

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
October 25, 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, Classified

Members Present

Daniel Hogan, Sabrina Kroetz, Charlie Richard, Robert Beebe, Paul O’Connell, Amber Casolari, Tucker Amidon, Tonya Huff, Katie Caceres, Patrick Scullin, Leo Truttmann, Natalie Halsell, Stephen Ashby, and Jennifer Lawson

Guests

Albert Jaramillo, Gabriel Rivera, Liz Tatum, Elisabeth Etchell, Marc Sanchez, Debbie Cazares, and Emily Philippsen

Call to Order:

3:04 p.m.

Approval of the Agenda

Motions to approve the October 25, 2021 agenda – N. Halsell 1st, A. Casolari 2nd

Tucker Amidon requested to amend the agenda by removing the parking recommendations action item and carrying out the vote via email at a later time.

Motion to approve amended October 25, 2021 agenda - A. Casolari 1st, N. Halsell 2nd, carried unanimously

Approval of September 27, 2021 Minutes

Motion to approve the September 27, 2021 minutes – N. Halsell 1st, D. Hogan 2nd, approved by consensus

Parking Recommendations Discussion:

Two parking issues were discussed; the adjustment to the parking stalls by ECE for child drop-off and the parking structure.

a. Parking Structure

Albert Jaramillo provided the committee with a recap on the parking structure. The necessitating factor for lifting parking restrictions after 5 pm is due to the number of parking tickets being issued and potential safety issues for students walking to their cars after evening classes. Initially the proposal was to have parking restrictions lifted campus-wide after 5 pm, however it was scaled down to the top level of the parking structure. The top part of the structure will be reserved for faculty 7am-5pm.

Robert Beebe shared additional information which stemmed from a meeting between himself, Vice President Chip West and Chief Gates regarding parking issues. Robert indicated that during the meeting it was determined a third color would be utilized to mark the spaces to reduce confusion for students. The third color would need to be a designated traffic paint, the suggestion in that meeting was to utilize orange to identify these spaces. Signage will need to be posted to ensure this conveyed efficiently to students.

b. ECE Parking

As it currently stands, there are not enough drop off spaces in front of ECE. To address this need, some of the staff parking places will be designated for 15-minute drop off. To alleviate the impact to staff, 10 spaces below ECE will be remarked for staff parking.

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

Information was provided about the Educational Planning & Oversight Committee (EPOC) meeting regarding the need for equity ambassadors and representatives. Additionally, recommendations for education, experience, qualifications and some duties for the new equity administrator position(s) were sent for review to the hiring committee. It was also shared that the proposal EPOC is working on to develop common language surrounding equity.

Action Items

Renaming of the Music Building to the Annex Complex

The recommendation is to rename the music buildings, the Annex Complex. A brief summary on this item was presented, so long as the building(s) are not being renamed after a person or entity, the renaming can remain at college level. The offices are being constructed within the building(s) for the LHSS engagement center, and the Veteran’s Center is currently under constructions as well.

Motion to approve the renaming of the music building to the Annex Complex – R. Beebe 1st, C. Richard 2nd, motion carried unanimously.

Classroom Audiovisual Needs Assessment Survey

The purpose of this survey is to capture general use to standardize AV systems. Also, to replace/upgrade equipment where needed with the intention of addressing 80% of instructional areas with the ability to add modularly. Currently the majority of classrooms have equipment that is 10-14 years old. The survey is being conducted through Microsoft Forms. The committee discussed various ways to capture needs that also include classrooms which may not have equipment, but need it. Any equipment deemed obsolete through the survey that may still have a need will migrate to a check out process through the TSS department.

The committee determined revisions are needed to the survey questions prior to sending out, Leo Truttman will take this back to DRC to discuss. The survey will go out via email once the questions have been revised.

As of November 12, 2021, via email voting: The motion carries, with 12 votes in favor, zero nays, and five abstentions.

Informational Items

Joint Prioritization

The committee discussed the joint prioritization survey that was sent by Wendy McEwen to voting members. There are some questions relating to the part-time academy. This is a pot of existing money to pay part-time faculty for instructional training. The totals discussed was \$70/hour for 20 hours and roughly 100 faculty, totaling \$140,000. The committee agreed that additional information is needed before any decision can be reached. The deadline to complete this survey is Thursday, October 28th.

It was discussed that the survey does not keep track of ranking and should be kept as a separate spreadsheet for an individual's records. The committee discussed the need to address ranking with Governance Effectiveness Mission & Quality Leadership Council (GEMQ). The following link was shared, which includes a feature that needs to be enabled in Microsoft Forms in order to allow downloadable PDFs of your survey responses:

<https://support.microsoft.com/en-us/office/print-or-download-a-receipt-of-responses-951f29b7-dbd8-446b-8ebe-b924cc620bb2#:~:text=In%20the%20form%20for%20which%20you%20want%20to,you%20message%20and%20a%20list%20of%20their%20responses.>

Budget Update

Budgetary implications in light of lower enrollment numbers are not likely to be felt for another 2-3 academic years as we are on a 3-year average for the funding formula. The committee also discussed FTES drops in the region and the impact of this at surrounding colleges.

Subcommittee Discussion

Financial Resources:

The committee met and went through current membership. Liz Tatum indicated that Dyan Sue Kovacs is interested in participating in the FRC meetings however, not as a voting member. Liz will also forward the meeting invitation to Paul O'Connell.

Human Resources:

HRC met a couple weeks ago, the main topic of conversation was relating to the job description for the equity dean. The committee discussed questions and concerns about who this position will report to, responsibilities etc. Suggestions from this meeting were forwarded to Tucker Amidon and then on to President Anderson.

Physical Resources:

The PRC discussed scheduled maintenance projects, project updates, music building renaming and the parking issues at the last meeting.

Technology Resources:

The needs assessment survey and HyFlex status were discussed at the last TRC meeting. The plan is to get the HyFlex classroom completed by the end of winter at the latest. The mobile device initiative; replacement of laptops for all permanent employees, is being rolled out. TSS has implemented a scheduling system for laptop setup. The committee also discussed updates needed for the technology plan.

Marketing Resources:

The Marketing Resources Committee had their first meeting to discuss priorities for both inward and outward facing communications to constituents and the community. There was also discussion regarding a survey to investigate branding structure to initiate adjustments/suggestions over time.

Adjourned: 4:48 p.m.