

RIVERSIDE CITY COLLEGE
Resources Development & Administrative Services Leadership Council (RD&AS LC)
October 28th, 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:

Eduardo Perez

Call to Order:

3:02 pm

Approval of Agenda

Approved. Motion: Angelina Alcantar Second: Tonya Huff

Approval of Minutes

Approved. May 20th, 2024 & September 23rd, 2024. Motion: James Cheney Second: Sabrina Kroetz

Co-Chair Report(s) of Activity

Patrick – Attended Senate and prioritization meetings.

Kristine – No report.

Stephen – No report.

Meeting summary for RDAS Meeting (10/28/2024) (AI Assistant)

Quick recap

The meeting focused on various administrative and operational issues, including budget requests, security assessments, and the implementation of a service level agreement for the district office. There were also discussions on the accuracy of data used in budget allocation models, the initiatives for La Casa and the Rainbow Engagement Center, and concerns about communication between faculty and the team responsible for renewing

software subscriptions. Lastly, updates were provided on the accreditation document collection, the technology plan, and the progress of various subcommittees.

Next steps

- Elia to create a form for documenting budget requests that cannot be supported by one-time funds.
 - Patrick to obtain an updated list of subcommittee members, particularly for the Human Resources Committee.
 - Committee members to review the technology plan before the final November meeting for a ratification vote.
 - Angelina to work with Sabrina to obtain missing data for the Financial Resources Committee.
 - Leo to lead discussion on approaching the new version of the technology plan at the November 14th meeting.
 - Patrick to bring up the need for faculty representation on the district's Information Technology Subcommittee at the Senate.
 - Marketing Committee to assess Athletic and ASRCC branding for compliance with copyright standards.
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Summary

In-Person Meetings With Candy Incentive

Patrick Scullin welcomes everyone to the meeting. Cindy Powell mentions it has been a rough day. Scullin suggests having in-person meetings with candy as an incentive. Powell says their office has plenty of candy. Scullin shares his screen and states they have a couple of items on the agenda.

Senate Discussion on List Serve Operation

Scullin led the meeting, discussing the agenda approval and the minutes from May and September. James requested to approve the September minutes and noted a need for correction. Scullin also discussed the ongoing discussion at Senate about the list serve operation, particularly the faculty list serve, and encouraged members to share their opinions. Stephen echoed Scullin's sentiments about Senate. Scullin then introduced Elia, who is serving as a substitute for the VP Memo, who is currently not on campus. The conversation ended without any other action items.

Budget Request Process and Equipment Tracking

In the meeting, Scullin and Blount discussed the challenges of prioritization in budget requests and the need for a documented process. Blount presented a simple flow chart outlining the process for funding requests, which includes going through the department chair, the Dean, and the Area VP. The process is not for ongoing funding requests or grants. Blount also mentioned the possibility of creating a form for requests that cannot be

supported by one-time funds. Leo raised a concern about the cost of equipment, suggesting that there should be an upper limit for requests. Blount agreed to consider this and mentioned the need for a lifecycle replacement database to track equipment purchases. The next step is for Blount to meet with administration to develop the form further.

Security Assessment and Service Levels

Scullin led the meeting, discussing ongoing business items such as the security assessment, college budget updates, and the implementation of a service level agreement for the district office. Mayse provided an update on the security assessment, stating it was ongoing and in a different phase. Blount shared that the college was working on a service level agreement for the district office, aiming to implement it by the next budget cycle in March. The committee also planned to send out surveys to the community to assess the levels of service received. Scullin ended the conversation by asking for any questions or comments.

Budget Allocation Data Accuracy Concerns

Angelina expressed concerns about the accuracy of data used in budget allocation models, particularly in relation to the FTEs and the EMD data. She suggested that changes might be needed to make the data more relevant. Blount agreed to discuss the issue further and potentially bring it to the committee. Mayse raised concerns about the accuracy of EMD data, citing instances where classes were coded incorrectly. Blount acknowledged the issue and suggested that corrections could be made if the discrepancies were identified. Blount also clarified that the FTEs spreadsheet informs revenue, not expenditure, budget. The team agreed to continue monitoring the data and to discuss the issue further with the Deans.

La Casa and Rainbow Engagement Center

The meeting focused on discussing the initiatives for La Casa and the Rainbow Engagement Center. The La Casa initiative, which includes a set budget and a full-time bilingual counselor coordinator, was discussed in detail. The coordinator's role is crucial in building a sense of belonging and supporting Hispanic students. The Rainbow Engagement Center, which is currently volunteer-run, was also highlighted as an important initiative. The conversation ended with a reminder that the prioritization surveys are due by the 5th of November.

Clarifying Ratification Schedule and Subcommittees

Mayse expressed confusion about the ratification schedule, which was clarified by Scullin and Tonya as being on November 8th, not November 1st. The group also discussed the ongoing business of subcommittees, with Scullin encouraging them to set practical goals. Hogan requested an updated list of subcommittee members, which Scullin agreed to try to obtain.

Computer Replacement Fund and Budget Constraints

Mayse raised a question about the existence of the Computer Replacement Fund and its relevance to the 5-year program review. Blount clarified that the fund used to exist but was cut due to budget constraints. The district is now discussing how to continue without the funding, with the possibility of a new form or process for requesting computer replacements. Blount also mentioned the possibility of reallocating funds from other areas to support facilities. Leo suggested talking to Bill Mangus for more information, but Mayse confirmed that she had already done so. The discussion highlighted the challenges of managing technology upgrades and replacements within budget constraints.

Accreditation Document Collection and Tech Plan

Scullin led a meeting discussing the accreditation document collection and the technology plan. The committee decided to table the vote on the technology plan to allow for more time for review, with a tentative final vote at the next meeting. Leo mentioned that the committee is already working on a new version of the technology plan, and feedback from the current plan would be incorporated into the new one. The value of the technology plan was discussed, with Scullin suggesting it serves as a guide for technology use and support at the college. The conversation ended with an open forum for any additional items or concerns.

Software Renewal Communication Concerns Raised

Hogan raised concerns about the lack of communication between faculty and the team responsible for renewing software subscriptions, citing two instances where software was terminated without faculty consultation. Scullin acknowledged the issue and suggested that the matter be brought up in the next RDA meeting. There was also a discussion about the absence of the VP, with no clear timeline for their return. In the financial resources subcommittee, Angelina reported that they were still missing some data and hoped to have better information by the next RDA meeting. In the human resources subcommittee, Dan reported that the committee hadn't met yet this semester. In the physical resources subcommittee, Tonya reported that Robert Bb had to step away from the meeting, but they had received an update on various campus projects. In the technology subcommittee, Leo reported that the Anthology project, an ERP system, was facing significant issues with its testing phase. In the marketing subcommittee, Scullin reported that they were assessing the athletic and ASRCC branding, and that there was a unified request area for departments needing printing or design services. Finally, Angelina raised the question of temporary leadership in the VP's position, to which Scullin responded that they would continue to seek administrative support from the President or her delegates.

Adjourned: 3:55 pm