fall within the scope of representation. Moreover, it is also recognized that health and welfare benefits fall within said scope and shall, as required by law, be negotiated with represented groups.

- Voting Membership:
  - Vice Chancellor, Human Resources and Employee Relations
  - Director, Total Rewards and Human Resources Information Systems
  - Benefits Specialist
  - Business and Financial Services Representative
  - Faculty Co-Chair
  - Faculty Association Representative
  - CSEA Representative
  - Classified Professional
  - Confidential Representative
  - Retiree

#### Catastrophic Leave Sub-Committee:

Serves as the advisory body for catastrophic leave requests submitted by employees. The Office of HRER establishes whether or not the employee's request for catastrophic leave meets the requirements set forth in policy and procedure by review of required medical documentation. Once that determination is made, the request goes forward to the committee to determine how much leave an eligible employee may be granted.

- Voting Membership:
  - Vice Chancellor, Human Resources and Employee Relations (ex officio)
  - Director, Total Rewards and Human Resources Information Systems
  - Benefits and Leave Clerk
  - Faculty Co-Chair
  - Faculty Association Representative
  - CSEA Representative
  - Classified Professional
  - Confidential Representative

## Exhibit C (Cont.)

### Institutional Planning, Effectiveness, and Governance Committee

The purpose of the Institutional Effectiveness and Governance Committee is to promote and facilitate an equity focused culture of evidence and inquiry in which accurate data and information provide the basis for data-driven decisions to improve teaching and learning and institutional effectiveness.

In addition to the direct and indirect methods of assessment as means to improve the teaching and learning by monitoring, assessing, and evaluating student progress at the course and program levels at the colleges, the committee will also work collaboratively to assist the District to measure institutional effectiveness by using additional parameters — efficiency, effectiveness, accountability, and transparency. To accomplish this aim, the committee will develop the methodology and instruments to monitor, assess, and evaluate the effectiveness of the District in these four parameters. The committee will determine baselines so that targets for improvement may be set. Additionally, the committee will develop key performance indicators (KPIs) and tracking tools to measure, monitor, and assess progress toward achieving RCCD strategic goals and objectives. The committee will also coordinate AP/BP updating efforts between the district office and the colleges to ensure AP/BP is up to date and governing processes are followed properly.

The IPEGC coordinates specific strategies and practices used by the colleges and District office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The IPEGC monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The IPEGC will assist in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

Following are Institutional Planning, Effectiveness, and Governance Committee sub-committees, related purpose and voting membership:

#### District Enrollment Management Sub-Committee (DEMC):

A permanent sub-committee which serves as the primary advisor on enrollment management matters to the Institutional Effectiveness and Governance Committee and then the District Strategic Planning Council (DSPC). DEMC provides a collaborative forum for the effective enrollment management decisions. ~~Decisions concerning effective enrollment should be based~~ on an agreed upon set of principles and guidelines.

- Voting Membership:
  - Vice Chancellor of Educational Services and Strategic Planning (Chair)
  - Vice Chancellor of Business and Financial Services
  - VPs of Academic Affairs (3)
  - VPs of Student Services (3)
  - VPs of Business (3)
  - One instructional dean from each college (3)
  - Faculty representatives from each college (3), ideally the Academic Senate Presidents, or selected by the Academic Senate
  - Faculty representatives from each college (3), ideally representing an instructional area, selected by the Academic Senate
  - Faculty Association Representative (1)
  - Classified Professionals CSEA (3)
- 1. Vice Chancellor - Educational Services and Strategic Planning, Vice Chancellor – Business and Financial Services, VPs of Academic Affairs, VPs of Student Services, and VPs of Business are permanent members.
- 2. All other member terms are two years.
- 3. The faculty Co-Chair will be chosen by the faculty members on the committee.
- 4. Co-Chairs vote on recommendations only in the event of a tie.
- 5. College Academic Senates will appoint faculty representatives.
- 6. CSEA will appoint classified professional representatives.
- 7. Faculty Association will appoint representative.
- 8. Proxy voting is not permitted.

