

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
May 23, 2022
3:00 p.m. – 5:00 p.m.
Via Zoom

Chair: Prof. Tucker Amidon, Faculty
Co-Chair: Dr. Gregory Anderson, Administrator
Co-Chair: Stephen Ashby, Classified

Members Present

Tucker Amidon, Gregory Anderson, Stephen Ashby, Paul O’Connell, Leo Truttmann, Charles Richard, Robert Bebee, Tonya Huff, Ismael Davila, Sabrina Kroetz, Gabriel Rivera, Patrick Scullin

Guests

Gabriel Rivera, Laura Greathouse, Robert Baradaran

Call to Order:

3:03 pm

Approval of the Agenda

Anderson motions (with addition of action item “Faculty Co-Chair Vote”), Hogan seconds, approved by consensus

Approval of April 25, 2022 Minutes

Paul motions, Anderson seconds, approved by consensus

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

Update on Items Sent to EPOC

Sustainability Plan did not make the agenda for today’s EPOC meeting, and so a special meeting will be held on Wednesday, May 25th.

Review and Approval Process Guidelines

The co-chairs made more explicit the process by which subcommittees are to petition RDAS approval:

The plan should first be presented to RDAS for discussion/recommendations/adjustments

The plan would then be returned to the appropriate body to do this additional work

The body can and should work with the RDAS co-chairs on making these adjustments

The modified plan would then be presented to RDAS again for further discussion, as which point it may be voted on or more adjustments may be needed

For plans to be able to be submitted to EPOC, they must be presented to RDAS a few months prior to the desired EPOC meeting to allow for this process to be completed (i.e. Collect and update plans and initiatives in Fall, and begin sending for review in Spring)

This process also applies to review by EPOC (i.e. there will be a first review, and possibly more, before approval)

First Review of Revised TRC Technology Plan

This is an update to the existing technology plan. A definition of what kind of technology is covered by TSS as opposed to separate departments was added, but requires further clarification. It was suggested to work with the academic side to determine a term with which everyone would be most comfortable.

The plan lacks a robust yearly breakdown of what will be accomplished when, what has been completed previously, what deadlines have been missed, etc. Having robust and clearly defined deadlines and guidelines gives the committee a way to identify issues such as processes that weren't completed or followed through and where adjustments may need to be made.

Action Items

Classified Professional Development Plan

Also see CPD plan for further information.

Includes assessment of 2017-2021 plan, survey results, new initiatives, and the evaluation process.

- Assessment: 5 goals and 21 actions were taken and accomplished by the Classified Leadership and Success Committee. 57% of items were accomplished, 29% are in progress, and 14% were not started (efforts will continue).
 - Highlights: New employee onboarding program supplies new employees with an experienced contact to go to with questions, as well as other basic information such as where to have things printed and whom to contact in the event of a technology issue.
 - Classified guidebook completed in 2019
 - Classified Professional Development Coordinator was hired in 2019 (another accomplishment of the 2017-2021 plan)
- Survey results: top three areas wherein classified staff wanted to see additional trainings were technical skill development, cross-training/mentoring, and management/leadership development.
- New initiatives: equity-minded professionals institute, district-wide classified leadership academy, professional-to-professional: peer mentor program. As a result of the aforementioned surveys, the group is working on implementing institutes and academies to facilitate professional growth through equity-minded training, technical skill training, and mentorship.
 - A council member added that the District HR and specifically VC Few are behind implementing a district-wide leadership academy and supporting the individual campuses in developing the academy.
- Evaluation process: post-workshop surveys are provided after every training, the results of which are evaluated on a regular basis, and annual PD surveys are distributed every May.

Paul O'Connell moved to approve.

Stephen Ashby seconded.

Approved by consensus.

A council member questioned if this plan had been presented at the previous RDAS, in line with the review and approval process presented above. A number of other council members confirmed it had been presented to RDAS at the previous meeting.

Faculty Co-Chair Vote

Paul O'Connell nominated Patrick Scullin as new RD&AS Faculty Co-Chair.

Charlie Richard seconded.

Unanimously approved by faculty members.

Informational Items

Online Consortium and Rubric

The consortium and rubric concerns how the college will be handling online coursework. It was not presented to RDAS before going to vote at Academic Senate, despite having technology resources and human resources implications. A council member who is also on Academic Senate clarified the consortium issue was brought before the senate twice; after the first time, it was meant to be presented by senate members at their monthly department meeting. However, it was only presented to some departments, and there were departments among those with serious reservations about the consortium, (namely that there are some labs, some argue, that simply cannot be effectively replicated online). These members were told the consortium was happening either way. Another long-standing council member with time on both the senate and smaller subcommittees pointed out this has been presented to Academic Senate multiple times before and had always been voted down.

Subcommittee Discussion

Financial Resources:

No report – meeting was cancelled.

Human Resources:

Natalie presented the Classified Professional Development plan. The committee will be addressing/updating the original, overarching PD plan in Fall '22. HRC would also like to work with MRC on creating recruiting videos.

Physical Resources:

Desk nameplate signage standard and by laws were approved. Maintenance projects updates were also presented.

Technology Resources:

Three test lecture rooms have been set up (MTSC437, DL206, and QD120) to allow faculty to test out some of the new displays and projectors the college is considering.

Marketing Resources:

The branding project will be continuing; student surveys on marketing communications and current branding.

Adjourned: 4:31 p.m.