**Meeting: DSPC Meeting Date** April 8, 2016

TESS, 9:30AM – 12:30PM

**Project: San Bernardino Community College District**

 **Educational & Facilities Master Plans**

**Project #** 5007-008-000

 **Present: Alfredo Cruz,** General Manager, KVCR

**Barbara Nichols,** CSEA Representative & Project Analyst, KVCR

**Deanna Krehbiel,** Manager of Workforce Development, EDCT

**Donna Hoffman,** Director of Public Relations, Crafton Hills College

**Deanna Krehbiel,** Manager of Workforce Development, EDCT

**Keith Wurtz**, Interim Executive Director of Institutional Effectiveness, Research, & Planning, SBCCD

**Laura Gowen,** Administrative Assistant, San Bernardino Valley College

**Mike Strong,** Vice President of Administration, Crafton Hills College

**Rania Hamdy,** Coordinator of Professional & Organizational Development, San Bernardino Valley College

**Kevin Fok,** Research Analyst, ALMA Strategies

**Shaun Blaylock,** Lead Educational Planner, ALMA Strategies

**Sheryl Sterry,** Senior Education Facilities Planner, HMC Architects

**Purpose of the Meeting:** To provide a recap of the EMP & FMP process, progress update, and next steps. To explore and discuss how the Colleges’ recommendations will feed into the District’s Alignment Plan. To host a facilities brainstorming session.

* 1. **Introduction:**
1. Shaun Blaylock – This meeting is to provide a recap of the process so far, a progress update, and next steps. We are largely done with data gathering, and are focusing on producing draft chapters of the EMPs. This meeting will end with a facilities brainstorming session facilitated by Sheryl Sterry.
	1. Keith Wurtz – You have all the data now and are entering production mode? Will directions come from the data?
		1. Shaun Blaylock – Yes and yes.
	2. Mike Strong – What is ALMA’s role in supporting the EMP?
		1. Shaun Blaylock – ALMA will support the actions in Crafton’s EMP with our internal/external scan and interview data.
	3. **Process & Alignment:**
2. Keith Wurtz – Who will receive the draft chapters as they are released?
	1. Shaun Blaylock – For San Bernardino Valley College (SBVC), the draft chapters will be sent to Scott Stark and Keith Wurtz will be copied. For Crafton Hills College (CHC), the draft chapters will be sent to Cheryl Marshall & Mike Strong, and Keith Wurtz will be copied.
3. Keith Wurtz – How will the plans align with the District Strategic Plan?
	1. Shaun Blaylock – Almost everything aligns across the board. For example, CHC’s themes fit right into the one of the District’s goals of ensuring student success.
	2. Mike Strong – We made sure that the program interview themes were captured in our EMP draft.
4. Rania Hamdy – Did CHC have a different option than SBVC?
	1. Shaun Blaylock – The process was the same for both, but the end result and format may be different. CHC was mostly finished with their internally produced EMP, which they had been working on for close to 2 years. Rather than throw away that work, it is being incorporated into the EMP/FMP process.
5. Shaun Blaylock – ALMA Strategies is not in charge of implementation – that will be a District and College function.
	1. **Staffing:**
6. Rania Hamdy – Do you have strategies for dealing with our staffing issues?
	1. Shaun Blaylock – That would be implementation, but I will recommend that the stability of personnel in relation to programs be considered as well.
	2. Keith Wurtz – The District is currently developing a staffing plan.
7. Rania Hamdy – The full-time faculty to adjunct ratio is a big problem – will you say it explicitly in the EMP?
	1. Shaun Blaylock – Yes, we will be sure to.
	2. Keith Wurtz – As a District, we should set specific targets in the staffing plan.
8. Keith Wurtz – The District should focus on the 75/25 ratio of full-time to adjuncts instead of the Faculty Obligation Number (FON) – which allows you to count non-instructional staff. We should also take direction from other comparable districts to see how they handle their staffing issues.
	1. Lauren Gowen – It is the mentality that is the issue. The administration is not letting us hire.
	2. Mike Strong – Productivity and budget needs should be considered as well. A balance between the staffing needs of the District and budgetary concerns needs to be found. How do we maintain a support structure (FTEF) and keep the budget balanced?
	3. Rania Hamdy – We should remember that full-time faculty make-up the foundation and are the key to accomplishing several of the direction and recommendations that have been laid out.
	4. Keith Wurtz – We should look at other Districts for ideas and goals, then put them to a timeline and create a plan.
9. Sheryl Sterry – If we increase the number of full-time faculty we need to consider facilities. For example, CHC’s policy of all full-time faculty having a private office will not be sustainable, and thus other options will have to be looked at.
10. Lauren Gowen – Are there any ways to keep us out of a budget hole?
	1. Shaun Blaylock – I cannot say yes or no, but the State Chancellor’s Office is projecting a stable budget for the next few years.
11. Lauren Gowen – Where is the focus in terms of productivity – FTES or FTEF?
	1. Shuan Blaylock – WSCH generation per section and FTEF equivalent directions need to be in the plan.
	2. Sheryl Sterry – When classes are not filled, those spaces are not being fully utilized.
12. Keith Wurtz – We are going to need new skills for this.
13. Mike Strong – Everything goes back to this, “How do we, as a District, serve the needs of the community?” ALMA Strategies needs to confirm that CHC’s directions are in line with the community’s needs.
14. (Library Woman – Entered Late, I do not know her name) – It will be hard to justify to a new Vice Chancellor position to the Colleges.
	1. Rania Hamdy – Why do we need a Vice Chancellor of Instruction and Student Services position?
	2. Lauren Gowen – Student Services and Instruction operate in silos, both at the District and college level.
	3. Keith Wurtz – These positions help with coordinating degree reporting. Lots of multi-campus districts have a position like this.
	4. (Library Woman) – Given the climate and culture of the colleges, a new vice chancellor position will be a bone of contention.
	5. Rania Hamdy – Maybe a smaller, more achievable goal would be having people in similar or close positions work together and coordinate, before moving towards creating a new vice chancellor position.
	6. **Schedule**
15. Schedule Revision
	1. The last draft chapters will be issued May 30th.
	2. Comments on the last draft chapters will be due on September 9th to accommodate summer break.
16. Mike Strong – Will we meet to discuss the comments prior to the final draft being issued? It will be necessary to generate buy-in.
	1. Shaun Blaylock – It sounds like a good idea. We will consider it.
	2. Rania Hamdy – Flex day (exact date?) would be a good day for this.
	3. **Facilities Brainstorming Session**
17. Led by HMC. ALMA Strategies was not present for this part of the presentation.

*The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to the contrary is received, the notations will be considered acceptable and HMC and ALMA Strategies will proceed with work based on these understandings. Any discrepancies should be brought to our attention within seven (7) working days of receipt*

Submitted by,

Kevin Fok

Research Analyst, ALMA Strategies

KevinF@almastrategies.com