



Vice President of Business Services

2025-2026 Program Review Summary

Updated 11/4/2025

VPBS 1:

Two New Custodial Positions

Prior to Covid-19, there were two gym attendant positions that became vacant and were never filled. Custodial staff have taken over the cleaning of the athletic facilities, which they did not service prior. Old buildings that were offline are being put back into service, such as the Physical Science/Life Science Building (now the BUS/CIS/LAW building), the TSS Remodeled space, and the Business Education Building (used for District functions). Custodial positions at step one are currently \$107,103 for day shift and \$110,831 for night shift. Formula: Annual Salary (Step One) + Fixed Charges + Health & Welfare + Night Differential if Applicable = Total \$221,662.

Resources Needed	Resource Category	Funding Source	Amount
Two New Custodial Positions	Classified Professional	General Fund	\$ 221,662.
TOTAL			\$ 221,662.

VPBS 2:

Campus Wide Security Key Access Services

These panels are past end of life, which has prevented some system upgrades that support safety and security measures and would fix system errors that occur from time to time. This upgrade will also include a software and programming updated so that all panels located at Riverside City College are on the same firmware.

Resources Needed	Resource Category	Funding Source	Amount
Replacement panels & software upgrades	Facilities	General Fund	\$552,304.37
TOTAL			\$552,304.37

VPBS 3:

Landis HVAC Controls

Currently, Landis controls do not interface with the energy management system. This project will allow for pivotal integration, proper temperature control, and energy savings.

Resources Needed	Resource Category	Funding Source	Amount
Landis HVAC Controls	Facilities	General Fund	\$79,931
TOTAL			\$79,931

VPBS 4:

Turf Removal Project

This project is estimated to cost \$30,000 to remove approximately 17,000 sqft of grass in the center island of Fairfax, from Magnolia to Mine Okubo. This will include the replacement of stabilized DG, drip irrigation for the trees currently in place, new drought tolerant plants, low maintenance plants, all irrigation necessary, and the rental equipment to complete the project.

Resources Needed	Resource Category	Funding Source	Amount
Removal of current sod, upgrade to drip system, & placement of drought tolerant plants	Facilities	General Fund	\$30,000
TOTAL			\$30,000

Information Only - No Prioritization Needed:

RCC Security Planning – Continuation

To effectively identify appropriate funding, personnel, and planning, RCC will work collaboratively with the district on the outcomes of the district-wide security assessment to discuss policy and procedure, departments responsible for aspects of security, and gather additional college-wide stakeholder input. A stakeholder groups consist of Faculty, Classified Professionals, Administrators and Students. The District-wide Security Assessment reviewed all elements of security including, but not limited to, surveillance systems, lighting, notification systems, and more.

Resources Needed	Resource Category	Funding Source	Amount
TOTAL			

Information Only - No Prioritization Needed:

Meeting Room Audiovisual Equipment Lifecycle (Continuation)

The A/V equipment in many meeting rooms is end-of-life and no longer performing to specifications. On average the equipment is 13 years old and at least 5 years past its expected lifespan. TSS classified professionals do an amazing job keeping this older equipment functional, but the limitations are increasing and are difficult to address causing impact to college functionality. RCC staff manage 32 meeting spaces as of 2022, not including classroom spaces, engagement centers, or special event areas. A total eight-year lifecycle for meeting space AV equipment could total up to \$800,000 depending on equipment and conferencing needs for the scheduled rooms. Yearly cost will vary based on preparation year. Guiding Questions How can technology help RCC meet its strategic goals and targets, close student equity gaps and support students along their guided curricular pathways? Establish a fiscally responsible and sustainable meeting room AV lifecycle that meets the needs of the Riverside City College. • Determine meeting space category of small, medium, and large per room. • Space category will help to determine equipment needs. • Allocate yearly funding to replace 4 meeting room AV systems each year over an eight-year period. • Cost for the upcoming year will be determined the prior year and will be subject to age of meeting space and meeting room types (listed above).

Resources Needed	Resource Category	Funding Source	Amount
TOTAL			

Information Only - No Prioritization Needed:

Restructuring Business Services (Cost Neutral)

Restructure to efficiently serve Food Services, Printing Services, and Auxiliary

Information Only - No Prioritization Needed:

Facilities Master Plan Updates

The Facilities Master Plan incorporates the existing Educational Master Plan as a backbone in the development to the physical development of the Riverside City College campus. RCC will consider options to update the existing Facilities Master Plan through established district processes and protocols.

Resources Needed	Resource Category	Funding Source	Amount
Facilities Master Plan	Facilities	General Fund	\$100,000
TOTAL			\$100,000