

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

**November 18<sup>th</sup>, 2024**

**3:00 p.m. – 5:00 p.m.**

**Via Zoom**

*Co-Chair: Prof. Patrick Scullin, Faculty*

*Co-Chair: Elia Blount, Administrative Designee*

*Co-Chair: Stephen Ashby, Classified*

**Members Present**

Patrick Scullin, Stephen Ashby, Tonya Huff, Laura Greathouse, Angelina Alcantar, Daniel Hogan, Robert Beebe, Chris Williams, Sendy Powell, Kevin Mayse, Sabrina Kroetz, Leo Trutman, James Cheney, Lorenzo Lopez, Elia Blount, David Shin Lee, Jennifer Lawson

**Guests Present:**

Jennifer Bielman

**Call to Order:**

3:02 pm

**Approval of Agenda**

Approved. Motion: Angelina Alcantar Second: Tonya Huff

**Approval of Minutes**

Approved. October 28, 2024. Motion: James Cheney Second: Sabrina Kroetz

**Co-Chair Report(s) of Activity**

Patrick – Attended Senate and prioritization meetings.

Elia – No report.

Stephen – No report.

**Meeting summary for RDAS Meeting (11/18/2024) (AI Assistant)**

**Quick recap**

The meeting focused on the AI transcription feature, the co-chair report, and the tech plan, with a special guest, Jennifer Bielman, presenting her project on advocating for inclusivity for individuals of size in higher education. The team also discussed the need for better reporting and transparency regarding funding and success of initiatives, the development of a resource request form, and the challenges of tracking cost per FTEs. Lastly, updates were shared from various committees, including the technology committee and the marketing committee, and the conversation ended with a discussion on the financial resources subcommittee.

## Next steps

1. Elia Blount to discuss with Dr. Woods and finalize the resource request form for the next meeting.
  2. Steven Ashby to propose to the VP of Business Services that the cost per FTEs data should be input into Nuventive and made available to the college community.
  3. Angelina to work with Elia Blount to reconcile the cost per FTEs data, considering lottery funds and other funding sources.
  4. Marketing Committee to start working on the next technology plan after the current one is approved.
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## Summary

### AI Transcription and Equity Project

In the meeting, Scullin opened the discussion, noting that they didn't have a full quorum but could proceed. Blount inquired about the AI transcription feature, which Bielman confirmed sends all notes to the host. Scullin then moved on to the co-chair report, with no specific updates from Steven or Elia. The group also discussed the tech plan, with Scullin suggesting to wait for more members to approve it. A special guest, Jennifer Bielman, was introduced to share her project from the Equity Minded Leadership Institute. Bielman presented her project on advocating for inclusivity for individuals of size in higher education, and shared her slides for the group to review.

### Addressing Seating Challenges in Higher Ed

Bielman shared their personal struggles with seating arrangements at Rcc and Marina Valley College, highlighting the challenges faced by individuals of size. They noted the limited research on seating equity, inclusivity, and accessibility, and the disproportionate impact of obesity on ethnic minorities and low-income individuals. Bielman also shared their experience of being denied a job due to weight-related concerns. A survey conducted among Rccd Cca members revealed that 38% identified as a person of size, 61% experienced stress or anxiety due to limited seating options, and 93% believed addressing seating challenges is crucial for promoting diversity, equity, inclusion, and access in higher education.

### Equity, Inclusivity, and Classroom Seating

Bielman discussed her passion for equity and inclusivity, which will be the focus of her doctoral dissertation. She shared her experience in the Equity Institute, a year-long program that promotes equity-related discussions and projects. Bielman suggested the possibility of adjusting classroom seating to improve learning environments. Scullin then moved on to discuss the prioritization results and the need for a mechanism to assess the success or failure of prioritized items. The conversation ended with an open floor for comments on the topic.

### Improving Reporting and Transparency on Funding

The team discussed the need for better reporting and transparency regarding the funding and success of various initiatives. Blount suggested that a location on the website could be created to show the items purchased and their funding sources. Mayse and Ashby recalled a previous process where operational and strategic groups reported their activities and funding sources. However, they noted that there was no mechanism to ensure this information was updated and made public. The team agreed that someone should be responsible for inputting this data into Nuventiv for future report-outs. Blount confirmed that she provides this information to the Vice President of Business

Services annually. The team also discussed the challenges of tracking funding from various sources, such as grants.

### **Generating Strategic Report for College**

Ashby and Scullin discussed the need for a report to be input into Inventive and made available to the college community. They proposed that this report should be generated by the end of November and suggested that the Vice Presidents could provide a synopsis of their strategic areas. They also discussed the possibility of testing the report and getting feedback on it. Daniel mentioned a lack of communication from administration as a common issue. The team agreed to continue discussing the idea of running a report to provide information and to push for this process to be implemented.

### **Resource Request Form and Prioritization**

Scullin discussed the ongoing business of the resource request form, which is still under development. Blount confirmed that she is waiting for a meeting with Dr. Woods to discuss potential content for the form. The committee agreed to finalize the form by spring to start using it. Scullin also shared the results of the prioritization voting, which were sent out to the committee. There were no new updates on the security assessment or the budget. The last phase 4 meetings have been cancelled, and the next meeting is scheduled for spring. Scullin also mentioned that this was the last plan meeting for the fall and that any other business should be handled via email. The conversation ended with a discussion on the financial resources subcommittee, which is still working on its tasks.

### **Tracking Cost Per FTEs Challenges**

Angelina and Blount discussed the challenges of tracking cost per FTEs, particularly with regards to grant funding and lottery funds. They clarified that the current system only considers general funds and does not account for grants or lottery funds. Blount explained that the cost per FTEs document is used for revenue purposes and does not inform budget allocation. Angelina and Blount agreed to work together to reconcile their respective data. Scullin raised concerns about the impact of not recording lottery funds on the perceived value of programs. Mayse emphasized the importance of understanding the budget and efficiency numbers, particularly in relation to faculty load and student numbers.

### **Committee Updates and Roster Changes**

In the meeting, Scullin led the discussion and sought updates from various committees. Mayse clarified that Hrc hadn't met and physical resources hadn't met either, but had reported on ongoing projects. Kroetz from the technology committee reported that they hadn't done much this semester, focusing on district computer issues. Scullin then announced that the technology plan would not be voted on due to lack of quorum. He also mentioned that the marketing committee was working on branding resources and possibly a flex in spring for training and resource distribution. Mayse requested to be removed from the committee roster and Charlie to be reinstated, as he wouldn't be teaching in the spring.

**Adjourned:** 3:48 pm