

RIVERSIDE CITY COLLEGE  
Resource Development & Administrative Services Leadership Council (RD&AS LC)  
April 18, 2019  
12:50-1:50 p.m.  
NURS 183

*Chair: Tucker Amidon, Faculty*

*Co-Chair: Chip West, Administrative*

*Co-Chair: Stephen Ashby, Staff*

**Voting Members Present:** Tucker Amidon, Stephen Ashby, Patricia Avila, Amber Casolari, Greta Cohen, Nathaniel Dominguez, Natalie Halsell, Jennifer Lawson, Mehran Mohtasham, Paul O'Connell, James Rocillo, Ward Schinke, Patrick Scullin, Leo Truttmann, and Chip West.

**Non-Voting Members Present:** Angelina Alcantar and Bill Manges

**Call to Order**

The meeting commenced at 12:54 p.m.

**Approval of the Agenda**

Paul O'Connell motioned and Chip West seconded approval of the agenda. **Motion carried.**

**Approval of the March 21, 2019 Minutes**

Nathaniel Dominguez motioned and Patricia Avila seconded approval of the March 21, 2019 minutes.

**Motion carried** with one abstention (N. Halsell).

**Accreditation Standard III Update**

A draft will be going to the EPOC special meeting in May. Will need drafts by May 10<sup>th</sup>. The May 17<sup>th</sup> meeting will be dedicated to our Standard III and Standard IV. We have working drafts of all four. Chip has work to do in the next couple of weeks to complete the drafts and finalize evidence and citations. Tomorrow will be an Accreditation special meeting.

The Tech Plan received a second read during EPOC and has been updated since that meeting.

**ACCJC Annual Report**

The information has been posted online. In the past, the financial report has not been included and has been added this year under the Strategic Planning webpage. This year, the district coordinated with the colleges to submit the report. There are areas that RCC needs to improve and can use an opportunity to make an impact. This document gives a baseline going forward.

**RCC Strategic Planning Report Card**

The RCC Strategic Planning Report Card was sent out. It includes a lot of helpful information. A question was asked about page 12-13: 40.7% ---where does this number come from? Chip thinks its regional data,

but will get confirmation. Tucker brought up a similar concern. Living wage is an external state mandated number. The document should include data sources. Page 20- for this small increase 76.3-72%- should discuss how much resources are being input. Also include the resources to impact analysis. We need to think about the time we are putting towards grants and is this good time spent? Does this tie into closing the student equity gap? This needs to be clarified in the document. Page 23 talks about grants a little and IEC's. During Jeannie's time here, she has increased this amount we receive. If the grant can support staffing, we will include the amount of staffing it will take and if it can't, we will need to include amount of general fund monies needed to support the grant.

### **Professional Development Plans**

We received feedback from EPOC with a couple of changes that will be brought back to the May meeting for final approval. HR notified Business Services that the Professional Development position has been approved. Tucker has the document with Kathleen's suggested changes. He will go in and make the updates. Natalie will send Tucker the most updated document for him to work off of.

### **Committee Reports**

#### **Technology Resources**

The Technology Plan was presented to EPOC. Minor edits will be done based on feedback from that meeting. This concluded their large project. Patrick asked if there are any other projects the committee needs to complete. There are none at this time.

RCC has done an export of the RCC active directory information and will manually clean it up over the next couple of months and work with district to create a procedure to lead the way.

#### **Financial Resources**

Financial Resources is scheduled to meet next week.

The state came forward with a funding allocation model for the colleges. This model has since been delayed. The CFO's have come out with strong opposition to that model. We as a district have decided to create our own funding model. It is challenging right now because no final decisions have been made. We will most likely move forward with business as usual.

#### **Human Resources**

The Human Resources Committee is scheduled to meet next week. As part of the Caring Campus Campaign, Business Services will purchase name tags for all staff, faculty, and managers. An email will be sent out if you want a name tag.

#### **Physical Resources**

The Physical Resources Committee met this Tuesday. Facilities has requested to use the remaining Prop 39 balance of \$230-250,000 to upgrade the LED exterior lights of the Quad. Scheduled Maintenance projects include; upgrade four elevators (proposal will go out end of next week); HVAC upgrade (RFP went out); Cooling Tower upgrades (reviewing proposals) and install four EV chargers by Aquatics. The Greenhouse architect has been chosen. The hope is to complete that project by start of fall. The

greenhouse will be located in a portion of the community garden. The tile will be removal in the Quad. The sculpture has been added to Quad. There will be ceremony to unveil it.

Amber requested updates on the website and the re-assigned time list. Chip provided the update on the website progress. Four staff, including Chip attended the OmniUpdate conference in Anaheim this week. The company is finalizing plans and hoping to be able to share the website progress by mid-May to get campus-wide feedback. RCC has hired a content consultant to help develop standards and practices. Old info will not be rolled into this new site. We have staff working on developing photo/video databases. The goal is a December launch. The databases/ online educational resources will be available to everyone for use.

There is no update on the list of reassigned time.

The meeting adjourned 1:44pm.

DRAFT