

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
May 20th, 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, Stephen Ashby, Kristine DiMemmo, Leo Truttmann, Tonya Huff, Laura Greathouse, Angelina Alcantar, Daniel Hogan, Robert Beebe, Chris Williams

Guests

Call to Order:

3:02 pm

Approval of Agenda

Robert Motioned, Leo seconded, date needs to be corrected.

Approval of Minutes

Minutes were not available.

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

Some students have raised concerns about feeling unsafe on campus.

Action Items

N/A

New business

Branding Guidelines (1st read)

The branding guideline seeks to advise on how the campus logos can and cannot be used while also providing each department the option to differentiate their logo. There are a set of primary and secondary colors and typesets that are allowed. The official seal of the college is only to be used in specific circumstances, with the Lamp of Learning and new quad clock tower being the primary

iconography for use in communicating outside of the college. The multiple other pre-existing logos (or “extended brands”, as they are referred to in the guidelines) are encouraged for internal use only, but the branding guidelines instruct on the co-branding departments can use as part of external communications. These co-brands will resemble the primary logo of the college, with the secondary coloring and typesets allowing for individualization.

Currently the page of different colors for each department has the Guided Pathways logo. This may be changed to the Lamp or clock tower in the future to more specifically represent the college.

As this was a first viewing, the council elected to delay voting on the plan until Fall ’24 semester to allow more time for review.

RCC Technology Plan Update by TRC

Primary changes made were:

- objectives and strategic planning goals to reflect the current strategic plan
- the action plan updating what goals have and have not been complete since the implementation of the plan in 2019

The council elected to delay voting on the plan until Fall ’24 semester to allow more time for review.

BAM/Budget Update

The District has asked all three colleges to work to create similar methods of evaluating the use and efficiency of their funding allocation. This includes for both academic and nonacademic programs. While academic programs have some easy-to-identify metrics such as FTES generated, nonacademic programs need their own metrics. Each department will be analyzed for deficits and surpluses in the interest of ensuring they begin to school year with funds allocated to where they historically use them most to limit the number of budget transfers to be processed throughout the year and identify funds that could be allocated to other areas that would most benefit student success. Business Services and Finance have consulted with Academic Senate and department leadership (chairs, deans, VPs, etc.) to incorporate their feedback and ensure this process reflects the needs of the college at large.

Historically, there are a number of programs that have had to rely on categorical funding to keep their programs functional. Alternate funding for these areas may be found by identifying surpluses that are underutilized in the event that some of these grants are reduced or removed, such as what has already happened with scheduled maintenance funding. For some programs, the use of these grant funds is negatively impacting their efficiency analysis in that it makes the analysis inaccurate, so part of the goal of this document is to ensure a more accurate and transparent look at the use of funding that would include those elements.

Strategic Planning Update

It has been suggested RDAS look at its subcommittees and goals and objectives to discuss if any changes need to be made. This will be addressed over summer.

RFP Security Assessment Update

Originally, RCC intended to have an outside company assess the current placement and utilization of security cameras across campus for safety. It was then determined this should be an assessment of

district-wide security needs. All vendors considered were required to submit bids that were then evaluated based on experience, method, qualifications, cost, timeline given, references and more. Legislation was also recently passed that moved this from simply a want of the college to a legal requirement. There has been a delay as the feedback of faculty and students is crucial, but difficult to obtain during the Summer as many faculty are off-contract and enrollment is lower. A vendor was selected and physical assessments and back-end program analysis are scheduled to take place during June and July after graduation, with a more in-depth analysis involving faculty and student feedback starting in the Fall. Management and classified feedback will be obtained in the Summer, as well. CTA, Academic Senate, CSEA and management were all consulted in the review of this RFP, as well.

Standards of Care for Safety and Security

These standards were developed by Beiwei Tu with the District Safety Security Council and has been presented to HRC and Academic Senate, and is now being brought before RDAS for feedback. The two items Dan Hogan emphasizes are Faculty being provided keys to access the classrooms in which they will be teaching, and the need for more timely and transparent communication from college administration and campus safety in relation to security issues on campus (with lockdowns and protests being used as two examples).

More transparency is needed as to who the public can contact about obtaining security footage as that is only loosely addressed in the current document. There are also staffing issues to address as the document specifies TSS as being the department to maintain some elements and there is only one classified staff in whose job description those responsibilities would fall. While these things are crucial to maintain, they present staffing issues that should be addressed before the college commits to upholding these guidelines rather than after. AVC Blackmore has been made aware of these considerations. Beiwei has also been made aware that there are legal guidelines that must be followed as to where signage can and cannot be placed and was advised to work with legal counsel in ensuring those legal guidelines are followed. Follow up is needed about whether legal counsel was consulted.

Security Cameras

See above.

Old business

N/A

Subcommittee Discussion

Financial Resources:

See BAM update.

Human Resources:

See Standards of Care for Safety and Security.

Physical Resources:

Has not yet met since last RDAS (today's meeting was moved ahead a week due to Memorial Day falling on the regularly scheduled meeting day).

Technology Resources:

TRC has continued to work on the Tech Plan. There will be large A/V update projects occurring over the summer, including getting the BE/CIS building up and running. As much of the work as possible will be done during “dead” weeks when there are no classes, or in rooms that are not currently being utilized. The vendor’s work teams will be let into buildings and rooms by TSS members who will be working to ensure those rooms are not currently in use to reduce impact on classes in session. Training on these updated rooms will be provided during FLEX week and the recording will be available to the entire college workforce.

Marketing Resources:

Nothing to report.

Adjourned: 4:26 pm