

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

March 21, 2018
RCCD Building - 309
1:30 P.M. - 3:30 P.M.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Hampton, Terri	(District)
Jones, Nathaniel	(Moreno Valley College)
Crouse, Laurie	(Moreno Valley College)
Lee, Samuel	(Norco College)
Mills, Susan	(Riverside City College)
Arispe, Rachelle	(Recorder)

Members Not Present

Lopez, Carlos	(Moreno Valley College)
Bader, Melissa	(Norco College)
Leal, Ruth	(Norco College)
Sellick, Mark	(Riverside City College)
Sell, Kathleen	(Riverside City College)

Guest(s)

Isaac, Wolde-Ab	(District)
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I. CALLED TO ORDER

A. By Aaron Brown

II. MEETING MINUTES

A. Minutes for October 13, 2017 will be reviewed and approved at the next meeting.

III. CHANCELLOR'S VISION FOR THE FUNCTIONAL MAP TASK FORCE

A. Chancellor Isaac expressed his vision for the district and the Functional Map Task Force.

1. Isaac described a vision as a collective presentation of where we see us going. It is an aspiration and it could take many years. Isaac formed his vision of the district by attending the college open forums and listening to people's aspirations, frustrations, ambitions, etc.
2. Isaac indicated that the district office roles are: 1) responsibility of ensuring alignment of plans between and within the colleges, district, Foundation and the communities that we serve; 2) empowering and enabling the colleges to thrive - it should not be a bureaucratic machine that controls or slows things down; 3) being the curator of regulatory function because we need to comply with a great deal of both federal and local state policies; 4) to develop a proper budget allocation model for the resources received by the state for the colleges - the model should be fair, transparent and equitable; 5) being a major role in fundraising (the president must also learn the art of fundraising to share in the responsibility); 6) to represent at the local and federal government level, including negotiations, even if it is for one college; and 7) to create an atmosphere that can support and guide the colleges to thrive.
3. Isaac defined a function map as a summary of how we expect each college to relate to each other. The function map should have mitigation of responsibility, it helps with building accountability. It should identify how things are made, implemented, evaluated, assessed and how they are reported. By creating a climate of transparency, it helps people believe. The district office needs to clearly describe their role and have a clear function.
4. One of Isaac's major roles is to create a sense of belongingness to a cohesive and unified district. He wants each of the members to take pride and contribute without any reservation, it

- will provide an open platform for discussion. All three colleges will succeed if they work together and not compete. Isaac does not want people to feel afraid to disagree, as it would be instilling a sense of fear. He stated that respect is never demanded, it is earned. The best respect is being honest.
5. Brown commented that the direction the Chancellor expressed has been needed for a long time. Brown agrees from the district's perspective that working together as a combined entity is the vision that we should be heading.
 6. Jones agreed with the Chancellor's visions. However, he would like consideration as to what services could be better deployed centralized and/or at the colleges. Isaac responded that we start out by trying to centralize as much as possible. If it makes sense, it could be a good idea to decentralize for provisional services, but there will still be structures to hold people accountable. Isaac explained that we will do what is most logical; we want to be smart, not wasteful. We need to regroup and recede when we now see what the district office should really do to keep a unified, cohesive, integrated system, and what kind of capacity we need. Therefore, we may have to revisit in our restructure that some things may be reinforced at the district and at the colleges.
 7. Mills indicated that there was some difficulty with providing functions for the Grants office. The functions are continuously changing in terms of how we work with the colleges and district.
 8. Isaac reminded the committee that we do not have a strong office of Educational Services and Strategic Planning due to the vacancy of the Vice Chancellor of Educational Services. However, it is the coordination that is not functioning. Isaac does not want people to be misled because we do not have the capacity to coordinate. He wants the district office to provide and coordinate brainstorming workshops that way everyone is on the same page. By harmonizing between each other it helps with success and failures. It will be a change of behavior.

