

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
September 27, 2021
3:00 p.m. – 5:00 p.m.
Via Zoom

Chair: Tucker Amidon, Faculty

Co-Chair: Dr. Chip West, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Chip West, Tucker Amidon, Stephen Ashby, Amber Casolari, Katie Caceres, Elia Blount, Charles Richard, Sabrina Kroetz, Patrick Scullin, Peter Westbrook, Leo Truttmann, Ismael Davila, Daniel Hogan, Tonya Huff, Robert Beebe, and Christopher Williams

Guests

Liz Tatum, Gabriel Rivera, Bobbie Grey, and Lorenzo L.

Call to Order:

3:03 p.m.

Approval of the Agenda

Charlie Richard motioned to approve the agenda. Jennifer Lawson seconded. Motion carried unanimously.

Approval of May 24, 2021 Minutes

Chip West motioned to approve the May 24th minutes. Stephen Ashby seconded. Motion carried with five abstentions.

Open Forum for Equity Connections: Best Practices, Struggles, and Solutions: No comments.

Action Items

N/A

Informational Items

Subcommittee Membership

The five subcommittees have been populated with faculty, administrators, and classified professionals through CTA and CSEA. Each RDAS member is required to be on at least one subcommittee.

Subcommittees are for discussion and research, then RDAS officially votes to approve subcommittee items to move to EPOC. Every subcommittee has a charge and guiding principles.

Financial Resources Committee

- Peter Westbrook (Co-chair)
- Liz Tatum (Co-chair)
- Jenny Lawson (Co-chair)

Human Resources Committee

- Dan Hogan (Co-chair)
- Chris Williams
- Chip West (Co-chair)
- Elia Blount (Co-chair)

Marketing Resources Committee

- Patrick Scullin (Co-chair)
- Tucker Amidon
- Chip West (Co-chair)
- Natalie Halsell (Co-chair)

Physical Resources Committee

- Charlie Richard (Co-chair)
- Leo Truttman
- Tonya Huff
- Amber Casolari
- Robert Beebe (Co-chair)
- Ismael Davila – (Co-chair)

Technology Resources Committee

- Leo Truttman (Co-chair)
- Sabrina Kroetz
- Gabriel Rivera (Co-chair)
- Lorenzo Lopez (Co-chair)
- Stephen Ashby (Resource Member)
- Patrick Scullin (Resource Member)

Reconciliation of Strategic Planning

Strategic Planning for 2020 ended with 23 strategic initiatives that were approved. All items have been reconciled with 21 completed and two outstanding items that need to be completed. One is the professional development and equity series, and the other is security cameras from the TSS department. Both items are in progress and will go into next year. Improvements are needed for closing the loop on strategic initiatives and getting feedback on the success of the implementation. By January 2022, the hope

is to have feedback on all completed 2020 strategic planning items. The reconciliations will then be discussed during joint prioritization and then within each council. Without an official EPOC chair, communications regarding strategic planning have been inconsistent. There was a discussion last year about having training sessions for new members to leadership councils. The classified professionals had a training session, but the faculty did not.

Budget Update

The college has received one-time money from CARES, HEERF, and FEMA to support the college during the pandemic. These funds have been used to upgrade technology, infrastructure, and long-standing issues. RCC has also received scheduled maintenance money back, but there are a lot of rules attached on how to spend it. There has been no base allocation increase for general funds for salaries. We are only at 75% of enrollment. Grants are going strong and have been renewed. This year and 2022/2023 are looking optimistic but 2024/2025 could be a struggle for us. Since 2016, in pre-pandemic years, FTES was always over 100% or steady in more recent years. For the next meeting, the actual FTES figure for this year will be provided. San Jacinto is at 100% enrollment, and it could be because they communicated their return plan early and RCC did not.

Parking Recommendations Follow-Up

At the end of Spring, there was not enough information to move this forward as an action item. The remaining questions to be answered are which specific spaces will be changed, what the changes are, and the signage type, verbiage, and locations. Chief Gates need to be involved regarding California vehicle codes. This already went through PRC.

- ECE visitor parking: We need verbiage and locations of signage based on parking locations requested. So far, we know it's ten spots in the lower lot of ECE. We need confirmation of locations of student drop-off locations. Three stalls were requested.
- Top level of parking structure (the request is to have it marked as all staff parking until 5pm, where it changes to staff parking only afterwards): Sign verbiage (on A-frames) has been discussed with Robert. The stalls would be painted as staff, with additional signs informing the students they can park there after 5pm.

Each parking recommendation should be approved separately. A meeting between Chip West, Bobbie Gray, Chief Gates, and Robert Beebe will be scheduled so they can hash out the details. These parking recommendations need to be discussed with the CSEA leadership/bargaining unit since it could be a working conditions issue, and it must be negotiated.

HyFlex Update

Hybrid flexible classrooms were suggested for 40 classrooms originally but has settled to ten classrooms for piloting. TSS has worked with District to confirm there is enough network capability. The cyber security team has confirmed that these classrooms will meet any new District guidelines. AVI is the vendor who will set up these HyFlex classrooms. The PO was approved last week, and the ordering process is getting started. The goal is to complete the classrooms before the winter session.

There are some concerns about intellectual property rights with the HyFlex classrooms. Recordings can be deleted or archived. You do not have to record in these classrooms; you can just live stream. There is concern when a DRC student requests to record a lecture when the professor prefers not to record their lectures. Chip West will bring up intellectual property rights with HyFlex classrooms in PLT.

Laptop Update

The Mobile Device Initiative was started last year. Six thousand devices were ordered. TSS deployed 2,000 laptops and desktops for classrooms and labs during the summer session. The team is using a new district system called Microsoft Intune, which is an enterprise-level device management solution that offers cybersecurity, to prepare the laptops for distribution. The TSS team is waiting for 200 remaining laptops to be delivered for classified, management, and faculty. There have been 1,800 laptops delivered, and about 1000 have been tagged so far. There will be a six-month, phased approach for deployment. It may take up to a day to do the data transfer; it is recommended to use OneDrive to back up your files before then. Mac computers will be replaced with Macs.

Subcommittee Discussion

Financial Resources:

FRC has not met yet.

Human Resources:

A big focus is on professional development and equity initiatives. There is a lot of data coming out of the equity audit to improve hiring practices.

Physical Resources:

PRC voted on the renaming of the music building to the Annex Complex. This will be brought forward to RDAS as an action item for the next meeting.

Technology Resources:

The committee will be improving on the Technology Plan, AV solutions and standardize equipment life cycles.

Marketing Resources:

Business Services had spearheaded the marketing for RCC, including the banners, flags, billboards, and radio ads. Now marketing will live under MRC. MRC is looking at the possibility of a new RCC logo and font. The committee is looking at the current marketing efforts to determine if they are successful and looking at future marketing efforts. There will be a focus on supporting RCC programs and improving infrastructure as a whole.

Adjourned: 4:57 p.m.