

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

Meeting Agenda

Date and Time: Monday, June 1, 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. RCC Waste Management Proposal – Trinie Ngo, Chancellor's Student Climate Fellow
 - b. District 5Y Capital Outlay Plan
 - c. Council Chair Election
- VII. Ongoing Business
 - a. RDAS Leadership Council Responsibilities
 - b. RDAS Subcommittee/Workgroup Structure
 - c. Prioritization
 - d. College BAM/Budget Updates
 - e. IETTC Program Development Plan
 - f. Resource Request Process (Not Prioritization)
- VIII. Open Forum
- IX. Adjournment
- X. Next Meeting – Monday June 1, 2026 – CAK 224 - @ 3pm

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	Outreach Specialist	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 Agenda Date and Time: Monday, April 27, 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
Jennifer Bielman	Classified Co-Chair	Prof Dev Coord		Present
Chris Williams	Faculty	Counseling		Present
Angelina Alcantar	Faculty	CTE/Automotive		Present
Charlie Richard	Faculty	Music		Present
Tucker Amidon	Faculty	English		Present
David Lee	Faculty	LHSS		Present
Angela Burrell	Faculty	Journalism		Absent
Tonya Huff	Faculty	Biology		Present
William Phelps	Faculty	Geology		Present
Sabrina Kroetz	Faculty	Nursing		Present
Nassef Girgis	Classified	Institutional Effectiveness		Present
Peter Lomas	Classified	Facilities		Absent
Sendy Powell	Classified	Business & Finance		Present
Maurice Bowers	Classified	Equity, Inclusion and Engagement		Present
Karina Ambriz	Classified	Outreach Specialist		Absent
Robert Beebe	Administration	Facilities		Present
Phillip Wilkinson	Student	ASRCC	2025-2026	Absent
Lisa Contreras	Faculty	Counseling	Guest	Present

- I. Call to Order
 - a. Call to order at 3:01pm
- II. Approval of the Agenda passed
- III. Approval of Prior Meeting Record/Minutes
 - a. Natalie as co-chair and Bielman name is spelled wrong
 - b. Lorenzo Lopez (moved to MVC) and Rachel Wiess (Correction on name)
- IV. Co-Chair Report(s) of Activity
 - a. IETTC townhall in Jurupa Valley with community and Chancellor. Locals were upset about parking on the streets. It is beginning small and moving to a bigger

- program in time. Working with Creative Services and Marketing to replace illegal Tiger and a presentation will be made at EPOC. P. Scullen is under consideration for Academic Senate President and if elected then would have to step down from RDAS.
 - b. IETTC kick off happened today. Academic Senate approved PHASE 1 with the design/plan. The feasibility plan has been completed on the Planetarium and will be given at next meeting.
 - c. Jennifer Bielman – how do items on agenda have to do with the Strategic Plan.
- V. SUBCOMMITTEES / WORKGROUPS (Goals/Projects/Discussion)
 - a. Safety and Security (Future)
 - b. Financial Resources
 - i. Planning a meeting in May and then will report out
 - c. Human Resources
 - i. N/A
 - d. Marketing Resources
 - i. Rebranding
 - e. Physical Resources
 - i. Met last week and received DSA approval for all the pool repairs in the middle of June. EPOC directive of hours for committee. Completed survey.
 - f. Technology Resources
 - i. Went over the plan for the next 5 years (Maurice)
 - ii. District ITSC Committee Update
- VI. New Business
 - a. EPOC Follow up
 - i. RDAS Review Strategic & Operational Responsibilities (B.E.S.T.)
 - 1. The flow chart was taken back to EPOC and it was approved. The chart has Human Resources, but we left on for once a semester report out. It will be reviewed later to see if it should be kept.
 - 2. EPOC wanted all LT's to go over the strategic and organizational responsibilities. Keep the B.E.S.T plan in mind as it is all worked on (on back side of agenda). We should also keep in mind how do we assess these groups. Bullet one was discussed as more of a mid-year assessment. Should be reworded with the word assess then it should be moved into operational. Change from develop to advise/contribute to financial and allocation plan. Where is strategic vs. operations responsibilities? It should be if these are in alignment with the strategic plan and incorporating the BEST into it. Change Assume responsibility for the Accreditation Standard III to Contribute. Reviewed all bullet points. One recommendation was to add assess sustainability initiatives. Keep Safety Committee. Jennifer will send us a draft of the new verbiage and we can make changes as needed and have it ready for the June meeting.
 - a. The members of the Sub Committees should be a part of RDAS and report out at least once a term for updates. Should

have Classified, Faculty and Admin but does not need to be appointed by the Academic Senate.

- b. Went over which groups meet and who are on it. P. Scullen has list for Marketing and others have lists too. They will email to P. Scullen.

- ii. Subcommittee/Workgroup Structure, Membership and Charge b. Membership/Leadership Updates Ongoing Business a. Prioritization b. College BAM/Budget Updates c. IETTC Program Development Plan d. Resource Request Process (Not Prioritization) Open Forum Adjournment

b. Presentation:

- i. Kevin – Computer labs and student computer devices. The District is trying to have a way to measure student utilization of devices. How are they being used and what is most important for students. Then bring to RDAS to see how we can improve it (bulk computer, etc.). Presentation on it.
 - 1. Numbers across the District for labs and laptops
 - 2. Real time monitoring of workstation usage, historical analytics, reduces online software licenses, provide data for purchasing decisions.
 - 3. Bring it all up to date and align with student need. Make this evidence-based decision making. Looking for support to purchase this equipment to track it all. The cost is about \$10 per device per year.
 - 4. Kevin had his presentation on zoom and a group of others to present about the product. Derrick Hirschi – shared demo. Informational only for program review.
 - a. Question: If a student logs into Chrome – How will it report? It will not track web history. You can find out if students go to listed URL's that you select. If a computer is dormant and not logged in then will it allow a student to login as a guest and it would count? Yes, it will show usage. Does it work on tablets? No, not yet. It also doesn't support mobile devices. Is there a way to categorize the different software being used? It shows over 3.000 applications on the computers used as demos. There is an option to put a tag for 3D applications to find and categorize those things.

c. Meeting adjourned at 4:54pm

RDAS Leadership Council

Strategic Responsibilities

- Advise and participate in the development of the college's Facilities Master Plan, Human Resources Plan, and Technology Plan, which includes recommending priorities for finance, technology, physical, safety, and marketing resources.
- Review institutional resource priorities and operational needs identified through program review, governance, and administrative planning processes.
- Develop strategies that support facilities utilization, finance, accessibility, safety, sustainability, technology, marketing, employee support, and long-term institutional effectiveness.
- Consult and collaborate on ACCJC accreditation efforts related to operational planning and resource alignment, including Accreditation Standard III.

Operational Responsibilities

- Review and assess the implementation efforts related to the college's Facilities Master Plan, Technology Plan, Human Resources Plan, financial planning, safety planning, marketing, and physical resource initiatives.
- Develop annual RDAS and committee action plans aligned with institutional priorities and the RCC B.E.S.T. Strategic Plan.
- Review and assess periodic revenue and expenditure reports and provide recommendations related to the college's Financial Plan and resource utilization.
- Report to and advise EPOC and other governance groups with operational feedback and recommendations that support institutional coordination and continuous improvement.