

*RIVERSIDE CITY COLLEGE*  
*Resource Development & Administrative Services Leadership Council (RD&AS LC)*  
*October 17, 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:** Chip West, Tucker Amidon, Stephen Ashby, Patricia Avila, Natalie Halsell, Chris Leon, Bill Manges, Mehran Mohtasham, Kimberly Reimer, James Rocillo, Leo Truttmann, Corey Wilson, and Ward Schinke.

**Non-Voting Members Present:** Liz Tatum

**Call to Order**

The meeting commenced at 12:51 p.m.

**Approval of the Agenda**

Adjustments to the agenda: The reminder of Joint Prioritization was moved up to first item. The Action Plan update will be moved to next month. The Style Guide update was added to today's agenda. Natalie motioned and Mehran seconded approval of the amended agenda. **Motion carried.**

**Approval of the September 19, 2019 Minutes**

Chris motioned and Patricia seconded. **Motion carried**

Note on approval of minutes standards: It was decided that the minutes will reflect the general discussion rather than who said what, as is standard practice.

## **Informational Items**

**Joint Prioritization**

Members must get their preliminary rankings in (via SurveyMonkey) by October 25, 2019. Members should vote for their top 10 initiatives. This gives a preliminary sense of the vote amongst the three leadership councils. On November 8<sup>th</sup>, from 9am-12pm, the members will discuss the initiatives and cast a final vote. For members who cannot make the November 8<sup>th</sup> meeting, an electronic or proxy voting option will be offered. Information on these voting options will be made available closer to the final November 8<sup>th</sup> date. There is concern that some divisions may not participate in voting for the initiatives and the results can suffer for it. Since the Vice Presidents' plans have been made available to the college, we will have to trust that the invested members who do vote are voting comprehensively and the members who vote only for their best interest do not sway the results by much.

## **RCC Website Update**

For the last year, a complete overhaul of the website has been underway to change its functionality, what it does, how it operates, and who the intended audience is. Content management system OmniUpdate was chosen to work on the “bones” of the website. OmniUpdate will allow RCC staff to keep the website updated in the future. That was approved a year and a half ago via Strategic Planning. One-third of all California community colleges use OmniUpdate. Through OmniUpdate, we will be able to view the website statistics/analytics so we can market according.

iFactory was chosen to rebuild the “frame” of the website with a focus on Guided Pathways. The primary purpose of the new website is outward reach. Another outside consultant was hired to write the content for the website. The launch date is Summer 2020. This new website will be ADA compliant and mobile friendly. Screenshots of the new website were shown. It’s more efficient, informative, user-friendly, social media friendly, and it has videos from students talking about their journeys. The catalog will also be upgraded for better functionality. Intranet will also be revamped. By law, Athletics will have its own website, but everything else will be replaced and we will start with a brand-new website.

Moreno Valley and the District will also start using OmniUpdate in the future.

## **Style Guide**

Chip will work on updating the Style Guide. The Vice Chancellor wants each page edited, and we have free reign to edit/rewrite as much as we want. Feedback from the last meeting (and any other ideas) will be taken into consideration in the rewrite. Anyone who has program logos they want approved will send them to Chip.

## **Action Items**

### **Committee Formation Rules and Expectations**

RD&AS is the model for the subcommittees. The subcommittees need to know their membership expectations, their overall charge, their restrictions, and any other do’s and don’ts. This has become even more important with the emergence of the new committees (Sustainability, Parking, and Food Services) under the Physical Resources Committee. Regarding membership, faculty are free to serve, but classified staff should be appointed to ensure CSEA is being represented by that individual, as well as, ensuring staff does not spend too much of their day on committees.

Subcommittees can work on the idea of new policies, but policies can only be approved by moving up the ladder of committees to RD&AS and then forward from there.

New committees need to come up with their charge, their role, and their membership and put it in writing. That document will go to the subcommittee above them for approval, and then onward from there.

Financial Resources Committee has the Grants Committee under them. Human Resources Committee have the Faculty Development Committee and Classified Development Committee. Physical Resources

Committee has the Safety Committee, Sustainability Committee, Parking Committee, and Food Services Committee under them. Technology Resources Committee has the Website Committee.

There is some confusion on when these committees meet and how to become members. That should be clarified in the next few weeks and settled by Spring semester.

The goal is to have two of the resource subcommittees meeting on the same day and the other two meeting on another day in advance of the RD&AS meeting. This way RD&AS members will have at least a week in advance to consider what the subcommittees are recommending before it's brought up during the meeting.

Regarding the RD&AS meetings moving to Mondays from 3-5pm starting Spring: We pushed back on the time/day change based on the comments from the last meeting, especially regarding faculty involvement and lab schedules. No word yet if there will be a change to the Spring committee schedules to accommodate faculty schedules. As of right now, RD&AS will be moved to Mondays from 3-5pm.

Moving forward, RD&AS will work on being more transparent on when the subcommittees meet, who is serving on them, who can serve on them, and who to contact if someone wants to serve of them.

### **Committee Reports**

**Technology Resources Committee** did not meet.

**Financial Resources Committee** met for the first time with Liz Tatum as chair. It was a full house and the following topics were discussed: ASRCC fundraising, 25 Live, collection process, budget updates, grant updates, and Accreditation. The full hour was utilized.

The committee reports tend to be cut-off in the end of the RD&AS meeting, so it has been suggested that a 150 word summary be submitted in advance so they can be emailed with the other RD&AS documents a week before the RD&AS meeting. A reminder for committee reports will be sent out.