#### District Institutional Research Coordination Sub-Committee (DIRCC):

The purpose of DIRCC is to coordinate institutional research projects between the district and the colleges to promote project excellence, effectiveness, and efficiency. DIRCC also works collaboratively to define consistent indicators to measure student success and other institutional effectiveness measures across the district.



- Voting Membership:
  - District Dean of Institutional Research and Strategic Planning (Chair)
  - AVC, Educational Services and IE
  - Dean of IE at the colleges (3)
  - Research specialists at the colleges (3)
  - Assessment Specialists
  - Faculty representative from each College (3) ideally the Faculty Chairs of the assessment committees, selected by the Academic Senate

#### Program Review Sub-Committee:

Shares best practices among colleges and district office for program review process and technology.

- Voting Membership:
  - Faculty co-chairs of college program review committees (3)
  - AVC, Educational Services and IE

#### Governance Sub-Committee:

The purpose of Governance Committee is to ensure leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated and updated to assure their integrity and effectiveness. The committee will also make sure the processes for decision-making and the resulting decisions are documented and widely communicated across the institution. The committee will also regularly review and update the function maps.

- Voting Membership:
  - VC of Educational Services and Strategic Planning, Co-Chair
  - VC of Human Resources and Employee Relations
  - VC of Business and Financial Services
  - VC of Institutional Advancement and Economic Development
  - Faculty representative from each college (3), ideally the Academic Senate Presidents, selected by the Academic Senate
  - CSEA Representatives from each college (3)
  - Management Association representative from each college (3)
  - Faculty Association Representatives (3)
  - Legal counsel

1. Vice Chancellor - Educational Services and Strategic Planning, Vice Chancellor – Business and Financial Services, Vice Chancellor of Human Resources and Employee Relations, Vice Chancellor of Institutional Advancement and Economic Development, and Legal Counsel are permanent members.
2. All other member terms are two years.
3. The faculty Co-Chair will be chosen by the faculty members on the committee.
4. Co-Chairs vote on recommendations only in the event of a tie.
5. College Academic Senates will appoint faculty representatives.
6. CSEA will appoint classified professional representatives.
7. Faculty Association will appoint representatives.
8. Proxy voting is not permitted.

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## Exhibit C (Cont.)

### Resources Committee

The Resources Committee is charged with acquiring, managing, and deploying resources—including human, facilities, technology, and financial—to support District goals and advancement.

The Resources Committee coordinates specific strategies and practices used by the colleges and District office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The Resources Committee monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The Resources Committee will assist in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

The primary areas of Resource Committee oversight and monitoring are: Finance; Facilities; Safety and Risk Management; and Information Technology. The Resources Committee will be guided by the following general responsibilities as it relates to resource stewardship:

- Improve efficiency and effectiveness by avoiding unnecessary duplications (economy of scale) and by enhancing synergies among available resources.
- Identify best practices used by the colleges and scale them districtwide.
- Identify barriers that impede the implementation of plans and recommend administrative and/or policy changes to remove those barriers.

Following are the Resources Committee sub-committees, related purpose (if currently established), and voting membership:

#### District Budget Advisory Sub-Committee (DBAC):

A permanent sub-committee which serves as the primary advisor on fiscal and budget matters to the Resources Committee and then the District Strategic Planning Council (DSPC). DBAC

provides a collaborative forum for the exchange of information necessary to inform strategic decisions regarding budget and fiscal policies, procedures, planning, budget development, and resource allocations within the Riverside Community College District (RCCD). DBAC works towards continuous evaluation and quality improvement of the budget allocation process by systematically assessing the effectiveness of resource allocation methodologies within approved principles and guidelines to advance the mission and goals of RCCD.

