

RIVERSIDE CITY COLLEGE
Resource Development & Administrative Services Leadership Council (RD&AS LC)
November 29, 2018
12:50-1:50 p.m.
CAK 224

Chair: Tucker Amidon, Faculty

Co-Chair: Chip West, Administrative

Co-Chair: Stephen Ashby, Staff

Voting Members Present: Bill Manges, Chip West, Amber Casolari, Leo Truttman, Mehran Mohtasham, Patrick Scullin, Kimber Reimer, Jennifer Lawson, Stephen Ashby and Tucker Amidon

Call to Order

The meeting commenced at 12:59 p.m. without quorum.

Approval of the November 15, 2018 Minutes

Amber Casolari motioned and Leo Truttman seconded approval of the November 15, 2018 minutes.

Motion carried with one abstention (Jennifer Lawson).

Operating Procedures Template

The co-chairs adjusted the committee's operating procedures for consistency among the leadership. Academic Senate appointments were removed from leadership appointments. The minimum of three is only for staff appointment's not any others. This could bring up issues that other constituents can have as many as they choose. Reviewed the change to 3.0 Procedure. Presiding chair on each subcommittee is elected from the Senate appointed faculty serving on the leadership council.

The thought in the past was that each of the subcommittees would take place on separate days in order for a single person to attend all if needed. We need to keep an eye on these schedules to make them receptive to as many people as possible. Maybe we can have a bigger conversation in spring about scheduling. Tucker made a suggestion that we don't try to push plans through in fall, but in spring when joint meetings do not take precedence.

Approve template with changes Amber Casolari motioned and Mehran Mohtasham seconded approval of the operating procedures template changes. **Motion carried.**

Accreditation Update

Today is the deadline to get drafts to the Accreditation folks. These are the best draft they can be by today, but are not complete. This has been a challenge for other accreditation writing groups. The co-chairs requested feedback on the individual sections we are responsible for by 4pm today.

The following are responsible to provide feedback:

IIIC- Amber/Patrick

IIIB- Mehran

IIIC- Sandy

IIIC/D- TBD-The challenge is there is so much in flux right now with the budget model. There will be a lot coming out from DBAC in next few months and will be written in conjunction with other two colleges.

Policies will need to be pulled out and referenced. We need to be able to point to specific documents and pages. We are learning that some documents are old and having to make claims that we have them done, but since it's out of date, we need to show what we are doing to stay up to date. There is a special accreditation writing group that will gather in January.

Professional Development Plan Updates

Sandy and Chip met this week to review the updated management plan. They set a deadline by next week for Sandy to review and provide feedback. The plans will be ready to bring back for action in February. The goal would be to sift through emails when you return and find all the plans so we can move all as quickly as possible. There should be a small group that can get together in January to make sure there is cohesiveness with all three plans (onboarding, culture of campus). Sandy and Chip talked about having one document that has sections instead of separate documents that sync to one plan. These will be appendices to the approved overarching plan.

This brings up issues like how do staff/faculty over professional development get chosen? In the past it was through bylaws. Again, we need to have transparency and who has them, terms, how they are chosen (like Faculty development coordinator, honors coordinator). Amber requested that chairs bring back to EPOC as a recommendation. This issue should be brought up in Senate as well.

Committee Updates

Technology (TRC)- They will work on the Tech Plan in winter. They wrapped up the survey. The website launch will include an ad-hoc committee that includes positions and memberships. President s and VPs are reviewing the committee list.

Financial (FRC)- N/A

Human Resources (HRC)- Appendices for the professional development plans have gone to Sell and Green and came back with suggestions. CLAS has updated theirs and Laura updated the faculty plan.

Physical Resources (PRC)- Scheduled Maintenance updates continue. Organic food recycling will start in January.

ASRCC would like to start a food committee that would include students, staff, and faculty. Business Services is working with them to develop a plan. This committee will launch in spring. It will come up through PRC.

The Sustainability committee will be created as well under PRC that will talk about campus sustainable efforts. The safety committee should be under PRC as well.

Starting in spring will send out RFP's for smaller projects included in the Master Plan that we want to get arms around in spring and summer of next year. We need to start engaging the community for major initiatives in summer. We plan to use bond monies in 2020. Five big projects on the horizon: STEM in DL, FPA, BUS/CIS, ADM, Football Stadium.

The meeting adjourned 1:51pm.