

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
May 24, 2021
3:00 p.m. – 5:00 p.m.
Via Zoom

Chair: Tucker Amidon, Faculty

Co-Chair: Dr. Chip West, Administrator

Co-Chair: Stephen Ashby, Staff

Members Present

Chip West, Tucker Amidon, Stephen Ashby, Charles Richard, Leo Truttmann, Kimberly Reimer, Tonya Huff, Natalie Halsell, Sydni Marquardt, Patrick Scullin, Robert Beebe, Amber Casolari, Daniel Hogan, Gabriel Rivera, Elia Blount, Jennifer Lawson, Skip Berry, and Christopher Williams

Guests

Liz Tatum

Call to Order:

3:03 p.m.

Approval of the Agenda

Charlie Richard motioned to approve the agenda. Robert Beebe seconded. Motion carried unanimously.

Approval of April 26, 2021 Minutes

Natalie Halsell motioned to approve the April 26th minutes. Robert Beebe seconded. Motion carried with one abstention.

Action Items

Human Resources Plan

The draft of the updated Human Resources Plan originally adopted in 2015 was presented. Revisions to the plan include addition of the Mission, Vision, and Tiger Pride Values; outlined strategic staffing guidelines; processes for hiring; described administrative procedures and board policies; described connection to all of the college's planning efforts; communicate how we recruit; included information on the college's retirement, replacement, and new position processes; the ongoing commitment to professional development; and the college's commitment to equity.

Discussion to improve verbiage within the plan regarding how faculty positions are reduced due to various reasons will be communicated back to the Human Resources committee for development. Ultimately, the intention is to annually review the plan and continue to update regularly.

Robert Beebe motioned to approve the updated Human Resources Staffing Plan. Amber Casolari seconded the motion. Motion carried unanimously.

Marketing Resources Committee

Currently, there are four subcommittees under RD&AS (Human Resources, Financial Resources, Technology Resources, and Physical Resources). Chip West brought forward a proposal to establish a new Marketing Resources committee. The purpose of this subcommittee is to serve as an advisory resource for the development and implementation of the College's strategic marketing efforts. Over the last two years, the College has increased spending on targeted marketing efforts and this committee will provide an opportunity to receive important feedback and input from the college community to further those marketing efforts. Proposed committee composition would include student, faculty, and management representation with RD&AS council members and employees within the marketing department.

Patrick Scullin motioned to approve establishing the Marketing Resources subcommittee. Skip Berry seconded the motion. Motion carried unanimously.

HyFlex Classroom

A presentation of the HyFlex Classroom pilot proposal was brought forward to this group in April. This item is now being brought forward for formal approval. Charlie Richard motioned approval of the pilot program. Robert Beebe seconded the motion.

Discussion: The question was raised whether faculty/departments are being consulted to ensure the pilot classrooms are configured so it will support the way faculty teach. Chip relayed communication has taken place with the deans and will reemphasize communication needs to reach the department/faculty level.

Tucker called for the vote and motion carried with one abstention.

RCC IDC

RCC has received indirect cost recovery funds for a number of years. There is an opportunity for the college to further recoup even more indirect costs as a result of the additional HEERF/CARES and other funding received. This will provide an opportunity to build the infrastructure for our grants and grow/expand services to students in a way we have not been able to accomplish previously. In some instances, there is an opportunity to recover up to 30% in IDC's against a particular grant. To access these funds, there also needs to be an associated spending plan or the amounts are renegotiated.

RCC's indirect cost recovery and use plan is being brought forward for approval. Proposed language revisions are to change "The prioritization and decision-making process for spending IDC will be reviewed" to "the prioritization and decision-making process will be monitored, evaluated, and assessed for potential revision." The updated document will be distributed to RD&AS via email with a follow up electronic vote to formally approve the plan.

Informational Items

District Utilizing RCC Tech B Space

The District is going to be taking over the second floor of Tech B to house the District marketing division. All facility renovations will be paid for by the District. This will not impact any space utilization as this area was not previously slated for a specific use.

Budget Update

No new information at this time but additional information may be forthcoming over the summer.

Strategic Planning Update

Chip shared he has submitted the VPBS plan and the VP's will begin to review their plans to identify which items are aligned or joint initiatives. The prioritization process begins once again in the Fall semester. Still to be accomplished is the review of past items and "closing the loop" in the process. Given preparations for the safe return are the priority, this will be resumed at a later time.

Parking Recommendations Follow-Up

There is more work to be done on gathering information and costs for the parking recommendations. Robert Beebe has asked Bobbie Grey for exact locations and exact verbiage for signs. Bobbie was going to reach out to Chief Gates regarding CBC codes. Robert has not received any information so far. Deferred until the Fall.

Subcommittee Discussion

Financial Resources: Liz Tatum reported there are no new updates related to student accounts/cashiering updates on outstanding student debt. This past meeting was spent primarily focused on the IDC plan development.

Human Resources: Nothing additional to report.

Physical Resources: Charlie Richard indicated the group received facilities maintenance updates and parking committee initiative development.

Technology Resources: Patrick shared the HyFlex classroom proposal was presented at Academic Senate and consumed much of their time recently. An update of the Technology Plan will be forthcoming for review in the Fall.

Adjourned: 4:37 p.m.