- Voting Membership:
  - Vice Chancellor, Business and Financial Services – Co-Chair (1)
  - Faculty Co-Chair – District Academic Senate President (1)
  - District Director, Business Services (1)
  - College Vice Presidents of Business Services (3)
  - College Academic Senate Representatives (3)
  - Faculty Representatives from each College (3), ideally involved with Budgetary Areas
  - Classified Professionals CSEA (4)
  - MLA Representative (3)
  - Student Representative (1)
  
- 1. Vice Chancellor, District Director – Business Services, College Vice Presidents of Business Services are permanent members.
- 2. All other members serve two-year terms.
- 3. Co-Chairs vote on recommendations only in the event of a tie.
- 4. The Academic Senate from each college will choose its faculty representatives
- 5. Proxy voting is not permitted.

#### Facilities Planning and Development Sub-Committee (FPDC):

A permanent sub-committee that serves as the primary advisor on facilities planning and development matters to the Resources Committee and then the District Strategic Planning Council. FPDC provides a collaborative forum for the exchange of information necessary in setting goals and priorities regarding facilities planning and development procedures, policies, capital resources administration, total cost of ownership, construction project management, and facilities compliances within the federal, state and local agencies. FPDC works towards continuous evaluation and quality improvement to support and advance the institutional mission of the District that promotes a safe, sustainable and high-quality college learning environment.

- Voting Membership:
  - Associate Vice Chancellor, Facilities Planning and Development – Co-Chair (1)
  - Faculty Co-Chair – District Academic Senate President (1)
  - Director, Capital Planning (1)
  - Facilities Development Director (1)
  - District Director, Business Services (1)
  - Director, Risk Management (1)
  - Director, IT Infrastructure & Systems (1)
  - College Vice Presidents of Business Services (3)
  - Directors of Facilities Maintenance and Operations (3)
  - College Academic Senate Representatives (3)
  - Classified Professionals CSEA (4)
  - Student Representative (1)
  1. Assoc. Vice Chancellor, Director – Capital Planning, Facilities Development Director, Director – Risk Management, Director – IT/Infrastructure, District Director – Business Services, College Vice Presidents of Business Services are permanent members.
  2. All other members serve two-year terms.
  3. Co-Chairs vote on recommendations only in the event of a tie.
  4. The Academic Senate from each college will choose its faculty representatives.
  5. Proxy voting is not permitted.

District Safety and Security Sub-Committee (DSSC):

A permanent sub-committee that serves as the primary advisor on districtwide safety and security matters to the Resources Committee and then the District Strategic Planning Council. The DSSC meets regularly to identify: all areas of safety and security concern; strategically plan for risk identification and mitigation; address regulatory and compliance matters; provide guidance and research; address all unsafe conditions that could result in harm to our students, faculty, staff, and visitors.

- Voting Membership:
  - Director, Risk Management – Co-Chair (1)
  - Faculty Co-Chair – District Academic Senate President (1)
  - Manager, District Safety & Emergency Preparedness (1)
  - Chief of Police (1)
  - Director, Employee Relations, Labor Relations and College Support (1)
  - College Vice Presidents, Business Services (3)
  - College Safety Coordinators (3)
  - Faculty Representatives from each college (3), ideally the Academic Senate Presidents
  - Classified Professional Representatives CSEA (3)

- Student Representative (3)
- 1. Director – Risk Management, Manager – District Safety & Emergency Preparedness, Chief of Police, Director – ER, LR and College Support, Services, College Vice Presidents of Business Services, and College Safety Coordinators are permanent members.
- 2. All other members serve two-year terms.
- 3. Co-Chairs vote on recommendations only in the event of a tie.
- 4. The Academic Senate from each college will choose its faculty representatives.
- 5. Proxy voting is not permitted.

#### Information Technology Strategy Sub-Committee (ITSC):

A permanent sub-committee that provides a collaborative forum to advise and inform the Resources Committee and the District Strategic Planning Council in setting priorities and making strategic decisions involving the provision of information services and technology to advance the institutional goals of the Riverside Community College District and its three colleges.

