

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
April 25, 2022
3:00 p.m. – 5:00 p.m.
Via Zoom

Chair: Prof. Tucker Amidon, Faculty

Co-Chair: Dr. Gregory Anderson, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Ismael Davila, Leo Truttmann, Stephen Ashby, Mehran Mohtasham, Sabrina Kroetz, Gregory Anderson, Natalie Halsell, Patrick Scullin, Charles Richard, Liz Tatum, Daniel Hogan, Robert Beebe, Tucker Amidon, Gabriel Rivera, Jennifer Lawson, Paul O’Connell, Tonya Huff, Cheyenne Martin-Corbett

Guests

Robert Baradaran, Lindsey Perez

Call to Order:

3:03 pm

Approval of the Agenda

Daniel Hogan 1st, Paul O’Connell 2nd, approved by consensus

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

This week is black students’ success week. There are a number of activities available to students who are interested.

The issue of including pronouns on business cards is being discussed on campus, particularly making sure staff, management, and faculty are aware that this is an option available to them.

DLR Presentation - Sustainability Plan

“See Riverside City College – DLR Workshop 04”

DLR has been working with both the District office and a number of committees on all three campuses to ensure each campus receives a plan tailored to their needs and campus culture. From this, ten categories were identified as being most important to the college. Within these topics, DLR has included goals, costs, and steps to success.

The goal of adopting a sustainability plan is to provide the campuses and departments with standards for new buildings, renovations, food handling, and other aspects of college operation identified in the top topics.

The draft is projected to be available for public review after the memorial holiday (Monday, May 30th). Feedback will be collected and applied, and a final draft is projected to be ready to bring back to RDAS in August or September with the intent to go to the board in October.

Action Items

Review Subcommittee Bylaws

After much discussion, RDASLC elected to approve a template and leave the filling in of specific details to the subcommittees.

“Buy Nothing” Program & Donation Bins

In the previous RDAS meeting, the council determined that there could be potential liability issues with the Buy Nothing and Donation Bins. RCC’s risk management was consulted on how to proceed. A clause was written with the intent of releasing RCC of liability.

The Council moved to approve sending the Buy Nothing program and Donation Bins to EPOC for further discussion and planning, with one objection.

“See Buy Nothing Share Swap Proposal”

Revised Marketing Brand Guide

Currently there are a few versions of the brand guide in existence, none of which have complete information. A consolidated version of the brand guides will be made and submitted for approval by the LC by email.

- The motion to approve the amended Brand Guide 1.0 for the express purpose of formalizing it as a baseline document that will be amended and expanded in the coming academic year passes 11-1 as of Monday, May 9th, 2022

Informational Items

Subcommittee Discussion

Financial Resources:

FRC approved the bylaws.

Human Resources:

HRC has suggested a joint project with MRC to create videos to help with recruitment. HRC was encouraged to move forward with reaching out to Patrick Scullin to begin collaboration.

Physical Resources:

PRC approved the IPP FPP (Initial Project Proposal and Final Project Proposal) submission, which involves prioritization of buildings. PRC would like to circulate this document out to other committees and LCs as an informational item.

Technology Resources:

TRC recently conducted a classroom A/V equipment survey and focus groups to determine what technology is most useful to faculty and staff. TSS has been working on creating an A/V equipment lifecycle plan as part of Program Review with the goal of obtaining funding to start replacing the outdated technology across campus.

Marketing Resources:

MRC asked for input from the council on the RCC Branding Guide 2.0. MRC was also preparing a student survey to help with marketing resources and will have a draft to present to RDAS soon.

Adjourned: 4:44 p.m.