IV. REVIEW FUNCTIONAL MAPPING PROGRESS

- A. Brown updated the committee and explained the changes that he made to the Functional Map dated November 2017 based on the recommendations from the last task force meeting. He eliminated duplications, tried grouping items in-like categories. He attempted to consolidate as much as possible.
- B. Mills and Jones suggested to have subgroups to tackle each Standard. The subgroup would provide a broader group for comments, etc. Brown and others agreed with the suggestion.
- C. Standards I, II, and IV will be coordinated by the colleges. Standard III will be coordinated by Terri Hampton for Human Resources and Aaron Brown for the remaining areas in Standard III. Subgroups are as follows:
 1. Standard I – Susan Mills and David Torres
 2. Standard II – Samuel Lee
 3. Standard III – Aaron Brown, Terri Hampton, Nathaniel Jones, James Reeves, Chip West, Business and Financial Services, Human Resources, Information Technology, Risk Management, Safety & Police Services and Facilities, Planning and Development.
 4. Standard IV – Melissa Bader and Susan Mills

V. NEXT MEETING

- A. Members confirmed next meeting to be scheduled for Monday, May 7, 2018 from 9:00am to 11am.

VI. MEETING ADJOURNED AT 2:40 P.M.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

May 7, 2018
RCCD Building - 309
9:00 a.m. - 11:00 a.m.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Torres, Diana	(District – Proxy for Terri Hampton)
Jones, Nathaniel	(Moreno Valley College)
Lee, Samuel	(Norco College)
Mills, Susan	(Riverside City College)
Sell, Kathleen	(Riverside City College)
Arispe, Rachelle	(Recorder)

Members Not Present

Lopez, Carlos	(Moreno Valley College)
Crouse, Laurie	(Moreno Valley College)
Bader, Melissa	(Norco College)
Leal, Ruth	(Norco College)
Sellick, Mark	(Riverside City College)

I. CALLED TO ORDER

A. By Aaron Brown

II. REVIEW OF MINUTES

A. Sell moved and Jones seconded approval of the minutes for March 21, 2018.

III. REVIEW PROCESS OF FUNCTIONAL MAPS

- A. Brown provided a brief update about the subgroup meetings. He reviewed the Physical Resources edits with the group. Jones commented that during the meeting they tried to be mindful of the Chancellor's vision.
- B. Lopez indicated that Human Resources has not met on Standard III. Brown suggested that Human Resources start on the process as it is going to take some time to discuss due to the importance of the functions.
- C. Mills commented that she and David Torres had a lot of discussion on Standard I. Mills noticed that there were items added in the "mission" area. She is planning a meeting with Greg Aycock and David Torres. They will make sure that the "mission" area is reviewed and approved. Mills added that the Institutional Integrity area needs the functions identified better. Some of the items are out of their purview.
- D. Mills wants to review the "statement of principles" and make further edits.
- E. Jones does not think the district office needs a mission statement since accreditation is for the separate entities.
- F. Lee has not met with the Standard II subgroup. He will coordinate and begin discussions.

- G. Sell suggested that IIA and IIB be separated and the Vice Presidents of Academic Affairs should work on the functions, possibly during the summer.
- H. Standard IV of the Functional Map was written by the Chief of Staff. Since the Chief of Staff position is currently vacant, Brown suggested that the Vice Chancellor of Educational Services coordinate the subgroup for this area.
- I. Mills suggested that the next meeting agenda include identifying the functional areas for Standard IV. Mills and Jones suggested that everyone come to the next meeting with ideas of functions from their own perspective that could then be standardized.
- J. Discussion ensued regarding the timeline to complete the Functional Map. Brown suggested that the entire Functional Map be completed by the end of fall or early spring. In the spring, it can be vetted through various governance groups, then reviewed and approved at DSPC.

IV. NEXT MEETING

- A. Next meeting scheduled for Friday, May 18, 2018 from 1:00pm to 2:00pm at RCC's Heritage Room.

V. MEETING ADJOURNED

Arispe, Rachelle

Subject: Standard IV Function Map Meeting

Location: CAADO - 309

Start: Mon 7/30/2018 11:00 AM

End: Mon 7/30/2018 1:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Mills, Susan

Required Attendees: Mills, Susan; Leal, Ruth; Jones, Nathaniel; Sell, Kathleen; Sellick, Mark; Brown, Aaron

Optional Attendees: Crouse, Laurie

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

August 7, 2018
RCCD Building - 309
9:00 a.m. - 11:00 a.m.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Torres, Diana	(District – Proxy for Terri Hampton)
Jones, Nathaniel	(Moreno Valley College)
Lee, Samuel	(Norco College)
Mills, Susan	(Riverside City College)
Sellick, Mark	(Riverside City College)
Arispe, Rachelle	(Recorder)

Members Not Present

Lopez, Carlos	(Moreno Valley College)
Crouse, Laurie	(Moreno Valley College)
Bader, Melissa	(Norco College)
Leal, Ruth	(Norco College)
Sell, Kathleen	(Riverside City College)

