

**RIVERSIDE CITY COLLEGE**  
**Resources Development & Administrative Services Leadership Council (RD&AS LC)**  
**October 24<sup>th</sup>, 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**

Patrick Scullin, Stephen Ashby, Robert Beebe, Daniel Hogan, Tonya Huff, Sabrina Kroetz, Chris Williams, Leo Truttman, Natalie Halsell, Paul O’Connell, Pete Lomas, Charlie Richard, Gabriel Rivera, Linda Sing, Lorenzo Lopez, Cheyenne Martin

**Guests**

**Call to Order:**

3:02 pm

**Approval of Agenda**

Paul motioned to approve, Sabrina seconded.

A council member asked to add Campus Police to New Business.

Approved unanimously.

**Approval of Minutes**

Linda motioned to approve, Charlie seconded.

Approved unanimously.

**Co-Chair Report(s) of Activity**

Patrick has Marketing and Human Resources Committee updates he will provide during subcommittee discussion.

Stephen reported that the LC prioritization survey had to be reissued as the original did not limit the number of votes someone could cast. Faculty prioritization did not experience this issue. There will also be a “college climate” survey for classified professional and administrators.

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

No discussion items were raised by the council.

**Action Items**

**N/A**

## **New business**

### **Campus Police**

This item was added as a student reported the theft of their catalytic converter from the campus parking lot near Auto Tech. This may be an issue best handled by one of the campus safety groups/committees.

### **First Read of Updated Technology Plan**

The following changes were highlighted by TRC co-chair Gabriel Rivera:

- Formatting was altered to better resemble the District’s Technology Plan
- AV and network equipment were de-coupled
- A section for security cameras was added
- Information on the recently-implemented service desk was added
- Computer equipment and media technology standards focus was shifted from cost breakdown to minimum specs for a baseline classroom (added to appendices)
- Overview, purpose, and more definitions were added or clarified
- Website that was previously in progress is not operational and the language was updated to reflect that
- Audiovisual equipment and security camera system equipment (section 5D and E, respectively) were added
- Section 8 District Responsibilities was added from the District Tech Plan; it demonstrates the alignment between the district’s goals and the campus’s goals
- Section 9 Action Plan was reformatted from a statement on each item TRC was responsible for to a table to better emulate the District Tech Plan, and follow up documentation was added
  - No new goals were added; that will take place next year when constructing the new tech plan
- The document will be updated to use the board-approved term “classified professional” where appropriate

Council members will be given the opportunity to look over the document and make comments or suggestions in the weeks preceding the next RDAS meeting (Nov. 28<sup>th</sup>), where the updated plan will be presented again and voted on.

## **Old business**

**Strategic Planning Prioritization – Reminder: Due Oct. 26<sup>th</sup>**

### **Subcommittee Discussion**

#### **Financial Resources:**

FRC has not met yet.

#### **Human Resources:**

HRC is still without a faculty co-chair; any faculty members interested in filling that role should contact Patrick. HRC started reviewing the overarching PD plan, including putting forth the suggestion to have an annual PD survey that could be broken down by group (faculty, classified, management) to identify areas needing improvement and areas where they may be opportunities for collaboration between groups.

#### **Physical Resources:**

PRC has a number of upcoming and in-progress projects, including but not limited to carpet replacements, elevator repairs, and the Life and physical Sciences building remodel. The amphitheater construction project is currently on hold due to budgetary constraints (the project will cost more than originally projected). One of the committee's sub groups has been discussing internal locks on the MTSC building classrooms, a project that was being discussed before lockdown.

Sustainability committee has been busy, as well: Buy Nothing group/Discord should be ready to launch beginning in November; shelves with bins (Share Shelves) were ordered and will be set up outside of the student resource center for those who want to donate items they no longer need (faculty have volunteered to check the bins weekly for safety and cleaning reasons).

Food committee is coordinating with Cheryl to implement a meal card across all three campuses for all students, faculty, and classified.

Parking committee is looking for someone to lead the group and hasn't met as a result.

RCC is seeking grant funding for student housing; however, this funding likely will not cover cost of ownership, only construction.

#### **Technology Resources:**

TRC primarily focused on the tech plan, including going over cost of upgrading for other colleges. Technology life cycle prioritization was tabled for the time being.

A councilmember asked about the security camera section added to the tech plan, specifically who would have access to the footage from those cameras. Currently, campus police are the ones with access and requests for footage must go through them. However, there is not an assigned person who watches over security footage.

#### **Marketing Resources:**

MRC discussed the possibility of allowing co-branding and other ways for departments to personalize the RCC logo while adhering to branding guide. The logo on the website will also be updated periodically to be more festive (think how the Google logo changes periodically).

**Adjourned:** 3:52 p.m.