

**RIVERSIDE CITY COLLEGE**  
**Resource Development and Administrative Services Leadership Council (RDAS)**

**Meeting Agenda**

**Date and Time:** Monday, March 23, 2026 – 3:00 – 5:00pm

**Location:** CAK-224

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of Prior Meeting Record/Minutes
- IV. Co-Chair Report(s) of Activity
- V. SUBCOMMITTEES / WORKGROUPS (Goals/Projects/Discussion)
  - a. Financial Resources
  - b. Human Resources
  - c. Marketing Resources
  - d. Physical Resources
  - e. Technology Resources
    - i. District ITC Committee Representation
- VI. New Business
  - a. Financial Resources Updates
  - b. Physical Resources Updates
  - c. Security Updates
  - d. EPOC Report
    - i. 2026/2027 Leadership Council Meeting Times
    - ii. B.E.S.T. Strategic Planning Documents
    - iii. Subcommittee / Workgroup Structure
- VII. Ongoing Business
  - a. Prioritization
  - b. College BAM/Budget Updates
  - c. IETTC Program Development Plan
  - d. Resource Request Process (Not Prioritization)
- VIII. Open Forum
- IX. Adjournment

**RIVERSIDE CITY COLLEGE**  
**Resource Development and Administrative Services Leadership Council (RDAS)**

**Council Membership**

| <u>Joint Chairs</u> | <u>Position</u>                  | <u>Representing</u> | <u>Term Dates</u> |
|---------------------|----------------------------------|---------------------|-------------------|
| Patrick Scullin     | Professor, Applied Digital Media | Faculty             | 2025 – 2027       |
| Elia Blount         | VP, Business Services            | Management          | –                 |
| Jennifer Bielman    | Administrative Coordinator       | Classified          | –                 |

| <u>Voting Membership</u> | <u>Position</u>                  | <u>Representing</u> | <u>Term Dates</u> |
|--------------------------|----------------------------------|---------------------|-------------------|
| Elia Blount              | VP, Business Services            | Management          | –                 |
| Robert Beebe             | Director, Facilities             | Management          | –                 |
| Chris Williams           | Assoc. Professor, Counseling     | Faculty, Counseling | 2024 – 2026       |
| Patrick Scullin          | Professor, Applied Digital Media | Faculty, CTE        | 2025 – 2027       |
| Angelina Alcantar        | Assoc. Professor, Automotive     | Faculty, CTE        | 2025 – 2027       |
| Charlie Richard          | Professor, Music                 | Faculty, FPA        | 2025 – 2027       |
| Tucker Amidon            | Professor, English               | Faculty, LHSS       | 2024 – 2026       |
| David Lee                | Assoc. Professor, Psychology     | Faculty, LHSS       | 2024 – 2026       |
| Angela Burrell           | Asst. Professor, Journalism      | Faculty, LHSS       | 2024 – 2026       |
| Tonya Huff               | Professor, Biology               | Faculty, STEMK      | 2024 – 2026       |
| William Phelps           | Assoc. Professor, Geology        | Faculty, STEMK      | 2024 – 2026       |
| Sabrina Kroetz           | Assoc. Professor, Nursing        | Faculty, Nursing    | 2025 – 2027       |
| Jennifer Bielman         | Administrative Coordinator       | Classified          | –                 |
| -                        | -                                | Classified          | –                 |
| Pete Lomas               | Maintenance Mechanic             | Classified          | –                 |
| Sendy Powell             | Fiscal & Technical Analyst       | Classified          | –                 |
| Maurice Bowers           | Administrative Specialist        | Classified          | –                 |
| Karina Ambriz            | Karina Ambriz                    | Classified          | –                 |
| Philip Wilkinson         | ASRCC Representative             | Student             | 2025 - 2026       |

***RDAS 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 colleges Facilities Master Plan;
3. Develop the colleges 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.

