

*RIVERSIDE CITY COLLEGE*  
*Resource Development & Administrative Services Leadership Council (RD&AS LC)*  
*February 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, Amber Casolari, Natalie Halsell, Jennifer Lawson, Mehran Mohtasham, Paul O’Connell, James Rocillio, Ward Schinke, Patrick Scullin, and Leo Truttmann.

**Non-Voting Members Present:** Megan Bottoms, Bill Manges, Martin Morozowsky , and Kathleen Sell

**Call to Order**

The meeting commenced at 12:51 p.m. without quorum.

**Approval of the November 29, 2018 Minutes**

Quorum was achieved later in the meeting. Paul motioned approval of the minutes. Mehran seconded. Motion carried with one abstention.

**Accreditation Spring Timeline and Draft Review**

The accreditation timeline was reviewed. For Standard III, which this council bears responsibility for reviewing, there is a little additional time to complete the draft. The work will need to be completed by May for submission to EPOC.

The Technology section and the Facilities section are largely completed. A portion of the Financial section requires consultation and consideration of District policies. The Human Resources section is all Board policy which has been noted in the document but now requires narrative writing to be added. Once writing has been completed, evidence documentation needs to take place.

**Vision for Success Goal Alignment**

The Aligning Strategic Goals with Vision for Success 2021 – 2022 draft metrics developed at the January 10, 2019 retreat was reviewed. The five goals were identified as key performance and their corresponding metrics, along with goal setting rationale and implementation strategies/action plans were discussed. A question was raised regarding how the interventions noted throughout the document will work towards achieving the set goals.

## Human Resources Professional Development Plans

The management plan still needs to be forwarded through the Human Resources Committee which has not yet met. Once it has been forwarded all three plans, classified, faculty, and management will be approved through this body and forwarded to EPOC for final adoption. The status of the classified professional development coordinator position approved in the fall was discussed. Human Resources is still reviewing the job description. Once CSEA receives and approves it, the recruitment process can begin.

## Committee Reports

Technology Resources – Patrick shared there has been work towards addressing Standard III within the Technology Plan. A final draft of the document should be ready to be voted upon at the March RD&AS meeting.

There was a presentation from iFactory, the website redesign consultant, presented to the project working group on February 19. One of the biggest challenges will be in creating a forward facing website which focuses on student and potential student content rather than one with the large amounts of internal facing information.

The Digital Library Auditorium project will begin taking place over the summer and will provide a much needed update to the technology used in the space.

Financial Resources – Amber shared the group has not yet met, however, recruitment of the Director of Business Services position is underway.

Human Resources – As mentioned previously, the primary focus of this group has been in completing the professional development plans.

Physical Resources – The proposal for the removable campus bollard installation was discussed. A question of how long on average it will take for each bollard to be removed in the event of an emergency requiring service vehicles to enter the campus was raised. Mehran indicated on average it will take between two to five minutes to remove them.

Paul O'Connell **motioned** for the proposal to be forwarded to CTA and CSEA. Amber **seconded** the motion. **Motion carried.**

The meeting adjourned 1:50pm.