I. CALLED TO ORDER

A. By Aaron Brown

II. REVIEW PROCESS OF FUNCTIONAL MAPS

- A. Mills provided the updates to Standard I. Discussions ensued regarding the functions. Adjustments were made to the functions during the meeting. Standard I function revisions were completed and will be reflected on the TEAMS site.
- B. Lee briefly reviewed the updates to Standard II. The functions were listed as tasks. Brown clarified that the format should identify the function that support the accreditation standards, then define the particular roles that the district office and colleges have to accomplish.
- C. Lee will look at Standard III format as reference and will return to the next meeting with an update to Standard II. Lee will have Vice Presidents of Academic Affairs and Student Services assist with the functions for Standard II.
- D. Brown indicated that Standard III for Financial Resources is almost completed. The next Financial Resources subgroup meeting will include updating the Police Services area.
- E. Brown inquired with Torres on the status of Human Resources. Torres indicated that Human Resources has not met on Standard III. Hampton has been out of the office on medical leave. Since Hampton will not be returning until the beginning of November, Torres will work on revising the information. Brown suggested that she collaborate with the Vice Presidents of Business Services and faculty representatives to help inform the discussion. Sellick will suggest a representative from faculty. Jones also suggested a representative from CTA be included.

- F. Mills briefly updated the status of Standard IV. She emailed a copy to the college presidents for their review. Reece responded that he was going to include it in a college meeting to review/discuss. Another subgroup meeting will be confirmed to complete Standard IV.
- G. Brown inquired with Mills regarding the timeline for completion of Standards I, II, and IV. Mills responded that Standard I is almost completed and Standard IV she is hoping to have completed by the end of August. However, Mills has concerns with Standard II since there are more areas involved. Mills will be adding Standard II to her agenda to make sure the Vice Presidents of Academic Affairs and Student Services have it completed in a timely manner.
- H. Brown requested that Human Resources have their functions completed by the end of August.
- I. Brown commented that most of the information should be substantially completed by the end of August as the colleges will still need to review and it will need to be approved through the shared governance committees and DSPC.

III. NEXT MEETING

- A. Next meeting scheduled for Tuesday, September 11, 2018 from 9:00am to 11:00am at CAADO Conference Room 309A.

IV. MEETING ADJOURNED

Arispe, Rachelle

Subject: Standard IV-Function Map

Location: CAADO Room 309

Start: Tue 8/21/2018 8:00 AM

End: Tue 8/21/2018 10:00 AM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Mills, Susan

Required Attendees: Mills, Susan; Leal, Ruth; Jones, Nathaniel; Sellick, Mark; Sell, Kathleen; Aaron Brown

Optional Attendees: Crouse, Laurie; Arispe, Rachelle

Categories: Majd

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

Tuesday, September 11, 2018
RCCD Building – 309A
9:00 a.m. - 11:00 a.m.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Jones, Nathanial	(Moreno Valley College)
Lee, Samuel	(Norco College)
Mills, Susan	(Riverside City College)
Bader, Melissa	(Norco College)
Arispe, Rachelle	(Recorder)

Members Not Present

Hampton, Terri	(District)
Lopez, Carlos	(Moreno Valley College)
Crouse, Laurie	(Moreno Valley College)
Leal, Ruth	(Norco College)
Sellick, Mark	(Riverside City College)
Sell, Kathleen	(Riverside City College)

I. Members reviewed the function map as follows:

a. Standard I

- i. Information is complete. Delete “other” in first area.

b. Standard II

- i. Lee reviewed the updates for the first function. Lee indicated that he worked with the VP’s of Academics on the information.
- ii. Conversations ensued regarding the mission with the college and district and where the responsibility lies.
- iii. Lee will link curriculum process with the mission and SLO’s.
- iv. Lee will add program development and the role of Academic Senate and District.
- v. Lee indicated that we need to address a potential gap as there is program data not housed in CurriQnet.
- vi. Brown suggested that the colleges need to have a target and be strategic on grants. Then have a plan for the end of a grant as there are a lot of ramifications that need to be reviewed. Bader agrees and said that they are working on one.

- vii. Lee added that he needs a couple more months to edit the standard and that Student Services is working on IIC.
 - c. Standard III
 - i. Jones information for grants needs to be added to this standard.
 - ii. Torres was not in attendance to provide an update on the HR language that was revised.
 - iii. Jones commented that they only had one meeting with HR and there is still a lot of work to do in that area.
 - d. Standard VI
 - i. Brown indicated that there is a meeting scheduled on September 19 to update area D.
- II. Brown reviewed the next steps.
 - a. October – complete all standards
 - b. November – review by college Strategic Planning committees and Senate
 - c. December – review by DSPC
- III. Next meeting scheduled for October 2nd at 8am.