- Voting Membership:
  - Associate Vice Chancellor, Info Tech and Learning Services – Co-Chair (1)
  - Faculty Co-Chair (1)
  - College Vice Presidents, Business Services (3)
  - Manager, Technology Support Services (3)
  - Faculty Representatives from each College (3)
  - Principal HR Analyst (1)
  - Classified Professional Representatives CSEA (3)
- 1. Associate Vice Chancellor, Information Technology and Learning Services, College Vice Presidents of Business Services, and Manager, Technology Support Services are permanent members.
- 2. All other members serve two-year terms.
- 3. Co-Chairs vote on recommendations only in the event of a tie.
- 4. The Academic Senate from each college will choose its faculty representatives.
- 5. Proxy voting is not permitted.

#### Cybersecurity Advisory Sub-Committee:

A permanent sub-committee that provides a collaborative forum to advise and inform the Resources Committee and the District Strategic Planning Council in creating policy concerning cybersecurity, information technology use, data security and protection, privacy, compliance, and cyber-risk.

- Voting Membership:
  - Director of IT, Infrastructure & Systems – Co-Chair (1)
  - Faculty Co-Chair (1)
  - Associate Vice Chancellor, Information Technology and Learning Services (1)
  - Director of Risk Management (1)
  - Manager of Technology Support Services at Moreno Valley College (1)
  - Director of College Technology Support Services at Riverside City College (1)
  - Management Representative from Norco College
  - Faculty Representatives (3)
  - Classified Professional Representatives CSEA (3)
  
- Non-Voting Membership:
  - Network Specialist - Data Systems Security (1)
  - Network Specialist - Data Systems Security (1)
  

  1. Associate Vice Chancellor, Information Technology and Learning Services, Director of IT, Infrastructure & System, Director of Risk Management, Manager of Technology Support Services at MVC, Director of College Technology Support Services at Riverside City College, and the Management Representative from Norco College are permanent members.
  2. All other members serve two-year terms.
  3. Co-Chairs vote on recommendations only in the event of a tie.
  4. The Academic Senate from each college will choose its faculty representatives.
  5. Proxy voting is not permitted.

## Exhibit C (Cont.)

### Advancement and Partnership Committee

The Advancement and Partnerships Committee (APC) supports the District through efforts that expand the awareness of, advocacy for, and engagement with RCCD and its colleges. The APC reviews and provides guidance on a variety of Institutional Advancement and Economic Development efforts to support Districtwide initiatives to achieve the Strategic Plan. These include, but are not limited to, the annual legislative program, workforce and economic development efforts, strategic communication efforts, and the identification of external funding sources.

The APC coordinates specific strategies and practices used by the colleges and District office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The APC monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The APC will assist in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

Following are APC sub-committees, related purpose (if currently established), and voting membership:

#### District Marketing and Communications Sub-Committee (DMCC):

In support of the RCCD District Strategic Plan, the District Marketing and Communications Committee (DMCC) will establish policies and procedures that provide guidelines and set standards for creating and producing marketing, advertising, and strategic communications for the District and its colleges.

- Voting Membership:
  - Vice Chancellor, Institutional Advancement and Economic Development – Co-Chair (1)



- College Faculty Representatives (3) selected by Academic Senate; one of whom serves as Faculty Co-Chair, rotating by college each year
  - Public Affairs Representatives from each college (3)
  - Classified Professionals from the colleges and district office (4) appointed by CSEA
  - Management Representatives from each college (3)
  - Management Representatives from RCCD External Relations and Strategic Communications (2)
  - Student representatives from each college (3)
1. Vice Chancellor, Institutional Advancement and Economic Development, Public Affairs representatives, and management representatives from RCCD External Relations and Strategic Communications, are permanent members.
  2. All other members serve two-year terms.
  3. Co-Chairs vote on recommendations only in the event of a tie.
  4. Proxy voting is not permitted.

