

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
February 27th, 2023
3:00 p.m. – 5:00 p.m.
Via Zoom

Co-Chair: Prof. Patrick Scullin, Faculty

Co-Chair: Dr. Kristine DiMemmo, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Patrick Scullin, Kristine DiMemmo, Stephen Ashby, Danny Villanueva, Leo Truttmann, Gabriel Rivera, Pete Lomas, Linda Sing, Natalie Halsell, Robert Baradaran, Charles Richard, Robert Beebe, Elia Blount, Sabrina Kroetz, Paul O’Connell, Daniel Hogan, Jennifer Lawson, Cheyenne Martin-Corbett

Guests

Call to Order:

3:03 p.m.

Approval of Agenda

Robert motioned, Charles seconded, no objections/abstentions

Approval of Minutes

Sabrina motioned, Robert seconded, no objections/abstentions, no comments or corrections

Co-Chair Report(s) of Activity

Patrick – no report

Dr. DiMemmo – no report

Stephen – no report

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

Nothing presented by the counsel

Action Items

N/A

New business

Introduce new interim VP of Business Services

Danny Villanueva is very happy to join us and the counsel is elated to welcome him.

Fall 2022 Prioritization Process Assessment

The link has been sent out to the counsel members and the campus at large.

Strategic Planning Budget Development Process (Electronic approval by Mar 3rd)

Developed by the finance team and VP DiMemmo. Some of the goals of this process are:

- To more closely align with NACUBO (National Association of College and University Business Officers) processes
- To identify and provide needed training
- To ensure department spending aligns with both college and departmental strategic goals
- To ensure spending facilitates equity goals
- To inform Deans and Directors of the funds they have available
- To reduce number of budget transfers by identifying where funds are most often used/needed
 - o Added benefit: reduce wait time for purchases/projects by reducing the need to move funds around
- To help departments create and implement a spending plan
- To identify projects and purchases that could be funded by one-time funds instead of general funds

The goal is NOT to take funds away, only to better structure the allocation of available funds.

This is currently only for general funds (11) under 4000s, 5000s, and 6000s

A Microsoft Teams site has been developed with folders for each department that can only be viewed by the Dean or VP of that department.

- Each folder contains a Budget Development Worksheet for that department

This process will also be presented at FRC, Academic Senate, and EPOC.

All city employees have the right to view-only access to Galaxy; anyone who does not currently can request to be provided with that access. Riverside County Office of Education is also currently providing trainings so employees can understand what they are looking at in Galaxy.

This is set to become an annual process.

Much of the process for creating a spending plan was already started by Elia and the finance team (that being the worksheet in Teams), but their doors are open to sit down with any leads/departments in need of further assistance in creating their spending plan.

Approval is needed by March 3rd and will be collected through e-mail; no response will be counted as approval.

Old business

HRC Faculty Co-Chair

HRC is still currently without an official faculty co-chair, with Patrick serving in the interim.

Strategic Planning Budget Development Process Feedback

No feedback from the counsel.

Subcommittee Discussion

Financial Resources:

FRC will be meeting Tuesday, Feb 28th and will be discussing/reviewing the budget development process presented here.

Human Resources:

Has not yet met this year; the last meeting covered a second pass of the overarching professional development plan being developed by Natalie Halsell.

Physical Resources:

More updates on ongoing projects were provided.

Technology Resources:

Has not yet met; will be meeting next week (March 9th).

Marketing Resources:

Has not yet met; will be meeting in two weeks.

Other

It was suggested that the counsel and subcommittees begin planning goals and projects for the coming academic year; subcommittees should meet at least once during Spring to evaluate their progress on current goals and then meet as needed.

Accreditation is coming; subcommittees should ensure all of their agendas, minutes, and membership are up-to-date on the RCC website. (To facilitate this, subcommittees will now send all agendas, minutes, and other documents to Cheyenne.) These items will be part of the mid-term financial and institutional reports due to ACCJC in February '24. Drafts of these reports will be generated in Summer '23 and presented to participatory governance structures in Fall '23.

Adjourned: 3:50 p.m.