***RDAS Council 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.

***RCC' S VISION:*** Empowering lives through equity, access, service, and excellence in education.

***RCC Mission:*** Riverside City College (RCC) is an open-access, Hispanic-Serving Institution (HSI) that builds upon the strengths and socio-cultural experiences of our diverse student population and the communities we serve. Our college advances equity, access, and inclusion by supporting the attainment of workplace skills, career technical certificates, degrees, and transfer programs, which promote social and economic mobility for our students and communities.

Resource Development and Administrative Services Leadership Council (RDAS)  
 February 23, 2026  
 CAK224

Meeting Minutes

| <u>Voting Membership</u> | <u>Representing</u> | Department                       | <u>Term Dates</u> | <u>Attendance</u> |
|--------------------------|---------------------|----------------------------------|-------------------|-------------------|
| Patrick Scullin          | Faculty Chair       | CTE/ADM                          |                   | Present           |
| Elia Blount              | Admin Co-Chair      | Business Services                |                   | Present           |
| Natalie Halsell          | Classified Co-Chair | Prof Dev Coord                   |                   | Present           |
| Chris Williams           | Faculty             | Counseling                       |                   | Absent            |
| Angelina Alcantar        | Faculty             | CTE/Automotive                   |                   | Present           |
| Tucker Amidon            | Faculty             | English                          |                   | Present           |
| Angela Burrell           | Faculty             | Journalism                       |                   | Absent            |
| Tonya Huff               | Faculty             | Biology                          |                   | Present           |
| Sabrina Kroetz           | Faculty             | Nursing                          |                   | Present           |
| David Shin Lee           | Faculty             | Psychology                       |                   | Present           |
| William Phelps           | Faculty             | Geology                          |                   | Present           |
| Charlie Richard          | Faculty             | Music                            |                   | Present           |
| Karina Ambriz            | Classified          | Outreach Spec.                   |                   | Present           |
| Peter Lomas              | Classified          | Facilities                       |                   | Absent            |
| Lorenzo Lopez            | Classified          | Facilities                       |                   | Present           |
| Sendy Powell             | Classified          | Business & Finance               |                   | Absent            |
| Maurice Bowers           | Classified          | Equity, Inclusion and Engagement |                   | Present           |
| Robert Beebe             | Administration      | Facilities                       |                   | Present           |
| Phillip Wilkinson        | Student             | ASRCC                            | 2025-2026         | Absent            |
| Lisa Contreras           | Faculty             | Counseling                       | Guest             | Present           |

- I. Call to Order – 305p
- II. Approval of the Agenda
  - a. Motion to approve agenda – not sure
  - b. Approved by consensus
- III. Approval of Prior Meeting Record/Minutes
  - a. Motion to approve minutes – not sure
  - b. Approved by consensus
- IV. Co-Chair Report(s) of Activity
  - a. Elia Blount – Reviewing budget allocation models and purchasing deadline and work on Standard III. Assuming responsibility for it so RDAS committee needs to review it. Looking forward to provide periodic reviews of our expenditure reports.

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V. SUBCOMMITTEES / WORKGROUPS (Goals/Projects/Discussion)

a. Financial Resources

i. No Report

b. Human Resources

i. No Report

c. Physical Resources

i. Physical Resources: Pool – They have identified where the problem was and are working with Facilities capital development with architects to submit for approval. Cost should be 2.7 million not including architects, etc. (just pool). Hopefully approved by the end of June. Also, advocating replacement of the three boilers because we only have two active ones. The pumps are the original ones and looking for cost on new pumps. It also needs to be replastered and the bulkhead needs to be replaced (in original price).

ii. Electric Vehicle parking stalls: There are 13 existing ones and they are obsolete/not functional and the company we are using is not begin considered in the future.

iii. There are 60 new EV stalls currently being secured and they are looking at charging a usage fee. The district is currently looking into it and they plan to have RCC receive some of the profits for the fees.

