RIVERSIDE CITY COLLEGE
Resource Development & Administrative Services Leadership Council (RD&AS LC)
November 21, 2019
12:50-1:50 p.m.
DL 409

Chair: Tucker Amidon, Faculty
Co-Chair: Chip West, Administrative
Co-Chair: Stephen Ashby, Staff

Voting Members Present: Tucker Amidon, Stephen Ashby, Chip West, Amber Casolari, Paul O'Connell, Natalie Halsell, Chris Leon, Bill Manges, Kimberly Reimer, James Rocillo, Ward Schinke, Patrick Scullin, Leo Truttmann, and Corey Wilson.

Non-Voting Members Present: Sandy Baker

Guests: Alice Awe

Call to Order
The meeting commenced at 12:55 p.m.

Approval of the Agenda

Paul O'Connell motioned and Amber Casolari seconded approval of the agenda. Motion to add Prioritization Letter below President's Equity Charge to the HRC under Informational Items. Paul O'Connell approved amendment to motion and Amber Casolari seconded. Another motion to add Mission, Vision and Values to Information Items. Approval by consensus. **Motion carried**.

Approval of the October 17, 2019 Minutes

Stephen Ashby motioned and Natalie Halsell seconded approval of the October 17, 2019 minutes. Ward Schinke has requested his name be added to the list of members present. 13 Ayes, 0 Nays, 1 Abstention. **Motion carried**.

Action Items

Webadvisor Dropdown

It was brought up in EPOC that RCC should capture why students are dropping classes. Clarification is needed on whether this is for dropping classes, withdrawals, or both. District IT stated they cannot add a dropdown; no reason was given. A dropdown may capture inaccurate data because, statistically, people tend to choose the first option in dropdown menus no matter the selection. Instead of a dropdown, an open textbox would be added where the student will be required to type a response to drop the class. This data would later be organized by category, for example, "books" or "job." This idea has already been approved by tech. Once RD&AS votes on this item, it will go to EPOC so they can submit a formal

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request to District IT to explore the idea. Stephen Ashby motioned and Natalie Halsell seconded. Parameters to discuss later: character minimum and maximum, when this menu kicks in (possibly after census), etc. The idea of surveying students in the classroom was mentioned. There will be more consistent data from the Webadvisor option, and RCC can stay updated on trends. There is a worry that students will fabricate answers but hopefully that will be a small percentage. It's important that action is taken with this data to make it worth it. Maybe it should be optional so students are not forced to reveal their reasoning. This is just an approval requesting District IT to explore the idea of adding a Webadvisor textbox. **Motion carried.**

Informational Items

Action Plan Update: The Human Resources plan has been split up between members of the Human Resources Committee, and the goal is to get it completed by the next HRC meeting on December 10th. The plan will then go to RD&AS for approval in February. By February, RD&AS will have meetings every fourth Monday of the month from 3-5pm. The first Spring meeting will be on February 24, 2020. This plan update was moved from action items to informational.

Draft of College Goals – First Read

No comments.

Scale of Adoption Self-Assessment

It was given to RCC by California Community Colleges Chancellor's Office in October and it's due by March. It creates uniformity across many colleges. It's useful but frustrating since little time is given to finish it with so much already going on.

President's Equity Charge to the HRC

The President wants equity to be a major conversation for the college. He has charged the Human Resources Committee to take a look at all the steps in the recruitment and hiring process and recommend ways to incorporate new equity efforts in every step. HRC already has the RCC hiring process data and will be making recommendations. Some ideas so far are blind recruitment processes and/or different locations for job postings. One deficiency in the data is there is a big drop in the diversity of the candidates from the application to interview process. Any others who would like to help the HRC with this task is free to join at the next meeting on December 10th.

Prioritization Letter

There is a concern regarding being funded on FTES generation for the faculty hires. Out of the 8 positions, only 6 generate FTES. We need to start looking at Friday afternoons for scheduling. There is 1,000 students on the waitlist for Biology every year. We need to push for more Friday and Saturday classes and hire part-time faculty for these days. What is FTES? The more students that are in the room when the instructor is teaching, the better. We are looking at how much is being generated by a given course.

Mission, Vision, and Values

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Discussion tabled. This was already emailed out to RIV-ALL on 10/23/19. Members are free to send feedback via email.

Committee Reports

Financial Resources Committee:

Liz Tatum put into the Franchise Tax Board and has received back $500,000 due to the college. She put in another 2.6 million in COTOP. She is considering others. There is $600,000 in financial aid and 2 million in other fees due to the college. The money received will go to the district and it should be redistributed to the college where the cost was made.

For the Hungry Tigers Initiative, the school gets $160,000 a year but only spends $25,000 to $30,000 because of lack of manpower and logistics. Contact Megan Bottoms if you are interested in getting involved.

Strong Workforce is launching a makerspace bus where students and faculty can work in the bus and create things using technology.

Human Resources Committee:

See President's Equity Charge notes.

Physical Resources Committee:

Sustainability Committee was approved as a subcommittee of PRC. Waiting on the mission, vision, and values for the Food Services and Parking subcommittees.

The committee also looked over the digital marquee for the freeway and signage options. They want the look of both to be standardize. It was recommended that the signage options be sent to the campus for survey.

There are some Prop 39 projects that the committee is trying to get from the state.

Technology Resource Committee:

TRC discussed the survey question as well. They talked about the Microsoft tools available via the District. It has been recommended that faculty and staff be trained on these tools. The RD&AS committee feels RCC needs more tech savvy people directing staff and faculty on new technology, such as the liquid syllabus.

A website subcommittee option was brought up. It's not needed at this point, but maybe in 6 months once there is more material put together.

The meeting adjourned at 1:55pm

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