

**RIVERSIDE CITY COLLEGE**  
**Resource Development & Administrative Services Leadership Council (RD&AS LC)**  
**February 24, 2020**  
**3:00-5:00 p.m.**  
**DL 409**

*Chair: Tucker Amidon, Faculty*

*Co-Chair: Chip West, Administrative*

*Co-Chair: Stephen Ashby, Staff*

**Voting Members Present:** Tucker Amidon, Stephen Ashby, Chip West, Patricia Avila, Robert Beebe, Paul O'Connell, Natalie Halsell, Bill Manges, Charlie Richard, Ward Schinke, and Patrick Scullin.

**Non-Voting Members Present:** Sandy Baker and Liz Tatum

**Guests:** Kathleen Sell, Rhonda Taube, and John Adkins

**Call to Order**

The meeting commenced at 3:05 p.m.

**Approval of the Agenda**

Motion to add Facilities Master Plan Prioritization as the first discussion item as an informational item. Natalie Halsell motioned and Charlie Richard seconded approval of the amended agenda. **Motion carried.**

**Approval of the October 17, 2019 Minutes**

Natalie Halsell motioned and Patricia Avila seconded approval of the November 21, 2019 minutes. 9 Ayes, 0 Nays, 2 Abstentions. **Motion carried.**

**Priority Informational Item**

**Facilities Master Prioritization**

Facilities Master Plan was approved in the Fall of 2018. The plan included four phases. Phase 1 has five projects, phase 2 has five projects, phase 3 has six projects and phase 4 has one project. There are also general projects like improving pedestrian access, signage, security, etc. that don't fall into any particular phase. The District asked RCC to provide a general cost estimate for each project as quickly as possible (before the election) since Norco and Moreno Valley already had costs in their Master Plans. Gensler was asked to put a rough cost estimation together. The estimates were submitted to the District and are now on the website. No physical planning has occurred yet.

The District has also asked RCC to provide a prioritized list of the projects, which should go through our strategic planning process. On the Physical Resources Committee's agenda was the task of prioritizing that list. The Committee should have prioritized within each one of the respective phases. The list that went out with the Committee's minutes was not organized in the correct way. The Physical Resources Committee will meet again to prioritize the list per phase, and that amended list will be provided during the next RD&AS meeting to be discussed and voted on. From there it will go to EPOC, Academic Senate, and then the President for ultimate consideration.

There was confusion on the phases in the Master Plan on the Physical Resources Committee's part, that's why the list that went out was inaccurate. This could be because Norco and Moreno Valley do not have phases in their Master Plans.

## **Action Items**

No items

## **Informational Items**

**Strategic Planning:** The Strategic Planning Approval Timeline and Strategic Plan Draft documents were sent to the committee. This is the first read for leadership councils for review and feedback. It will go to EPOC then Academic Senate next, then back to RD&AS for second read.

Page 109 needs to be updated for RD&AS's additional sub-committees. It does not have the Parking, Sustainability, and Food Committee. Sustainability has been approved as a committee, not Parking and Food. Parking and Food can be mentioned as Workgroups until they are approved. The Parking Workgroup is only for the physical aspects of parking, not District policy or fees.

What kind of feedback is needed? Do you have questions while reading? Does something need more clarification?

**Accreditation Standards Brochures:** These brochures are like RCC's cliff notes on Accreditation. RD&AS is one council that the Accreditation team has requested to meet with. There will be 47 meeting invites to go out. So far, the Accreditors want the most documentation from Human Resources. The meetings are to help clarify anything the Accreditors have questions on.

## **Committee Reports**

### **Financial Resources Committee:**

Did not meet.

### **Human Resources Committee:**

Did not meet.

Physical Resources Committee:

The minutes were sent to the RD&AS members. They discussed the signage project. They made it clear to Parking and Food that they need the right documentation to become official committees.

Technology Resource Committee:

Did not meet.

The meeting adjourned at 3:55pm