RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
September 25th, 2023
3:00 p.m. – 5:00 p.m.
Via Zoom

Co-Chair: Prof. Patrick Scullin, Faculty

Co-Chair: Dr. Danny Villanueva, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Stephen Ashby, Patrick Scullin, Natalie Halsell, Elia Blount, David Lee, Sabrina Kroetz, Tonya Huff, Jennifer Lawson, Dan Hogan, Chris Williams, Lorenzo Lopez, Robert Beebe, Charlie Richard, David Lee, Cabal Martin

Guests

Malika Bratton, Lamar Neal, Bernadette Rochin

Call to Order:

3:03 p.m.

Approval of Agenda

Natalie motioned, Sabrina seconded, no objections or abstentions.

Approval of Minutes

Chris motioned, Tonya and Charlie seconded, David Lee, Jennifer Lawson, and Angelina Alcantar abstained

Co-Chair Report(s) of Activity

Patrick –

Danny – Not present

Stephen –

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

No items raised.

Action Items

N/A

New business

EMLI Case Study Question

Presented by guests Lamar Neal, Malika Bratton, and Bernadette Rochin. While determining a topic for the Equity-Minded Learning Institute final project (required for the college to graduate from the Equity-

Minded Learning Institute), the work-group became aware, through discussion, of at least 17 different log-ins and passwords required of students to become students and remain successful. These include log-ins for registration, financial aid, school email, tutoring, counseling, and many more. A primary issue of concern was a lack of transparency and information on how students could reset passwords, as in some cases the students must first have accessed and fully set up their account for the service, such as with MyPortal. But nowhere is there information letting students know this must have been completed in order to even access the option of resetting their password. This lack of information and disconnection between all these different sites and applications, and the requirement of a cell-phone for MFA (multi-factor authentication), presents a significant barrier to students starting or returning to college. This also presents a cybersecurity risk as students may accidentally access fraudulent sites, giving them their log-in information thinking the site is legitimate. Additionally, there are man-hours being consumed by the number of students needing assistance with password resets.

While currently there are at least some Ed Advisors with access to reset some student passwords, those Ed Advisors had to advocate to be given that access and therefore it is not known if all Ed Advisors have that access. And while students have access to these Ed Advisors at the student success centers, not all students are aware of that fact. Finally, the work group advocated that students shouldn't have to have a workaround like this; instead there needs to be clearly-available information on how students can set and reset their own passwords.

The council agreed this is a pressing matter that should be presented to ITSC.

Fiscal Year 2023-24 Budget Update

Tabled due to VP Villanueva's absence.

Annual Prioritization Update

A council member raised concern that those departments who turned in their paperwork on time may not get the prioritization that should come with completing tasks on time, as the deadline was later extended.

A council member asked after the status of having more CCTVs installed around campus. That matter is part of a larger district project to address security cameras on all three college campuses. It was also brought up at the most recent board meeting when the student trustee presented some significant concerns regarding security in the parking structure and the lack of ability to see things there.

Next item raised was a request for clarification on a tech update plan that had previously been presented for prioritization, that of updating audio-visual technology in meeting spaces and the accompanying cost. A cost of $800,000 was presented, but it was unclear if this was a one-time cost or a yearly cost and for how many rooms. This cost was based on possibly outdated or ill-informed assumptions of existing and updated technology and will likely be revised as part of the ongoing A/V life-cycle project. Additionally, all but those classrooms that were updated into HyFlex classrooms need an A/V refresh, and that issue is the primary component of the A/V life-cycle project that still needs to be approved and funded.

Business Services 2023-24 Resource Request

Tabled due to VP Villanueva's absence.

Marketing Campaign Update

The college wishes to update the current campus message and banners around campus. One issue presented was of banners being in places nowhere near the program location (e.g. cosmetology banners by the library). One of the current avenues is to present to the campus at large two options for a new slogan ("Be You" and "You Matter") and have the constituents vote on which they like best. Another idea is to have "zones" throughout campus with marketing materials corresponding to that "zone" (e.g. a cosmetology banner would instead be by the cosmetology building), allowing students to quickly identify a building or area. Additionally, different areas and success centers would get updated graphics, colors, etc., to set them apart from each other. Those staff and faculty most involved with each area would also be consulted, as they would have the best insight into what matches and enhances their area or discipline.

While having specific zones is great for identifying different areas, some amount of crossover also exposes students to programs they might not have been aware were available on campus. It was suggested that perhaps corridors or other transitionary areas ("pathways") could be used for this purpose, having advertising for multiple areas of study available on campus. A suggestion was also made to combine the two slogans (Be You Because You Matter).

District Strategic Planning Update

The District Strategic Planning Committee approved a new overarching structure and sent it to the Chancellor and the Board for adoption, who made some changes and sent it back for feedback.

Old business

Lockdown Exercise Update

A lockdown exercise is coming up in October. More information will be presented next meeting, and this may become a regularly-discussed item in this council.

Subcommittee Discussion

Financial Resources:

FRC had not yet met.

Human Resources:

HRC had not yet met due to the ongoing issue of lacking a permanent faculty co-chair. Daniel Hogan offered to take up this position.

Physical Resources:

The primary issue presented to the council was the ongoing security camera issue. There are faculty under the impression that there is someone assigned to constantly surveil the camera footage – there is not. In fact, after a student's car, full of their instruments, was recently stolen from the parking structure, it took more than a week for College Safety and Police to be granted access to the security footage. Another, far more troubling incident occurred wherein a community was stabbed behind the parking structure, and RPD was met with resistance from the District in being granted access to the recordings. When the COIL building was first opened, the IDS had access to security footage and thefts

were able to be dealt with swiftly, but that access has since been revoked. Currently, monitoring of security footage is not in anyone's job description.

Technology Resources:

TRC had not yet met.

Marketing Resources:

See **Marketing Campaign Update** above.

<u>**Adjourned**</u>: 4:23 p.m.