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RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
April 24th, 2023
3:00 p.m. – 5:00 p.m.
Via Zoom

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Co-Chair: Prof. Patrick Scullin, Faculty
Co-Chair: Dr. Danny Villanueva, Administrator
Co-Chair: Stephen Ashby, Classified

Members Present

Danny Villanueva, Stephen Ashby, Patrick Scullin, Charles Richard, Linda Sing, Sabrina Kroetz, Robert Baradaran, Leo Truttmann, Robert Beebe, Laura Greathouse, Tonya Huff, Daniel Hogan, Cabal Martin-Corbett

Guests

Sean DiSalvio, Bill Manges

Call to Order:

3:03 p.m.

Approval of Agenda

Robert motioned, Charlie seconded, no objections/abstentions

Approval of Minutes

Robert motioned, Charlie seconded, no objections/abstentions/corrections

Co-Chair Report(s) of Activity

Patrick – Applied Digital Media and Printing Services Open House went very well; lots of praise and compliments from attendees. Tiger Con also went very well; lots of attendance, including marketing from Disney and other businesses. Many students used this opportunity to sell their own wares. EduNav issues that were raised last meeting may be addressed with upcoming transition to a new ERP. Further questions should be directed to TRC or AVC Blackmore.

Danny – no updates

Stephen – ERP phase out is happening but will be slow. Earliest implementation would not be until late '24.

Open Forum for Equity Connections: Best Practices, Struggles, and Solutions

Nothing was presented by any council members.

Action Items
N/A

New business
Door Security Update and Feedback (with special guest Sean DiSalvio)

This is an ongoing issue that has been addressed in the past. One of the early steps was the installation of lokblox on those doors that did not have card readers. As this obviously was not a campus-wide solution, the college was presented with two options by Convergint: either 1.) one button (per building) that would lock down the whole building, or 2.) a switch on the inside of the room that would turn off the electronic lock. Neither option was pursued and the issue was seemingly tabled.

During last week's incident, both people who could lock down those buildings with electronic locks were forced to shelter-in-place outside of their offices. Through coordination with other staff with access to the correct server, they attempted to activate the lockdown but it did not function correctly until Sean was able to get to the correct desktop and fix it manually.

Sean has put pressure on Convergint to provide the campus with some alternative method to lockdown that will be tested this week. The method is a four-digit keycode that, when entered into a keypad inside the building, would lockdown not just that entire building (which Sean strongly believes is already possible), but all of the buildings on campus. This would include another, different keycode to end the lockdown. This keycode would be distributed to more than just the two staff who are currently capable of locking down campus. (This only applies to those five buildings that have electronic locks.)

Physical barrier options were not pursued in the past as they did not pass fire code compliance.

Multiple staff/faculty have brought up the issue that currently in order to lock those doors with electronic locks, they have to exit their classroom and swipe their ID card, putting themselves at risk.

Currently, the college's goal is to work with the locks and security system already in place.

Multiple staff/faculty did not receive the text from Guardian.
- RAVE and Guardian are two different but connected services: RAVE is for emails, phone calls, and texts; Guardian is an app that sends texts, push notifications, and provides other services such as a safety timer (if a timer isn't deactivated in time, it will alter the police the user may be in trouble) and the ability to send messages to an officer.
- Sean suggested people double-check whether they chose a home campus on RAVE Guardian, as the communication is based on selected home campus and a great many users did not have a home campus selected.

Sean has attended a couple of meetings where better and additional methods of locking down were being discussed (color-coded, better language).

One co-chair pointed out that future communications should be in both English and Spanish.

Involving TSS in future debriefs may facilitate additional methods of alert/communication, such as on the desktops in class.

The length of time taken to communicate the nature of the lockdown (knife, not gun) was discussed in the debrief and agreed that it should have been communicated faster. The goal is to do so in the future.

The Safety Working Group currently meets monthly and attendance is open to all.

Sean strongly suggests the campus should perform lockdown drills once a semester. RDAS is willing to help push to make this possible.

Currently the college is not pursuing any alternative solutions for doors with non-electronic locks, despite the fact that only five buildings on campus have electronic locks.

Old business
N/A

Subcommittee Discussion

Financial Resources:

No representatives present.

Human Resources:

HRC did not meet as it is still lacking proper membership.

Physical Resources:

PRC did not meet last Tuesday due to lockdown.

Technology Resources:

Updates about HyFlex and Computer Refresh were provided at the last meeting.

Marketing Resources:

MRC did not meet.

By council decision, meetings will resume in Fall '23

Adjourned: 3:55 p.m.