

RIVERSIDE CITY COLLEGE

Resource Development & Administrative Services Leadership Council (RD&AS LC)

March 15, 2018

12:50-1:50 p.m.

DL 409

Chair: Paul O'Connell, Faculty

Co-Chair: Chip West, Administrative

Co-Chair: Stephen Ashby, Staff

Voting Members Present: Stephen Ashby, Scott Blair, Amber Casolari, Greta Cohen, Monica Delgadillo, Mary Legner, Bill Manges, Mehran Mohtasham, Kimberly Reimer, Jackie Robinson, James Rocio, Patrick Scullin, and Chip West

Non-Voting Members Present: Sandy Baker, Kristin Fontaine and Ward Schinke

Call to Order

The meeting was called to order at 12:54 p.m. Mary Legner motioned and Scott Blair seconded approval of the agenda. Motion carried.

Approval of November 16, 2017 Minutes

M. Legner motioned and Scott Blair seconded approval of the November 16, 2017 minutes. Motion carried.

Committee Reports

Financial Resources Committee (FRC)

District is working on a budget allocation model that is based on our FTEs. We do not have the infrastructure to capture necessary information like FAFSA application which should be required. This is requiring us to look at our current processes. The first year there is hold harmless clause. Aaron estimated that district wide we are losing half of funds until these current processes are fixed. The committee is holding a retreat in April.

Amber brought the committee's recommended operating procedures for approval. She highlighted the primary purpose of updating the financial plan. Mary Legner motioned to approve and Scott Blair seconded approval of the Financial Resources Operating Procedures. Motion carried.

There was discussion about the action item. The Financial & Technical Analyst assigned serving would be a member of the committee. Senate has taken responsibility for choosing the District Budget Advisory Committee (DBAC) member. Ideally, the connection with the DBAC faculty to attend RD&AS and FRC would be a recommendation that can be sent to Senate.

Human Resources Committee (HRC)

The Professional Development Plans appendices for CLAS, faculty and managers is supposed to move forward to EPOC. The committee brought the CLAS and Faculty plans to this meeting for action. There was conversation about the hiring of classified staff and prioritization. Some portions of the HR plan are not being followed. We have created a process and so far it has not been followed. There is a big disconnect in that we have gotten away from the hiring prioritization committee and now joint councils are making decisions based on initiatives. We need to look at plans and complete an assessment. This is on HRC's agenda for May. If we can get information updated before May that would be helpful as there is some urgency to get this document assessed and updated.

Laura Greathouse and Stephen Ashby are here for any plan specific questions. Funding was a major debate and the plans include suggestions. There has never been a travel budget. One recommendation was that a budget gets assigned for professional development. Chip has mentioned that there could be a classified coordinator position tied to these efforts.

If members need more time to review, we can give some more time, but will need to take an electronic vote.

Kimberly Reimer motioned and Monica Delgadillo seconded to approve both Professional Development Plans with changes to the faculty plan. Motion carried.

Physical Resources Committee (PRC)

Scheduled maintenance projects are moving forward. Fiscal year 15/16 and 16/17 funds must be encumbered. We will change a few projects and move forward with those that do not need DSA. We have an allocation \$534,000 for RCC. We are trying to see if any funds are remaining to take advantage of available funds. District gave a June 19 deadline but in reality the deadline to encumber funds is end of June 2018. Some projects are; Parking Structure lighting upgrades, Evans lighting upgrades, Pathway upgrades, Huntley HVAC, and Fire Alarm upgrade.

The Life Sciences/Physical Sciences IPP is in estimates stage and waiting on abatement. RCC is trying to make a case to build new rather than remodel the existing buildings.

Sandy Baker asked if there are any discussions to modify the structure in light of the recent suicide. Safety in general will be a major focus in the master plan.

Two landscaping projects- will be done before commencement. The ADA/Gomez Case is ongoing. The completion date is June 30, 2018. Make sure you complete the Facilities Master Plan Update survey if you haven't.

Technology Resources Committee (TRC)

The updated Technology Plan was passed out. TRC is working with TSS on specific tech standards for areas. We would like to establish routine procedures to pick top items that need to be addressed. This will be used to update the plan and/or be fixed. If you have any feedback on the draft please send comments to Patrick Scullin. He hopes to bring final draft to the April meeting. There was a recommendation to put out task details for more accountability. Plan should account for AV liabilities. That would be a part of the life-cycle database. The academic database has not

been completed but others are mainly done. Departments are responsible for technology, but coordinating the collection of information is under Business Services.

There is an Accreditation document that showed Standard III responsible items. This will be sent to the co-chairs to review and respond.

Co-chair Updates

The last two meetings have been spent with the new Chancellor who has focused on the new funding model. The Standard III Leads have been identified as Tucker Amidon and Natalie Halsell. Faculty Chair elections will be on the April meeting agenda. The new faculty co-chair will start next year in August.

The meeting adjourned at 1.46 p.m.