

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)

October 23rd, 2023

3:00 p.m. – 5:00 p.m.

Via Zoom

Co-Chair: Prof. Patrick Scullin, Faculty

Co-Chair: Kristine DiMemmo, Administrator

Co-Chair: Stephen Ashby, Classified

Members Present

Patrick Scullin, Kristine DiMemmo, Stephen Ashby, Tonya Huff, Charles Richard, Daniel Hogan, Alyne Nieblas, Angelina Alcantar, Sabrina Kroetz, Elia Blount, Leo Truttmann, Robert Beebe, Jennifer Lawson, Lorenzo Lopez, David Lee, Bill Manges, Chris Williams, Laura Greathouse, Cabal Martin

Guests

Christopher Blackmore

Call to Order:

3:02 p.m.

Approval of Agenda

Charlie motioned, Jennifer seconded

Approval of Minutes

Robert motioned, Charlie seconded, Jennifer Lawson and Kristine DiMemmo abstained

Co-Chair Report(s) of Activity

Patrick – No report.

Kristine – No report.

Stephen – No report.

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

Not addressed.

Action Items

N/A

New business

TSS Updates

The TSS departments of all three colleges have been realigned under the District. This is for a one-year trial period. At the end of this trial period, there will be an evaluation process to determine how effective it was. Currently, the parameters of that evaluation process have not been determined.

The primary reason behind the realignment is to increase cyber security. By centralizing the TSS departments, the District will have “more end-to-end control of ... all contact points across the district” per AVC Blackmore. The District has also received pressure from a government-level and their cyber security insurance provider to ensure cyber security across all campuses and offices. The District also wanted to make sure the technological experience across all three colleges is the same, with students and staff having access to the same benefits no matter what campus they’re on.

In terms of structure, the following changes are happening or will be happening:

- Bill Manges is now managing the ITAs and computer techs at all three colleges
- District will be hiring a district-level Director of TSS
- District will be hiring a Help Desk Manager
 - o Help desk and Service desk are now merged
 - o Service desk staff will now have access to the same tools as help desk staff

Questions from councilmembers

- If this is a trial period, why is the District hiring permanent staff?
 - o All these positions are flagged as interim.
- What budget will these positions come under?
 - o These positions would be under district budget with contributions from each of the three colleges. This only covers salary. Currently, all other TSS related funds remain at the colleges. AVC Blackmore attested that this costs the college less than what it had been spending for these managerial and help desk positions, as the District is taking funding for a now-defunct position to help fund the positions. When further questioned about dollar amounts, AVC Blackmore said he could come to the next meeting with specifics.
- Facilities and service desk re intertwined. Will facilities tickets be addressed?
 - o Yes, everyone will be cross-trained to handle all areas of the ticketing system.
- Will the two service desk techs on campus be moved?
 - o They will now serve the entire district, but physically, they will remain on Riverside campus.
- How many new positions will this plan create?
 - o No new positions will be created.
- Why wasn’t this brought through RDAS?
 - o The plan has been formed over 2 years. AVC Blackmore said that if it wasn’t brought to RDAS’s attention, “that's an internal communication issue with your college”.
- Is this going to cause a delay in service? Help desk often takes an excessive amount of time to address tickets
 - o No one is being physically moved, so those on campus who have helped address issues in the past are still on campus. The goal is to reduce the time taken to address tickets.

Mission, Vision, and Values Feedback

Council members are asked to provide their feedback on the newest draft version using the QR code provided.

ACCJC Midterm Report

The midterm report is part of the accreditation process. It is due March 15th, 2024. Kristine DiMemmo, the accreditation liaison, and the accreditation council intend to have it done by the beginning of February. This is just a response to the letters that the college received from the ACCJC (the accreditation entity) of recommendations, the status of our assessment protocols, and how the college is responding to its quality focus essay projects.

In the ISER (Institutional Self-Evaluation Report, required as part of the accreditation process), the college put forth seven improvement plans. In the midterm, the college summarized the progress made on those improvement plans so far, the timeline in which items were completed, their associated QFE project, and how it aligned to strategic planning goals.

One of the recommendations from ACCJC was two-fold:

- Regularly assess board policies and administrative procedures,
- And add a board policy addressing the ethical and professional expectations of all employees and students.