#### Facilities Naming Sub-Committee (FNC):

The Facilities Recognition and Naming Committee assists the Chancellor in evaluating and making recommendations on naming facilities, events and programs. The honorary or philanthropic naming of RCCD facilities, events, and programs is governed by Riverside Community College District Policy No. 4400 (NAMING OF FACILITIES, EVENTS AND PROGRAMS, rev. 5/21/2019). Facilities, events, and programs may be named for a unique, extraordinary, or significant personal contributions of someone closely associated with the District or a significant financial gift made through the RCCD Foundation. In addition to facilities, plaques, memorials, and monuments, selected events—such as athletics, fine arts, and lectures—other activities and programs are eligible for naming under this policy. All proposed names for facilities, events, and programs shall be consistent with the principles and mission of the District and must receive prior approval by the RCCD Board of Trustees.

- Voting Membership:
  - Vice Chancellor, Institutional Advancement and Economic Development – (1)
  - Executive Director, RCCD Foundation, Co-Chair (1)
  - College Faculty Representatives (3) selected by Academic Senate; one of whom serves as Faculty Co-Chair, rotating by college each year
  - Associate Vice Chancellor, Facilities Planning and Development (1)
  - Foundation board member (1)
  - Classified Professional (1) appointed by CSEA
  - Management Representatives from each college (3)
  - Student Representative (1)

1. Vice Chancellor, Institutional Advancement and Economic Development, Associate Vice Chancellor - FPD, Foundation Executive Director, Foundation Board Member, and management representatives, are permanent members.
2. All other members serve two-year terms
3. Co-Chairs vote on recommendations only in the event of a tie.
4. Proxy voting is not permitted.

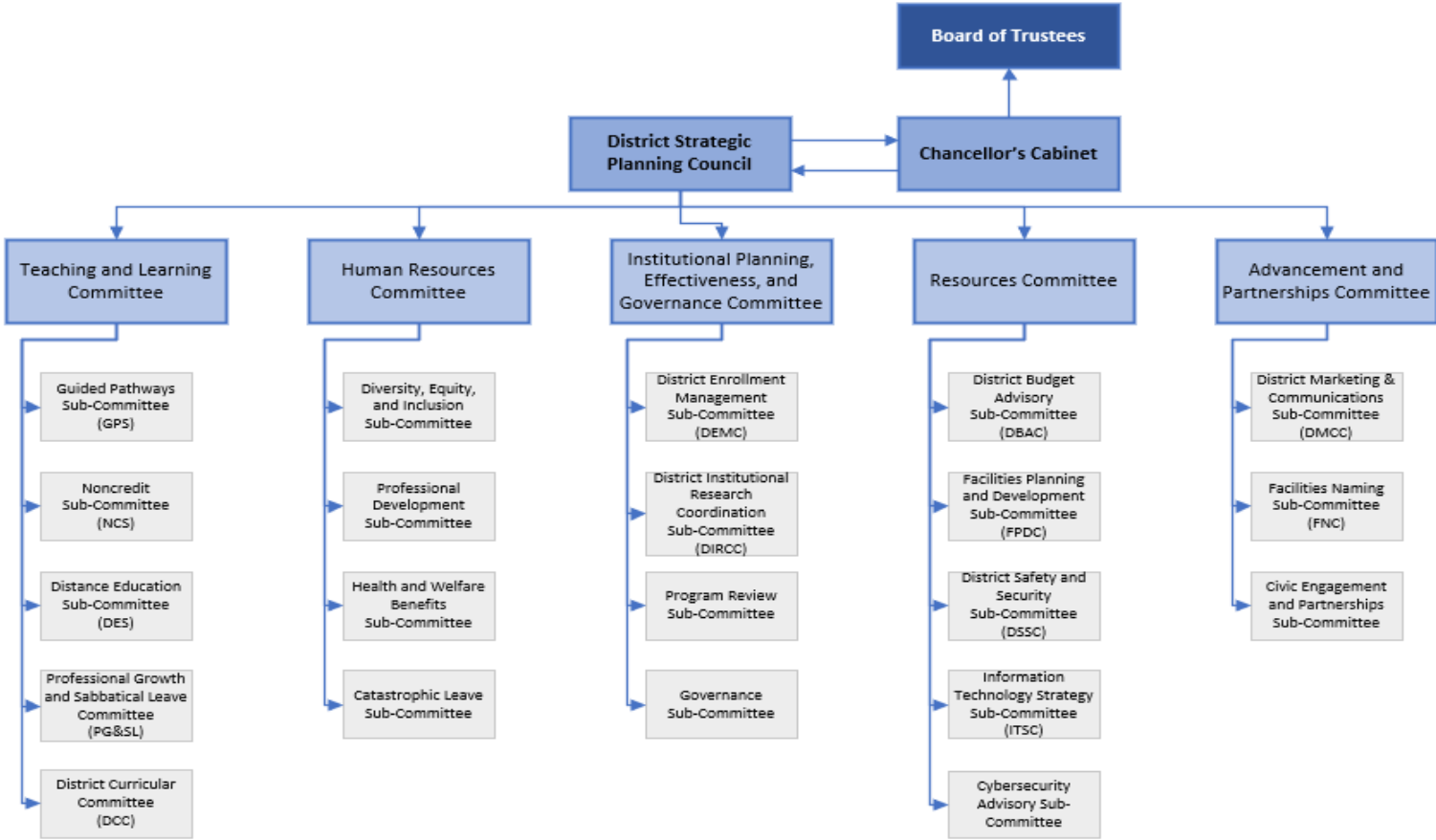
#### Civic Engagement and Partnerships Sub-Committee:

