

**RIVERSIDE CITY COLLEGE**  
**Resources Development & Administrative Services Leadership Council (RD&AS LC)**  
**September 26, 2022**  
**3:00 p.m. – 5:00 p.m.**  
**Via Zoom**

*Chair: Prof. Patrick Scullin, Faculty*

*Co-Chair: Dr. Kristine DiMemmo, Administrator*

*Co-Chair: Stephen Ashby, Classified*

**Members Present**

Kristine DiMemmo, Stephen Ashby, Patrick Scullin, Daniel Hogan, Sabrina Kroetz, Leo Truttmann, Natalie Halsell, Charles Richard, Liz Tatum, Robert Beebe, Chris Williams, Gabriel Rivera, Jennifer Lawson, Paul O'Connell, Tonya Huff, Pete Lomas, Linda Sing, Cheyenne Martin-Corbett

**Guests**

Elia Blount

**Call to Order:**

3:03 pm

**Approval of the Agenda**

Paul O'Connell 1<sup>st</sup>, Daniel Hogan 2<sup>nd</sup>. Approved by consensus

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

Student mental health is a prevalent current issue, with a number of committee members being told by their students that they are struggling with their mental health. Rather than the typical explanations for late assignments (family health, work-related reasons), students have been candid that these struggles are specifically mental health-related.

- ❖ A co-chair will be reaching out to higher level councils to see what can be
- ❖ Another chair suggested collaboration between ASRCC and Health Services, as hearing about services from peers may be more comforting to students who are struggling

**Action Items**

**Nameplate Signage Standard**

Standards were reviewed by PRC in the final meeting of FY 21/22.

This is a standardization to avoid there being multiple designs across campus. However, there is not a budget to cover implementing these new desk nameplates; that will be the responsibility of each department.

- ❖ Charlie moved to discuss; Paul seconded.

- Each department having to pay for it themselves may cause a delay in departments replacing signage.
- ❖ Approved by consensus, with the caveat that budget augmentation should be discussed at a later date.

## **New business**

### **Joint Prioritization**

Second VP Q&A session is on October 14<sup>th</sup>; prioritization is on October 28<sup>th</sup>. A voting survey will be sent out for staff to take notes what they read and how they would prioritize before Joint Prioritization, along with a spreadsheet for staff to use to prioritize; however, this spreadsheet is for individual use, NOT to be sent back. This process will help the college identify both strongly-needed projects and those that have already been completed. The council hopes to continue last year's trend of 100% voter participation amongst RDAS members.

- ❖ The data from the surveys will be used to determine how projects will be prioritized.
  - Any questions should be brought to the 10/14 Q&A
- ❖ A committee member asked if there would be a faculty prioritization or if it would be addressed at Oct. 14<sup>th</sup> Q&A.
  - This issue was addressed in a recent FLEX session; a more structured faculty prioritization process is currently being discussed.

### **Capital Projects & Budget Plan**

Aug 2<sup>nd</sup>, Dr. DiMemmo presented a large number of critical projects to the District; some of these projects are necessary to address safety issues caused by outdated equipment. The total for these projects was ~\$11 million. Dr. DiMemmo and the finance team were able to locate \$9 million; the remaining will be loaned to the campus by the district.

These are the 6 priority capital projects:

- ❖ Donated Printing Press
  - The college received a printing press valued at \$1 million from Jan Steiner, a local printing entrepreneur, to be delivered and installed by Nov. '22. Electrical system upgrades to Tech B have been completed to accommodate said equipment.
- ❖ Life Science & Physical Science Reconstruction for Business Education and Computer Science Information
  - State and locally funded project to remodel Life Science & Physical Sciences for use by Business Education and Computer Science Information programs; projected to be completed and ready for occupancy by Fall '24.
  - Mine Okubo was converted into a two-way road to accommodate travel
  - Fencing will be installed all around LS&PS building to deter foot traffic while construction is in progress
- ❖ Football Field & Running Track Replacement
  - An assessment conducted in Fall '21 found the condition of both the field and track to be at risk of causing injuries and other safety issues.

- \$7.7 million project (\$4 for Field, \$3.7 for Track; like-for-like replacement)
- The field is open to the college for educational purposes only; no community use allowed
  - Home games will be held at Ramona High during Fall '22
  - An alternate site may be needed for '23 football season in the event construction is not completed in time
- ❖ Throwing Sports Field Renovation
  - Does not currently comply with safety codes and equipment is at end-of-life
  - \$2 million project
  - The field is currently useable with adequate safety precautions in place
  - Eligible for state schedule maintenance funding for FY 22-23
- ❖ Digital Library STEM Engagement Center
  - 2-phase project
  - BOT approved \$5 million in June '21
  - The first phase of the project, moving TSS out of the first floor of DL, has proved more costly than originally projected
  - \$2.94 has been identified amongst local resources; the district and the college will work together to ensure the remaining \$2.05 will be available prior to construction bidding
- ❖ Technology Support Services Department Relocation – Digital Library STEM Engagement Center
  - TSS will need to be moved to the old financial services building in order to build a new STEM center in their old space
  - Originally projected at \$150,000; now a \$1.85 million project
  - Significant upgrades to the building and its electrical infrastructure will be needed to accommodate this move

**Budget updates:**

- ❖ Discretionary funds were not touched
- ❖ Currently, the state of California is not holding colleges at fault for low enrollment due to the ongoing pandemic. However, this will not hold true for long. Soon these lower numbers are going to affect the college's funding. The college met its Fall enrollment goal, but Spring semesters are usually where a dip in enrollment is seen. Due to this, budgets will need to be tightened, such as identifying sections with too many classes to students enrolled
- ❖ There have been a number of one-time funding streams (e.g. scheduled maintenance funding) that have been made available to the college; some of these are already in use for different projects, such as replacing security cameras across the campus
- ❖ Emergency preparedness
  - The District is working on their emergency operational plan, which is the overarching plan for all 3 campuses
- ❖ Dr. DiMemmo, Elia, and the finance team have been working together to develop a budget for the coming year(s) that will allow the college to make the replacements it needs while still maintaining current standards

**Old business**

N/A

## **Subcommittee Discussion**

### **Financial Resources:**

Financial Resources has not yet met this year. Dr. DiMemmo requested to sit in on the first meeting.

### **Human Resources:**

Two co-chairs had to step down, and so Human Resources has not yet met this year. Last thing discussed last year was addressing the overarching professional development plan.

### **Physical Resources:**

Robert presented several scheduled maintenance project updates.

Notable project updates:

- ❖ Amphitheater (a stage on the north side of Bradshaw) project has been put on hold, as costs have exceeded what was originally projected. Initially estimated around \$100,000 when the project was approved; lowest bid was around \$258,000
- ❖ Sustainability club applied for and was awarded a micro-grant through California Clean Air Coalition that they are using to kick off the RCC campus tree inventory

### **Technology Resources:**

Classified co-chair stepped down, and so Technology Resources has not yet met this year.

### **Marketing Resources:**

MRC started work on the branding guide 2.0 for marketing and other kinds of print materials. The college will be using Google Doodle for the RCC Lamp of Learning (“A Google Doodle is a special, temporary alteration of the logo on Google's homepages intended to commemorate holidays, events, achievements, and notable historical figures.” ← Description from Wikipedia).

**Adjourned:** 4:44 p.m.