

**RIVERSIDE CITY COLLEGE**  
**Resources Development & Administrative Services Leadership Council (RD&AS LC)**  
**November 29, 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**

Amber Casolari, Katie Caceres, Charlie Richard, Tonya Huff, Leo Truttmann, Robert Beebe, Daniel Hogan, Stephen Ashby, Jennifer Lawson, Ismael Davila, Paul O’Connell, Sabrina Kroetz, Natalie Halsell, Tucker Amidon, Chip West, and Christopher Williams

**Guests**

Lindsey Perez, Linsey Graff, Marc Sanchez, and Gabriel Rivera

**Call to Order:**

3:05 p.m.

**Approval of the Agenda**

Motions to approve the November 29, 2021 agenda – Paul O’Connell 1<sup>st</sup>, Amber Casolari 2<sup>nd</sup>. Approved by consensus.

**Approval of October 25, 2021 Minutes**

Motions to approve the October 25, 2021 minutes – Amber Casolari 1<sup>st</sup>, Jennifer Lawson 2<sup>nd</sup>. Some technical edits were made. Approved by consensus.

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

At least one-third of faculty’s 24 hours of FLEX for the year has to be related to equity. The OER workgroup has asked that the creation of OER materials for a course be counted toward the eight hours of required equity related FLEX.

**Guest Presentation: Sustainability Plan Workshop with DLR Group**

DLR group went over the sustainability framework and next steps for RCC’s Sustainability and Climate Action Plan. They are preparing for 2022 which will bring the implementation and action planning phase of the plan.

**Action Items**

N/A

## Informational Items

### Parking “Vote”

Formal parking information will be emailed to the Leadership Council to vote on. The new parking color orange is being proposed. Orange parking stalls mean employee parking before 5pm and open parking (student, visitor, employee etc.) after 5pm. A parking pass is still required. Proposal #1: In parking lot M, near ECS, two employee parking spaces will be converted into green spaces for loading and unloading only. New signage will be added to replace old signage. Proposal #1 will cost roughly \$2,000. Proposal #2: In parking lot Y, near the handball courts, eight white student parking spaces will be converted into yellow employee spaces to provide additional parking for ECS employees. Appropriate signage will be added. Proposal #2 has an estimated cost of \$4,000. Proposal #3: The 179 (white and yellow) parking spaces on the top deck of the parking structure will be restriped to orange (excluding ADA parking). Updated signage will be displayed. Proposal #3 is estimated to cost \$15,000. In all proposals, a parking pass is still required.

One suggestion is to provide more signage for the mobile parking APP. The vote will happen at the end of the week via email. The hope is to have these proposals implemented by spring semester.

Note: The vote was completed by December 14<sup>th</sup> with the below results:

Proposal #1: 14 in favor

Proposal #2: 14 in favor

Proposal #3: 12 in favor, 2 nays

### Subcommittee Discussion

#### Financial Resources:

The student accounts project the Cashier’s office has been heading has been very successful. Paul O’Connell will be the faculty co-chair of FRC.

#### Human Resources:

HRC debriefed about joint prioritization and planning for next year’s joint prioritization as it relates to human resources. HRC would like to assist in closing the loop once resources are allocated.

#### Physical Resources:

PRC discussed maintenance updates and total cost of ownership, which the DLR group will be able to provide a template for moving forward.

#### Technology Resources:

TRC finalized the technology survey and it has been emailed to the campus community. There was in depth discussions on the computer exchange and utilizing OneDrive. There has been concerns about administrative privileges and cyber security, which have guidelines that are provided by District.

#### Marketing Resources:

MRC discussed overarching logo ideas, general campus signage, and the process of rebranding and related costs for prioritization for next year.

**Adjourned:** 4:48 p.m.