

RIVERSIDE CITY COLLEGE

Resource Development & Administrative Services Leadership Council (RD&AS LC)

April 19 2018

12:50-1:50 p.m.

DL 409

Chair: Paul O'Connell, Faculty

Co-Chair: Chip West, Administrative

Co-Chair: Stephen Ashby, Staff

Voting Members Present: Tucker Amidon, Scott Blair, Amber Casolari, Monica Delgadillo, Jennifer Lawson, Mary Legner, Bill Manges, Mehran Mohtasham, Paul O'Connell, Kimberly Reimer, Jackie Robinson, Clifford Ruth, Patrick Scullin, and Chip West

Non-Voting Members Present: Sandy Baker

Call to Order

The meeting was called to order at 12:53 p.m. Tucker Amidon motioned and Scott Blair seconded approval of the agenda. Motion carried.

Approval of November 16, 2017 Minutes

Scott Blair motioned and Monica Delgadillo seconded approval of the March 15, 2018 minutes. Motion carried with two abstentions (C. Ruth/T. Amidon).

Faculty Chair Elections

Paul will continue to serve on RD&AS LC and attend strategic committees as needed. Mary Legner nominated Tucker Amidon as the new faculty chair. Scott Blair seconded. Department votes for members are separate from chair elections. Tucker accepts the nomination. **Motion carried.**

Accreditation Update

We will start updating the standard III worksheets. These need to be done by May. Looking to map over summer and prep for Accreditation. By fall, we can identify gaps. Standard III outlines resources. Hope by fall, we have a solid game plan to address holes in the system. District pulled together a Standard III committee. Chip submitted Tucker and Natalie to serve on that committee. Chairs will send out the deadline to the committee chairs for responses.

Committee Updates

Technology Resources Committee (TRC)

The committee hasn't been able to finish revisions to the Tech Plan. They plan to finish by end of month. EPOC is meeting May 29th, so these plans can be voted there after RD&AS LC approves at the May meeting. These updates include generic language for the plan, appendix, and rubric for prioritization for purchases.

Four of the five databases are complete. The academic database is the one that has been delayed to a summer project. This database has equipment in classrooms/labs. Staff to maintain these databases is one of the positions discussed during the strategic planning process. Christopher Blackmore is putting together infrastructure to support colleges. There is an issue with software from a fundamental course offering standpoint. We will need clarity and responsiveness. These databases can be tied to financial planning.

Human Resources Committee (HRC)

The committee had a special meeting on Tuesday. They are trying to identify gaps in the HR staffing plan and noticed inconsistencies. The co-chairs have a meeting with Chip tomorrow morning. The current plan has not been followed and the committee needs direction. Susan and Chip put together a rough outline that will be used in that discussion.

Financial Resources Committee (FRC)

The committee held a retreat in April. They are starting to draft the Financial Plan. During the retreat, they drafted principles and behaviors as it relates to looking at finances. Sherrie is creating an additional report that will look at cost per discipline FTE. What is cost to offer program per student. The document is very complex. The goal is for the three colleges to have candid conversations about allocation of funding. This data will help inform enrollment decisions. The data includes instructional costs and non-instructional. FRC principles are driving the district principles for their funding model. Sandy Baker mentioned that prerequisites are being filled by students who ultimate goal is to get into specialized programs. Could include Pathway for those specialized programs. There was discussion about online offerings.

Physical Resources Committee (PRC):

The committee is adding additional items to the equipment database. We are looking at FMP feedback received to see if replacements are feasible. Scheduled Maintenance projects are; Quad renovation, Auto restoration, HG HVAC, fume hood, electrical panel in AUT, Art building. Prop 39 projects are; Parking Structure LED upgrades, pathway lighting, Softball/Baseball field lighting upgrades. Any money left will be used for the AUT lighting. Facilities started the fire sprinkler alarm upgrades over spring break.

We are in the third phase of the Facilities Master Plan update. We are looking at guiding principles that will guide our process. The principles brought forward are; Clarity, Connectivity, Community, Efficiency, Stewardship and Identity. The group looked at the feedback from the survey results. We may push out the survey one more time. We will send to department chairs to push out to their faculty. The next stage, will be for the committee to meet in May to review the data and information. Chip would like to send out a campus-wide communication of where we are in May. He plans to present at flex and give time for comments. We should have a solidified plan in spring and presentation for Board of Trustees. 2020 We also have the FPP for Physical/Life Science as well as may bring back the Cosmetology plan.

Chip went over the minimum wage increase. This was not included in budget augmentations in the past. DBAC has pushed Aaron that this needs to be included in the budget. More info to come.

In June, we will look at engagement centers, support mechanisms and look holistically how we have been supporting and how we plan to fund going forward to meet FTES demands.

The Meeting adjourned at 1:52p.m.