

Resource Development and Administrative Services Leadership Council

Strategic Responsibilities

1. Develop the college's Midrange Financial and Allocation Plan that encompasses human, technological, and physical resource requirements as well as develop potential revenue sources;
2. Develop the college's Facilities Master Plan;
3. Develop the college's Human Resources Plan, including the college's Staff Professional Development Plan (faculty, classified, administrative);
4. Develop the college's Technology Plan; and
5. Accept and prioritize resource requests from each unit's Five-Year Comprehensive Program Review Plan; and
6. Assume responsibility for Accreditation Standard III.

Operational Responsibilities

1. Review periodic revenue and expenditure reports for the college;
2. Develop Integrated Action Plans for each academic year;
3. Assess and re-calibrate each year the college's resource metrics and objectives;
4. Make recommendations on Staff Professional Development Plan;
5. Advance the implementation of college goals;
6. Assess each year the college's facilities load ratio metrics;
7. Assess each year the implementation of the college's Technology Plan;
8. Assess each year the college's Human Resources Plan;
9. Assess each year the college's Finance Plan.

RIVERSIDE CITY COLLEGE

**Resource Development & Administrative Services Leadership Council
September 29, 2025 - 3:00-5:00 p.m. – DL-409**

AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes – April 28, 2025
- IV. Co-Chair Report(s) of Activity
- V. ACTION ITEMS
 - a.
- VI. SUBCOMMITTEES (Goals/Projects/Discussion)
 - a. Financial Resources (Assess Finance Plan)
 - b. Human Resources (Assess Faculty/Staff Development)
 - c. Physical Resources (Assess Physical Resources)
 - d. Technology Resources (Assess District Tech Resources)
- VII. NEW BUSINESS
 - a. Equity Minded Leadership Institute Report (Maurice Bowers)
 - b. Equity Minded Leadership Institute Report (Finance)
 - c. District Strategic Plan 2025-2030 (Feedback)
- VIII. ONGOING BUSINESS
 - a. Prioritization Dates (October 2025)
 - b. Accreditation Duties
 - c. Resource Request Form (Not Prioritization)
 - d. Security Assessment Update
 - e. College BAM/Budget Updates

College Mission Statement

Building upon the strengths and socio-cultural experiences of our diverse student population and the communities we serve, Riverside City College advances equity, access, and inclusion by supporting attainment of workplace skills, certificates, degrees, and transfer programs which help students achieve their educational and career goals to improve their lives and communities.

September 18, 2025

To: Leadership Council Tri-Chairs

From: Lynn Wright (Accreditation Liaison Officer)
Jacquie Lesch (Faculty Accreditation Coordinator)

Re: ISER (Institutional Self-Evaluation Report) Assignments

EPOC serves as our Accreditation Steering Committee (ASC) and our Leadership Councils (LCs) are assigned to specific ISER standards, as follows:

Standard 1: GEMQ

Standard 2: SAS and TLLC

Standard 3: RDAS

Standard 4: GEMQ

As announced during last week's EPOC meeting, we are asking each LC to review their assigned standard of the ISER draft and corresponding evidence. Please submit your updates and revisions by Thursday, November 6, 2025, so that we may present a revised and updated draft to EPOC on Monday, November 10th and then bring to Academic Senate for review on Monday, November 17th.

Suggested process for LC ISER work:

- 1) Review assigned standard subsections [review together in your LC meeting and/or assign specific subsections to your LC members (individuals, pairs, or small groups)].
- 2) Identify subsections (within your assigned standard) with missing and/or incomplete responses and assign members to research and draft responses (include supporting documentation).
- 3) For subsections that appear to be answered, review and then add and/or delete and/or revise (rewrite) responses to your assigned standard subsections, making sure that each subsection prompt is fully addressed.
- 4) Submit missing or additional documentation/evidence to support responses to the subsections.
- 5) Complete work by Thursday, November 6, 2025. You may wish to agendaize a holistic review of the work done at your October 27th LC meeting.

Access your assigned Standard section of the ISER draft here:

[Accreditation 2025 Draft ISER and Evidence | Accreditation - RCC | Microsoft Teams](#)

Thank you so much for participating in this critically important work. We could not do it without you! Please reach out to Lynn or Jacquie if you have questions or concerns.