

RIVERSIDE CITY COLLEGE  
Resource Development & Administrative Services Leadership Council (RD&AS LC)  
March 21, 2019  
12:50-1:50 p.m.  
CAK 224

*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, Bill Manges, Mehran Mohtasham, Paul O'Connell, Kimberly Reimer, Jackie Robinson, James Rocillo, Patrick Scullin, Leo Truttman, and Chip West.

**Non-Voting Members Present:** Megan Bottoms, Bill Manges

**Call to Order**

The meeting commenced at 12:54 p.m.

**Approval of the Agenda**

Leo motioned approval of the agenda. Paul seconded the motion. Motion carried with one abstention.

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

Amber motioned approval of the February 21, 2019 minutes. James seconded the motion. Motion carried.

**ACCJC Annual Report**

The annual report will be forwarded to this group for review. Committee members are asked to review and provide comments/feedback.

**Internal Report Card**

The goal of the internal report card is to be transparent and demonstrate where the college is performing well or where improvements can be made. Committee members are encouraged to review the report.

**Professional Development Plans**

The draft management professional development plan was reviewed, edited, and approved by the Human Resources committee on March 12, 2019. The goal is to forward all three (classified, faculty, and management) plans forward for approval by EPOC and begin the implementation of those plans. Amber noted that the management plan does not reflect a process for promoting faculty from within. Chip explained this content was once included but it was removed to maintain a focus on management professional development. The intention is as the college moves forward with the professional

development coordinator position that this individual holistically will look at the professional development needs of classified, faculty, and management to create tool cases and resources for individuals to grow. Amber commented it was not clear how the professional development coordinator position is different and complimentary to the faculty development coordinator position and should be better clarified in the plan. Additionally, a review of how the three plans flow into and reflect the goals outlined in the overarching professional development plan should be conducted.

Motion: Amber motioned to forward the management plan for a first reading to the April EPOC meeting with an understanding there will be an annual review of all of the plans. Paul seconded the motion. Motion carried.

### **Technology Plan**

The draft of the Technology Plan was presented and discussed. The plan is split into two parts which include the plan itself and the appendix. The appendix is meant to be discussed and reviewed annually at Technology Resourced Committee. The plan itself is meant to be a guiding policy.

Motion: Amber motioned approval of the Technology Plan with the understanding it will be regularly revisited. Patricia seconded the motion.. Motion carried.

### **Committee Reports**

Technology Resources – Patrick reported on having met with the newly hired consultant who is charged with developing content with a consideration for tone, remembering our audience, and suggestions on content language for the new website. Over the next few months departments will begin to be approached to work with the consultant to begin gathering content for their areas. One challenge to overcome is the need to sort through a large number of documents and determining which should be moved to an intranet environment.

Financial Resources – Amber reported the committee did not meet in March as there is too much in flux at the District and the state Chancellor's office. A new director of Business Services has been hired and will begin employment in April.

Human Resources – As previously discussed, the management plan was reviewed and forwarded.

Physical Resources – Updates were given on Prop 39 spending and the ADA project were given.

The meeting adjourned 1:50pm.