

*RIVERSIDE CITY COLLEGE*  
*Resource Development & Administrative Services Leadership Council (RD&AS LC)*  
*November 15, 2018*  
*12:50-1:50 p.m.*  
*DL 409*

*Chair: Tucker Amidon, Faculty*

*Co-Chair: Chip West, Administrative*

*Co-Chair: Stephen Ashby, Staff*

**Voting Members Present:** Bill Manges, Chip West, Greta Cohen, Jackie Robinson, Leo Truttman, Mehran Mohtsham, Natalie Halsell, Nathaniel Dominguez, Paul O'Connell, Patricia Avila, Patrick Scullin, Stephen Ashby and Tucker Amidon

**Non-Voting Members Present:** Kristin Fontaine, Jeannie Kim-Han and Megan Bottoms

**Call to Order**

The meeting called to order at 12:54 p.m.

**Approval of the Agenda**

Natalie Halsell motioned and Patricia Avila seconded approval of the agenda. **Motion carried.**

**Approval of May 17, 2018 and September 20, 2018 Minutes**

Paul O'Connell motioned and Patrick Scullin seconded approval of the May 17, 2018 and September 20, 2018 minutes with corrections. **Motion carried.**

**Operating Procedures Updates**

The co-chairs are looking at updating all four sub-committee's operating procedures section 3.2 (Membership). There was inconsistency between membership and ad-hoc resource individuals. The co-chairs brought a recommendation today for review and approval.

Paul asked if we are going for constituent representation? These are workgroups that do not approve, they do work and send up through the council that already includes the constituent representation. If they need quorum and minutes, we need representation. Wanted to create consistency within the leadership of each committee. The other members could change from committee to committee. Knowing there will be flexibility in groups to change based on assignment. Groups should have minutes, but only for tracking purposes. Composition for other members may vary based on their charge. CSEA representation on the committees are assigned by the union. Recommendation for attendance is more informal. During the last EPOC, they fixed language to ensure CSEA appoints to all committees. This action will be tabled until the next meeting to allow confirmation on membership assignments.

**Accreditation Drafts**

The co-chairs provided standard (IIIB/IIIC to review. EPOC wants all four in draft form by end of the month. The council reviewed the work done up until this point. If you work through all the criteria and evidence, there is a lot of language and background work that has to be completed. One thing missing is

we need citations to specific pages (drilled-down precision). Natalie will need to reference each citation in a list. Chip requested that each of the areas look at what has been written and can help by locating the information and sending to the co-chairs. If you have questions or notice the responses do not include information needed, please provide feedback from that email.

### **Budget Principles**

District is looking at a new funding model. The current BAM splits resources by FTEs. RCC receives 53.8% of overall pot, which was decided in 2010. Enrollments have continued to grow over the year. The issue with the split is that every student is being considered the same cost, but we know that programs have different costs. The challenging part is that we are all doing the same thing. Chancellor feels that we can come up with a different model and would like us to lead that new model across community colleges. RCC programs by enlarge have the most expensive programs. Based on this new funding model, Financial Resources brought the district proposed budget principles to the Council for review.

It is important we move forward with these principles to have shared guidelines. The Chancellor has said in the third year, if you are on decline and have not fixed your targets, your college allocation would go to the other groups/colleges. It is a high-bar to reach during a time when we should be seeing a downturn. These principles have gone through Financial Resources Committee and the District.

Natalie Halsell motioned and Paul O'Connell seconded moving the budget principles forward. **Motion carried.**

Discussion: DBAC decided to keep maximum in for #9--- right now says I don't have to give you anything. Chip will clarify the reason and intent and recommend a revision. Would fall to bottom line to fund strategic priorities.

### **Committee Reports**

The Technology survey was sent out and compiled. The top concern was the website. As the new website comes online, these concerns will be addressed. Another concern was about canvas being used with courses on campus. A discussion occurred if all courses should be web-enhanced. The committee voted to recommend all classes should be web-enhanced. All web-enhanced tools are already provided currently by state. All we need to do is make them available to all faculty. Some quick fixes discussed was to have charging stations for cell phones, like we have in the library. Chip is looking into this.

The committee is continuing to work on the Technology Plan and finalize in the winter.

The Website committee will start meeting to discuss the new website. There will be focus groups and committee as this is a priority. The DL\*121 upgrade has been approved.

The Board of Trustees approved the Master Plan on Tuesday, November 13.

The meeting adjourned at 1:53 p.m.