This functional area will strengthen the communities we serve through civic engagement and other collaborations focused on racial justice and equity.

- Voting Membership:
    - Vice Chancellor, Institutional Advancement and Economic Development, Co-Chair (1)
    - RCC President (1)
    - Executive Director, External Relations and Strategic Communications (1)
    - Director, Social and Civil Liberties, Co-Chair (1)
    - RCCD Chief of Police (1)
    - Management representatives from each college (3)
    - College faculty representatives (3)
    - College Public Affairs Officers (3)
    - Professional Development Coordinators from each college (3)
    - Student representative selected annually from each college (3)
    - All other members serve two-year terms
    - Co-Chairs vote on recommendations only in the event of a tie
    - Proxy voting is not permitted.
1. Vice Chancellor, Institutional Advancement and Economic Development, Public Affairs representatives and management representative from RCCD External Relations and Strategic Communications, are permanent members.
  2. All other members serve two-year terms.
  3. Co-Chairs vote on recommendations only in the event of a tie.
  4. Proxy voting is not permitted.

# Exhibit D

## District Strategic Planning Council Structure



Dated: 09/13/22

## Exhibit E

### Planning/Policy Documents to be Submitted to DSPC

| Planning Document                        | Information only | Approval |
|--|------------------|----------|
| Educational Master Plan                  |                  | ✓        |
| Facilities Plans                         |                  | ✓        |
| Equal Employment Opportunity Plan        |                  |          |
| Student Equity Achievement Plan          |                  | ✓        |
| Student Success and Support Program Plan |                  |          |
| Transfer Center Plan                     |                  |          |
| Cooperative Work Experience Plan         |                  |          |
| EOPS Plan                                |                  |          |
| 5-Year Strategic Plan                    |                  | ✓        |
| Faculty and Staff Diversity Plan         |                  |          |
| Noncredit Strategic Plan                 |                  | ✓        |
| Guided Pathways Plans                    |                  |          |
| Board Policies                           |                  | ✓        |
| RCCD Budget                              |                  | ✓        |

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