

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

Meeting Agenda

Date and Time: Monday, April 27, 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. Safety and Security (Future)
 - b. Financial Resources
 - c. Human Resources
 - d. Marketing Resources
 - e. Physical Resources
 - f. Technology Resources
 - i. District ITSC Committee Update
- VI. New Business
 - a. EPOC Follow up
 - i. RDAS Review Strategic & Operational Responsibilities (B.E.S.T.)
 - ii. Subcommittee/Workgroup Structure, Membership and Charge
 - b. Membership/Leadership Updates
- 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	–
Nassef Girgis	Institutional Effectiveness	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.

RIVERSIDE CITY COLLEGE

Resource Development and Administrative Services Leadership Council (RDAS)

Meeting Minutes

Date and Time: Monday, March 23, 2026 – 3:00 – 5:00pm Location: CAK-224

<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.		Absent
Peter Lomas	Classified	Facilities		Absent
Lorenzo Lopez	Classified	Facilities		Absent
Sendy Powell	Classified	Business & Finance		Absent
Maurice Bowers	Classified	Equity, Inclusion and Engagement		Present
Robert Beebe	Administration	Facilities		Absent
Phillip Wilkinson	Student	ASRCC	2025-2026	Absent
Lisa Contreras	Faculty	Counseling	Guest	Present
Rochel Weiss	Management/Dean	Grants	Guest	Present

- Call to Order (Phelps/Amadon motion) Amadon approved at 3:00pm
- Approval of the Agenda Approval of Prior Meeting Record/Minutes Motion Phelps/Richards seconds. All in favor
- Co-Chair Report(s) of Activity
 - Blount – reached out to a company for the planetarium for the estimate to get all installed. Handout with the info (takes 5 weeks and then will bring it back to committee)
 - IETCC 100 million which is state funded
 - ATEC project funded
- SUBCOMMITTEES / WORKGROUPS (Goals/Projects/Discussion)
 - Financial Resources -
 - Human Resources
 - Marketing Resources – will meet once a semester in April. There is a new branding campaign for Athletics to use approved designs. This is separate from Student ASRCC.
 - Physical Resources -

- Technology Resources
 - District ITC Committee Representation (Bowers will attend)

EPOC – Jennifer Biehl: Leadership Council Structure – restructuring. Discussion ensued about Departmental Leadership Committee: Department Chairs. DLC doesn't have a purpose in the structure but have voiced that they would like to be. Discussed which groups above meet and report and that they should meet and report at least once a semester. Discussed Ad Hoc vs.

Subcommittee/workgroup. Experts on subcommittee with expertise to bring back the info. No voting on subcommittee because of representation. They should bring it back to RDAS for review and voting. For sure keep Financial and Physical Subcommittees. HR Committee was created to handle the staffing plan, standards (Custodial square footage to cover), protocol for faculty hiring process and the ranking process for prioritization. It was for concerns and processes in HR. We need to think about how we want this group to be in the future and how it should be involved. There should be existing by-laws for the subcommittees and they can be reviewed and updated. All subcommittees by-laws should be very similar and particular areas added in the area of specialty. Safety, Food, parking, and sustainability report to Physical Resources Committee. It is recommended that Safety reports to RDAS. Question about Accessibility and where it be. Not sure but maybe under Safety (PRC?). It was recommended that Safety should be elevated do to active shooter training. It was recommended that Grants report to Physical Resources. There is a Distance Learning but reports to Teaching and Learning (TLC). Recommended that there is a dotted line from them to RDAS because it is technology (server, bandwidth).

Motion to elevate the safety committee Amadon/Bower. Recommend that the College Police should also be on the safety committee. They are getting moved up to their own subcommittee from under PRC. Motion passed unanimously. Maybe consider accessibility under Safety. Maybe consider having someone from DRC to be on that committee.

Grants committee – it's all report out and it is a continuous process. (Rachel is Director of grants). Discussed the grant requirements and how they are funded in all aspects. They are very careful with categorical positions and it can be affected by the federal administration.

- New Business
 - Wednesdays from 3-5pm all new meeting dates for LC's. If some cannot be on a committee because of the time change then the rep can step down and run elections in the department to finish out the term. This starts fall 26-27.
 - Financial Resources Updates
 - Physical Resources Updates
 - Security Updates
- EPOC Report
 - i. 2026/2027 Leadership Council Meeting Times
 - ii. B.E.S.T. Strategic Planning Documents - Build, engage, serve and treasure and RDAS is on 3 of the 4 pillars. The foundational role of RDAS is budget and financial accountability (FRC?). And they can review it in FRC and bring back to RDAS. Redesign resource request from which is outside of prioritization (Instructional/non-instructional). To alleviate the burden of prioritization. It would be a faster process unless there is no funding. Then it would go to Prioritization (flow chart). Is there a way to have it online to track the process and approvals? Consider this in the future. OnBase might be available for this. Please review the form and the flowchart for future meeting. Recommend a box to split the funds between departments.

- Fiscal training series: how do we get funded and how much do we get and can we get a FLEX workshop to give this info about funding sources? Blount is working on it under FRC.
 - Decision transparency for prioritization and how everything was funded. Some way to make this info available.
 - Post investment review: we funded it but what data is available to see if it worked.
 - Annual budget alignment: fund Facilities a half a million more than they are funded for emergency situations (flood, etc).
 - Bill Manges provided an inventory list for all equipment bought during COVID and when do they need to be replaced?
 - Smart learning and work environments, and it might not work for RCC.
Discussion – is there an equity technology plan? It was mentioned maybe that would fall under TRC.
 - Provide training on AI.
 - PRT: Can RDAS get a list of capital projects happening on campus. Scheduled maintenance and how it is handled.
 - Space Utilization – is there information on how everything is used and what is the utilization in that room. 25Live might be useable for this? There should be a live document to look at.
 - Discussion regarding facilities equity plan. It was recommended it goes through RDAS.
 - Sustainability: where does the paper in the BLUE recycle bin go? It has been pushed for better sustainability and it has been pushed to the District. Should this be an AdHoc? Burtec has 3 different bins. We are not in compliance. Discussion about shredding/recycling. There is a student fellows program and one is looking at this area. They found a compacting bin that helps with more in a smaller area.
- iii. Subcommittee / Workgroup Structure:
- Ongoing Business
 - a. Prioritization
 - b. College BAM/Budget Updates
 - c. IETTC Program Development Plan
 - d. Resource Request Process (Not Prioritization)
- Open Forum Adjournment Amidon/Angelina motion to end

Resource Development and Administrative Services Leadership Council Structure