Arispe, Rachelle

Subject: Standard IV - Function Map Subgroup

Location: CAADO - Conf Room 309

Start: Wed 9/19/2018 3:00 PM

End: Wed 9/19/2018 5:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Mills, Susan

Required Attendees: Leal, Ruth; Jones, Nathaniel; Sellick, Mark; Sell, Kathleen; Aaron Brown; Crouse, Laurie; Arispe, Rachelle

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

Tuesday, October 2, 2018
RCCD Building – 334A
8:00 a.m. - 10:00 a.m.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Jones, Nathanial	(Moreno Valley College)
Sellick, Mark	(Riverside City College)
Sell, Kathleen	(Riverside City College)
Mills, Susan	(Riverside City College)
Lopez, Diana	(District – Proxy for Terri Hampton)
Leal, Ruth	(Norco College)
Foster, Dyrell	(Moreno Valley College)
Arispe, Rachelle	(Recorder)

Members Not Present

Lopez, Carlos	(Moreno Valley College)
Crouse, Laurie	(Moreno Valley College)
Bader, Melissa	(Norco College)

1. Members reviewed the function map as follows:
 - a. Standard II
 - i. Foster will return to VPAA's and identify Secondary Responsibilities and will list any common process or procedures.
 - ii. Group updated B section.
 - iii. Standard II will be emailed to Sam Lee.
 - b. Standard III
 - i. Torres indicated that Hampton was updating some of the generalized statements.
 - ii. Torres added that she will continue updating and she is planning to meet with CTA and the Vice Presidents of Business Services again.
 - c. Standard IV
 - i. Sellick reviewed his edits with the group.
 - ii. Conversations ensued regarding District Strategic Planning Council and the District Office.
 - iii. Sellick will continue to edit and will email the updates to Arispe.
2. Brown reviewed the next steps.
 - a. October – complete all standards
 - b. November – review by college Strategic Planning committees and Senate
 - c. December – review by DSPC
3. Next meeting scheduled for November 6th at 8am.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Function Map Task Force Meeting

Tuesday, November 6, 2018
RCCD Building – 334A
8:00 a.m. - 10:00 a.m.

MEETING MINUTES

Members Present

Brown, Aaron	(District)
Jones, Nathaniel	(Moreno Valley College)
Mills, Susan	(Riverside City College)
Bader, Melissa	(Norco College)
Lopez, Carlos	(Moreno Valley College)
Torres, Diana	District – Proxy for Terri Hampton)
Arispe, Rachelle	(Recorder)

Members Not Present

Lee, Samuel	(Norco College)
Crouse, Laurie	(Moreno Valley College)
Leal, Ruth	(Norco College)
Sellick, Mark	(Riverside City College)
Sell, Kathleen	(Riverside City College)

I. Members reviewed the function map as follows:

- a. Standard II
 - i. Sell will work on language/information in this standard.
- b. Standard III
 - i. Administration – The colleges need to include college leadership and bargaining unit in implementing. The district (HR) needs to add language for maintaining employee personnel files, training. Take out the word “uniform”
 - ii. Benefits – The colleges need to add that bargaining units work with their constituents at each college to provide input. The district needs to edit the language.
 - iii. Recruitment and Onboarding – The colleges need to add information regarding their college leadership and add separation information. Add an exiting process under colleges. The district can maybe including wording such as, “College administration and faculty administration assist...”. Exiting information includes administrative, equipment, etc. Could add another sentence for classified staff. The district should also add information on their orientation process at the district and college level. (Colleges have their own process.)
 - iv. Employee Relations – The district should add performance management following board policies process and bargaining unit contracts.

- v. Labor Relations – The colleges need to add language to include union representatives.
 - vi. Compliance – The district needs to add clarification with the bargaining unit as they are only involved by the employee request. Need to add diversity and equity committees.
 - vii. Professional Development – The district needs to add language for professional growth only for classified staff (managers and faculty are not included).
 - c. Standard IV
 - i. The committees need to spell out and not abbreviate.
 - ii. Mills will work on language/information in this standard.
- II. Brown's office will update the function map in word format rather than excel.
- III. Next meeting to be determined.