

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
March 25th, 2024
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, Angelina Alcantar, Laura Greathouse, Kevin Mayse, Tonya Huff, Daniel Hogan, Leo Truttmann, Robert Beebe, Sabrina Kroetz, David Lee, Cabal Martin

Guests

Rachel Weiss

Call to Order:

3:02 pm

Approval of Agenda

Leo motioned, Angelina seconded

Approval of Minutes

Robert motioned, Sabrina seconded, Kevin abstains

Co-Chair Report(s) of Activity

Patrick – VP DiMemmo made a report at Academic Senate about the BAM Funding model and the impact the coming shortfall could have on the district as a whole. Plans are being made to mitigate any hardships. The governor does an annual budget revision mid-May so more accurate numbers should be available come May.

Kristine – Absent (attending a conference)

Stephen – No report

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

No items raised.

Action Items

N/A

New business

New Grants Approval Form Presentation

This form is intended to standardize the grants proposal and approval process across all three colleges to improve the rate at which grant requests are approved/submitted, and reduce incidents of deadlines being missed, paperwork being misplaced between proposal to submission, to ensure approval from previous administration is honored, etc. The form includes questions that better inform administration of what's being requested (as it is the administration that is agreeing to the terms and conditions of a grant when the college applies for it) and what further discussion about the terms of the grant may be necessary. This is intended to be applicable to any and all grant proposals, public or private, in any amount.

Old business

Prioritization Letter to the President

Is there a way to request information about positions or initiatives that had been submitted in previous years' prioritization but not approved, or approved but had no movement? Should this information be included in the submission process if a position/initiative/etc. is submitted again?

Security and Emergency Preparedness Update

Administration is working on de-centralizing who is in charge of communicating updates on safety incidents, as well as building a stock of prepared statements to expedite that communication. The intent is for any college administrator to be able to send this communication instead of it having to be approved by multiple people at District.

At a recent meeting at which Director Mehran was presenting the upcoming solar panel project (putting solar panels on the Centennial Plaza parking structure fourth floor), a number of attendees spoke out about how they actively avoid parking on the fourth floor due to it being unsafe, instead parking on the first and second floor. On top of being its own issue, this violates board policy (which states that employees are only allowed to park on the fourth floor).

The Chief of Campus Police was also at this meeting, where he informed the attendees that his department was severely understaffed.

Recently, facilities inspected the electrical wiring for the parking structure and found it had been improperly installed. In fixing the wiring, they also found that some things like the emergency lights were never even powered on, and so the drivers for those had to be replaced. However, as a result of this overhaul, the parking structure is now noticeably better lit.

Subcommittee Discussion

Financial Resources:

Meeting postponed, will be meeting in April.

Human Resources:

Meeting postponed.

Physical Resources:

Meeting postponed. Two new chillers will be installed April 8th; Terracina will be closed from Magnolia to the parking structure that day as a result. That same week, the parking stalls right behind Tech A and

the road behind Bradshaw will be unavailable as a 12 KV loop switch is being changed out to allow for another transformer to be installed. This additional transformer is needed to supply the old financial services building with enough power for it to house TSS when they are relocated there.

Technology Resources:

TRC is working on reviewing and revising the Technology Plan.

Marketing Resources:

The marketing campaign has been making progress. Hopefully the new banners will start rolling out Fall '24. The banners will have options for some customization (colors to match the department, either the arches or the clock tower for the background).

Marketing is also working on consolidating points of contact for marketing and design, perhaps in the same vein as how TSS and facilities uses Service Desk (where the user submits a request and that request is then routed to the right people instead of the user having to figure out who the right person is).

Adjourned: 4:00 pm