d. Technology Resource Committee –

i. Moving over to District for hardware to security to classroom level. Looking for someone from RDAS to attend it and figure out if we need to have TRC at RCC.

ii. District ITC Committee Representation

VI. New Business

a. Kevin Harrison Director, District TSS - PowerPoint about his role in the District within the Audio-Visual Standards and Design Guidelines. With all of the construction and upgrades on all three campuses the architects want to know what technology standards need to be included from a baseline standard. (Classrooms, Conf Rooms/Mtg rooms, Digital Signage) Mr. Harrison is seeking our endorsement with technology on campus. He wants subject matter experts that crafted the document and he asked that TRC look at this document to review this annually.

b. Discussion: It was asked what the cost for baseline room is: 21,000 dollars (not hy-flex). Is there a process to identify the life of the tech? Longevity (not purchase something that is obsolete as soon as it is received and installed). Mr. Harrison said that they are considering a standard list of what the tech is so everyone knows. Is one of the goals to make sure that routine updates happen or when they are needed? He responded yes.

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Can we attach the information what the anticipated maintenance is with each product? Tariffs are making a huge difference with purchasing in separate transactions. Can we build in a percentage to be used towards that? No...its continually changing.

Technology is hard to predict an amount because it is changing so quickly. This would not be a good thing to put in the document but maybe have a list of prices separate since it changes so quickly.

- c. Some questions were brought up: Are people trained on the tech we have now? Are the rooms updated on campus? It was said that the future model is to provide more video trainings. It was recommended that a QR code be put on new equipment to link to how to use it or video training. The design of the classrooms in not conducive to abide by FERPA because the desks in the classrooms have been setup with the monitor facing the class and it's hard to go over grades w/students. Harrison said it is not in this document, but something to consider. A question was asked; is this a District document or campus and does it include the Tech Plan? Harrison said it is District and he wants to return to discuss the Tech Plan in the future. A point was made that each college has different and unique needs. If Norco has a tech grant, they can get new high-tech items but then not all campuses can have it and then would have to pay for it out of budget. Future consideration about new laws requiring hazardous materials test (asbestos/electrical). All buildings need testing whether old or new. Specialized departments should be consulted before upgrades to discuss need (i.e., Music courses and audio tech).

## VII. Ongoing Business

- I. Prioritization: E. Blount is conducting a 3-year assessment to be brought forward and researched for help in the future. It was asked if we can request a NO vote in the future. Something to consider. There needs to be more transparency of the steps because approvals/submissions don't seem to make it to the last steps. It was recommended that GEMQ should be responsible for it. PLT was assessing the success of what was funded. It was brought up that we used to assess everything at the end of the process but now it seems that we do not do it any longer. Apportionment was also mentioned and that we should care about it (i.e. courses that have caps of 20 but we are paid for 35). It was noted that because it is approved doesn't mean that it is funded. The group has recommended training for the people who can vote on prioritization and possibly get FLEX credit but it should be required for all who participate. A consideration of a Pro's and Con's list for each item and cost was suggested (like the voting books contain). There was an idea to create the training for what we want "voters to know". Another issue is there are no offices available for approved positions. Discussed grants and what they require when the grant is complete (positions might need to be taken over by the district or the grant doesn't cover all the equipment needed). i.e., the Planetarium equipment needs so much more to

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implement it than what was supplied with the grant.

VIII. Open Forum

a. None

IX. Adjournment

II. Adjournment – 4:50PM

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## Appendix E: Operationalizing the BEST Strategic Plan through Participatory Governance

This provides an at-a-glance guide to how Riverside City College’s 2025–2030 BEST Strategic Plan is embedded within the college’s shared governance and planning structure. It is designed to support leadership council members in understanding their roles in strategy implementation and continuous improvement.