The next recommendation came from the peer review team:

- “to increase effectiveness ... the College (should) plan systematic cycles of assessment which analyze the results at the program level for both students support service and learning support services and use the results for improvement.”
 - o The college is actively working to determine the methods by which these evaluations should be conducted.

According to the information presented in the midterm report, the college is on-track to accomplish the goals it set forth in the ISER.

The college is adhering to its institution set standards, despite the setbacks experienced since COVID lockdown. This includes meeting its institution set standards in the annual institutional report and not needing an audit exception for the annual financial report.

Quality Focus Essay Projects were broken into three areas:

- Program Mapping
 - o 8 guided pathways, engagements centers, overhaul of EduNav
- Integrated Academic Support
 - o Supporting the whole student (Basic Needs centers, psychological services, etc), integrating Academic Support Teams in engagement centers by guided pathway
- Teaching and Learning
 - o Assessment, faculty development/flex activities, best practices, facilitating online and hybrid pedagogy

A brand new ISER will be due in 2026. The college will be reaching out to members of all the leadership councils to assist in its construction.

Facilities and Budget Updates

An unfortunate reduction in available scheduled maintenance funds severely curtailed a number of large facilities projects that were supposed to be in the works. As a result, other funding sources and one-time moneys are being allocated to repair what can be repaired with those amounts. One of the first projects to be addressed will be renovating the throwing sports field.

Previously, the business services department had put forth a new budget development process with the intention of making directors/managers/deans both more informed and empowered about their budgets. With the changes in leadership that occurred shortly afterwards, the initiative was placed on hold, but is now being revived.

Old business

Strategic Planning Prioritization

Every classified staff and faculty member is asked to submit their feedback by Wednesday, Oct 25th.

Subcommittee Discussion

Financial Resources:

Angelina Alcantar has newly been assigned as presiding co-chair of FRC. FRC asked RDAS what assignment to work on this year. Presiding chair suggested FRC works with Wendy McEwen and GEMQ as they have been discussing “forming a group to discuss augmentation and prioritization and how it works with program review”.

Human Resources:

HRC met for the first time in a year. The primary discussion was about determining a deliverable for 23/24. The items chosen were –

- Closing the loop on those positions which had previously been approved and funded but never hired,
 - o (Kristine DiMemmo will provide Daniel with the position assessment the business office has completed on the last few cycles of prioritization)
- And, if not finishing, than at least furthering the Professional Development plan down the road to completion and approval

Physical Resources:

The parking group has been renewed and forwarded to PRC a request for an update on three proposals that had previously gone through RDAS and the entire approval process. Two were funded, one was not. The parking group is asking what happens to items such as these that were approved and funded but not implemented.

- Two items pertained to changes to parking around ECE (according to Robert Beebe, these two items were approved and implemented).
- One item was to paint all staff parking spaces on the top floor of the parking structure orange, indicating that after 5 pm, those spaces can be used for student parking (according again to Robert Beebe, this item was not approved, but it also was not denied; it seems to have simply fallen through the cracks).

The parking group argued this is a safety issue, as staff parking is often closer and so having it available to students in the evening may improve student safety as they travel to their vehicles.

This matter brought up the question of the process for those committees whose proposals or initiatives make it through the approval process but then aren't addressed again. Do committees have to go through the whole process again? Who can they contact?

- Because priorities change throughout the year and from year-to-year, sometimes items that were determined to be a priority with funding available are shuffled. As a result, items do have to go through the approval process again to determine if they are still priority or if other needs have become greater. As such, this proposal will need to be presented to RDAS and other appropriate shared governance bodies again.

Technology Resources:

The TSS reorganization was discussed. The classroom AV upgrade is set to be complete in 6 – 8 months. Upgrading meeting room AV equipment is in the current prioritization plan. The committee will begin work on updating the College Technology Plan in the next semester.

Marketing Resources:

MRC is working on providing branding standards and more marketing resources to the departments by the end of the semester. Liz Lecona has been tasked with providing Canva training; this will allow each department/program the ability to utilize Canva in ways best suited to their needs.

Adjourned: 4:31 p.m.