RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
November 27th, 2023
3:00 p.m. – 5:00 p.m.
Via Zoom

Co-Chair: Prof. Patrick Scullin, Faculty

Co-Chair: Kristine DiMemmo, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Patrick Scullin, Stephen Ashby, Kristine DiMemmo, Robert Beebe, Angelina Alcantar, Elia Blount, Daniel Hogan, Leo Truttmann, Lorenzo Lopez, Charlie Richard, Tonya Huff, David Lee, Chris Williams, Natalie Halsell, Cabal Martin

Guests

Bill Manges, Bart Doering, Misty Griffin

Call to Order:

3:05 p.m.

Approval of Agenda

Chris motioned, Tonya seconded, Old Business a. (TSS Reorganization) will be moved once AVC Blackmore arrives, no objections or abstentions.

Approval of Minutes

Angelina motioned, Tonya seconded, no objections, Charles abstained.

Co-Chair Report(s) of Activity

Patrick – No report.

Kristine – Congratulations to Professor Tonya Huff on earning a sustainability award from the Board of Governors.

Stephen – No report.

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

No items raised.

Action Items

N/A

New business

LS/PS Renovation

Project is currently ~70% complete with a completion date of March '24. Bart is working with Police to handle issues with vandalism. Furniture will be arriving soon for installation in April. Painting, outdoor railing, and roofing are complete or in progress. Electrical is ~80% complete with a transformer scheduled to be installed first week of January, after which climate control and fire alarm testing will commence. Bart is working with Stephen Ashby on the A/V side. The goal is to have the building open and operational for Fall '24 as the Computer Information Systems, Business and Law building (since life and physical sciences were already moved to the Math & Science building when it was built).

Classroom Technology Upgrade Timeline

A job walk with the integrator is already scheduled. Optimistically, the job will be completed by the end of June '24; realistically, it may be closer to start of Fall '24, as that is the final deadline. Different classes need more or less equipment depending on the last time they were updated, but most rooms (barring specialty rooms) will have the same base installation. Small variances may occur such as more speakers for larger rooms, but all classes will be set up to be able to stream or record lectures. Professors will also be able to connect to the A/V equipment in-room either wirelessly or hard-lined at their discretion. This will also set the college's A/V equipment onto a life-cycle replacement plan, meaning equipment will be replaced at the end of its life cycle. Training will be provided to all faculty to ensure they are comfortable using the A/V equipment.

Marketing Campaign Update and Next Steps (moved after start of meeting)

This campaign was drafted after many conversations with students, staff, and faculty about the impact and success of the previous "Where Tradition _____ Tomorrow" campaign. From this feedback, the marketing department made a number of choices:

- All marketing material now includes pictures of current or previous RCC students, or members of the community so that students can see themselves more accurately represented
  - o Department will also be allowed to choose the image(s) that will be on their banner
- More colors will be integrated into marketing materials, with each pathway using the colors that had been previously chosen to represent them
  - o This includes Coloradd symbols for those who are colorblind or have other issues seeing color
  - o "Unclaimed" areas such as parking lots will retain the campus colors (Orange, black, grey, and white)
- Currently, banners are placed somewhat randomly, with banners placed nowhere near the class or pathway they're advertising; this will be corrected in the new campaign, with banners now being close to their respective engagement or resource center
  - o Banners will also have arrows on them
- Four options are being given for basic banners: Be You or You Matter for the slogan, and either the clock tower or the quadrangle arches as the image
- An audit of the campus was conducted, identifying 274 campus poll banners currently available and places that still require them, such as in the baseball field area
  - o These poll banners could feature previous student athletes that have attended RCC

- o Knowing where all the poll banners are will allow for more meaningful placement of banners, making the banners directional, as well
- New merchandise will also be available; this will include items like cups and lanyards coordinated to the student's major/pathway
- Welcome signs, in multiple languages, at each entrance
- Banners/campus posters in both English and Spanish
- Working on an interactive map to help students get around easier
- Social Media templates and Engagement Center web banners are in development
- A LinkedIn video already exists

District Sustainability Committee Update

The District Sustainability Committee has been working with DLR Group to create a sustainability plan for the entire district. The plan has been vetted and now approved by the District. Some of the goals include reducing the campus's carbon footprint by adding solar panels to some of the parking lots around campus, as well as adding 64 more EV charging stations. Sustainability as an educational component is also an aspect of this plan, with a goal of incorporating sustainability into the lesson plans of more classes. The campus sustainability committee is working on identifying grants and other funding sources to ensure this plan can be continually followed.

Laptop Program

A large number of the over 1000 laptops that were loaned to students during lockdown have either not been returned or reached end-of-life, though exact numbers are currently unknown. TSS, the library team, and VP DiMemmo will need to meet to discuss both the number of laptops and the tech-to-technician ratio, as the college does not have enough A/V or IT staff to support the amount of tech already on campus (this is something the ITSC has already been made aware of). Currently, the library handles checking in and out of laptops, while TSS handles the returned laptops (cleaning, updating, preparing for the next student).

- VP DiMemmo does have numbers from the library: 990 laptops are checked out; 447 of those are overdue

Prioritization Letter to the President

This prioritization letter was emailed to the entire campus, as well as being available on the college's website (above IS a hyperlink). Riverside campus has been allocated 6 new faculty positions as of the time of this meeting, but that could change. Usually a decision is handed down before the winter break or by the first half of January. Positions with a job description already in place tend to start recruiting faster.

Safety and Security

A council member reports that a faculty member called the Campus Police ext. (x8171) 15 times before it was answered; when it was answered and the faculty asked to have a garage closed and the Coil building, the garage was not closed and the faculty had to have another faculty drive them to Coil to close it themselves.

There was an incident on campus recently that has not been addressed by College leadership. A story has been run in the Press Enterprise, but no word from College leadership. This is in stark contrast to the experience of some faculty members on other colleges such as CBU, who sent out alerts with information in a timely manner during a recent incident on their campus. During the recent incident at RCC, the lack of communication from College leadership compelled some staff and students to look for information elsewhere. One of these sources was a Discord server saying there was an active shooter on campus, causing unnecessary panic and anxiety that could have been prevented with more timely and transparent communication from College leadership.

As of this meeting, there has still been no official word about what happened.

RDAS agrees to begin work on a list of ongoing and recurring security issues, which will be shared with co-chair DiMemmo in her capacity as a VP.

Old business

TSS Reorganization

The District has temporarily re-absorbed the TSS department of each college. As a result, the salaries of all TSS positions have also been moved to the District. This move will save RCC over $400,000 by allocating salaries from now-defunct District positions for the new District Director, Assistant District Director, Help Desk Manager, and two existing Help Desk Technician positions, (it costs RCC over $700,000 for the Director, Manager, and two Help Desk Technician salaries; the district is only asking RCC to contribute ~$300,000).

This is a one-year pilot program, at the end of which it will be determined if it was beneficial enough to justify TSS remaining at the District level. The metrics for determining this have not yet been established.

If the pilot fails, all positions and their salaries will be returned to the individual colleges.

Subcommittee Discussion

Financial Resources:

Nothing to report yet.

Human Resources:

No one to report.

Physical Resources:

Nothing new to report.

Technology Resources:

Currently working on updating the Technology Plan.

Marketing Resources:

See **Marketing Campaign Update and Next Steps**. Also, updated branding guide and Canva Training will be ready soon.

Adjourned: 4:34 pm