### Leadership Council Responsibilities by BEST Pillars

| BEST Pillar | Relevant Objectives | Primary Council                                       | Supporting Councils | Key Operational Tasks   |
|-------------|---------------------|---|---------------------|---|
| Build       | Objectives 1 & 2    | Student Access & Support (SASLC)                      | GEMQLC, RDASLC      | Clarify onboarding; monitor, assess, and evaluate tech-based tools for enrollment and Ed Plans  |
| Engage      | Objectives 3 & 4    | Teaching & Learning (TLLC)                            | SASLC, GEMQLC       | Monitor, assess, evaluation and support first-year experience and standard of care; supports expansion of mentoring and identity-affirming student engagement |
| Serve       | Objectives 5 & 6    | Teaching & Learning (TLLC)                            | RDASLC, SASLC       | Track momentum metrics; support development of internship and service learning, academic learning communities, career pathways                                |
| Treasure    | Objectives 7, 8, 9  | Governance, Effectiveness, Mission & Quality (GEMQLC) | RDASLC, SASLC       | Monitor, assess, and evaluate liberatory practices, professional development, and institutional well-being  |

## Strategic Plan MS Project Planner

RCC's Office of Institutional Effectiveness (OIE) is using the **MS Project Planner in Teams** to document and track progress on Strategic Planning Strategies.

Each strategy has a **CARD** in the Project Plan. Cards include:

- A progress tracker
- Start and due dates
- The proposed Outcome and Output for the strategy
- A Checklist with the proposed tasks needed to accomplish the strategy
- Attachments can be added as support documents for the strategy
- Notes to track and communicate about the progress.

*The cards will be maintained and updated by the Office of Institutional Effectiveness.*

**Strategies are assigned to individuals and can also have a label.** These labels are used to categorize the strategies based on Leadership Councils and specific themes (Student Success, College and Career, etc.) **MS Project Planner in Teams** can be filtered for these labels. You can also contact the Office of Institutional Effectiveness for more information and **MS Project Planner in Teams** support.

Operationally, some strategies have been assigned to specific Leadership Councils. **For these strategies, the council's role is coordinating the work of reaching the strategies.** This coordination might include contacting Subject Matter Experts (SME's) for their input, identifying the specific tasks needed to meet the strategy (identified on the Checklist), creating a workgroup to support the strategy, etc. The council also communicates with OIE about status, checklist, attachments, notes, etc. so that OIE can update the cards as necessary.

Cards can be shared by screenshots or can be accessed directly through MS Project Planner.

**RDAS-LC has a foundational role for the Strategic Plan implementation:**

**Focus on operational elements of the Strategic Plan from Section 2:**

## 1. Budget and Financial Accountability

RCC aligns financial planning and budget transparency with our strategic goals, student equity metrics, and with Vision 2030 goals of equity in access, equity in support, and equity in success.

### Strategies:

- **Equity-Based Budgeting:** Align annual resource allocations to support student success metrics and equity-focused KPIs.
- **Transparent Budget Communication:** Publish quarterly budget transparency reports connecting expenditures to strategic goals.
- **Budget Alignment Audits:** Conduct annual internal audits to verify spending alignment with B.E.S.T. outcomes.
- **Fiscal Professional Development:** Offer annual training in equity-driven budgeting and resource development.

## 3. Technology Services and Innovation

RCC maintains, develops, and attains technology systems and software applications that bridge digital equity gaps, enable effective instruction and operations, and foster innovation.

### Strategies:

- **Technology Equity Plan:** Conduct annual audits and expand student/staff access to needed devices, software, and Wi-Fi.
- **Smart Learning & Work Environments:** Implement phased upgrades for classrooms and offices with equity-minded tools and infrastructure.
- **Educational Technology Innovation:** Foster continuous improvement in teaching and learning tools, including guidance on ethical, equity-minded use of generative AI.
- **Sustainability in Technology:** Implement energy-efficient and low-waste technology practices to support RCC's environmental goals.
- **Integrated Ticketing System:** Launch a centralized work-order platform prioritizing support aligned with student and instructional needs.

The Leadership Council can work to operationalize these strategies over the coming terms.