

*RIVERSIDE CITY COLLEGE*  
*Resource Development & Administrative Services Leadership Council (RD&AS LC)*  
*September 19, 2019*  
*12:50-1:50 p.m.*  
*DL 409*

*Chair: Tucker Amidon, Faculty*

*Co-Chair: Chip West, Administrative*

*Co-Chair: Stephen Ashby, Staff*

**Voting Members Present:** Tucker Amidon, Stephen Ashby, Patricia Avila, Amber Casolari, Greta Cohen, Natalie Halsell, Mehran Mohtasham, Jennifer Lawson, Bill Manges, Paul O'Connell, Jackie Robinson, James Rocillo, Ward Schinke, Patrick Scullin, Leo Truttmann, Corey Wilson, Chris Leon, and Chip West.

**Non-Voting Members Present:** Liz Tatum

**Guests:** Skyler Murdock

**Call to Order**

The meeting commenced at 12:51 p.m.

**Approval of the Agenda**

Paul O'Connell motioned and Mehran Mohtasham seconded approval of the agenda. **Motion carried.**

**Approval of the April 18, 2019 Minutes**

Natalie Halsell motioned and Paul O'Connell seconded approval of the May 16, 2019 minutes. **Motion carried.**

**Action Items**

**Additional Automobile Charging Stations Approval**

RCC has three EV (electric vehicle) charging stations in front of Kane. There has been a high demand for more. A proposal was put together to add more in the parking structure, aquatics area/lower campus, and one more in the Kane lot. Proposal was approved through Physical Resources Committee last semester.

Discussion: We cannot give charging away for free because that's a gift of public funds. You have to run your credit card through and you have 4 hours to charge your car. The plan is to have the stations running and the details worked out with Shawna Gates, new Chief of Police, by end of semester. The cost was clarified: \$1/hr for up to 3 hours and 59 minutes, after the fourth hour it will go up to \$20/hr. We want to encourage drivers to move their cars after 4 hours (should get a full charge by then) to make room for others to use the space. Physical Resources Committee came up with 4 hour timeline. District will make the official policy on the charge for using the EV charging stations. One issue is that labs can

be over 4 hours long, students will not want to leave to move their cars. That policy will have to come from the District. RCC has three stations now, there will be an additional 10 spaces: 5 in the parking structure, one more at Kane, and 4 more by Aquatics. So 13 total. MVC nor Norco College has invested in EV charging stations as of yet. There is a demand at RCC, especially with the three we already have which are used constantly. Though, in 5 years, it might not be the case with better technology coming out. We need just enough infrastructure for the time being. Ideally these stations will be approved in two months and installed the next month. 3 months total.

Motion: Paul motioned to approve, and James seconded the motion. **Motion carried.**

**Action Plan Update:** Holding off for now.

## **Informational Items**

### **Style Guide (Short Version)**

We are looking for feedback so we can push back on what's offered in the Style Guide. Marketing Communications (internal and external) is a major initiative. An external consultant has been hired to help improve internal and external communication. We want to tell our story better in the community. The RCC website needs improvement. The District is restructuring and they want us to look at the old Style Guide from 2011 and say what we need as a community. They want us to suggest how we can better market ourselves (more logo freedom, more color options, etc.). Each Committee will be discussing the Style Guide.

There is a centralized strategic communications and marketing at the District, but we do not have a companion piece or personnel at each of the colleges. If that is something to move forward, that would need to be funded and new positions created. One challenge is the current Style Guide is simplistic and we need separate program branding from college branding. Programs and departments need the flexibility to market and use their own graphics/logos, especially with utilizing social media platforms. The restrictions on logos/graphics is not welcoming for faculty, staff, and students. Students would like the opportunity to get involved in creating new graphics for certain programs/departments. We currently only have three RCC logos. Though more graphic freedom would be positive, we do not want the RCCD brand to get misrepresented. We just want a place to bring ideas forward and be able to vote on them, while still protecting overall brand identity. The values RCCD wants to protect are the ones we want to share. Right now this is under District control. The possibility of campus control was brought forth and implementing new processes. Vice Chancellor Rebeccah Goldware seems open to ideas to improve this area of concern.

Comments regarding the district logos: bureaucratic and lifeless.

### **Joint Prioritization Meeting Heads Up:**

Description of the meetings: Voting members of three of the four leadership councils (Student Access and Support, Teaching and Learning, and RD&AS. GEMQ only oversees the process.) get together to review plan initiatives the Vice Presidents submit. The first meeting is to review and discuss the plans, the second meeting is to vote on the initiatives. This takes place in the Fall. First, the voting members will be given the full plans, as well as a 2 page condensed version. Members should read the full plans. A week after the members receive the plans, an Excel spreadsheet and Survey Monkey link will be sent out. Use the Excel spreadsheet to record your prioritization and keep for your records. Use the spreadsheet to fill out the Survey Monkey. You only need to rank the top 10 initiatives from all of the VP's plans, not per VP.

Concerns were brought up of too many unclear, poorly written initiatives. It is confirmed those will be removed from the plans and there will be less initiatives all together. The cost of the initiatives are more accurate this time. How much money is available for these initiative? It depends on the pot you are looking at. Zero dollars for new Classified and Management positions, because we anticipate money will be saved with the retirement incentive. Though not a lot of money is available for new positions, so the VP's are encouraged to restructure their areas. There is one-time monies, capital outlay monies, and grants to fund the initiatives. Members have the option to support an initiative partially. Faculty prioritizing rankings are voted by faculty in joint leadership councils, not classified and management. We are getting 8 new faculty positions. One of Chip's big ticket items is for 1.3 million for life-cycle equipment replacement. We now use databases to inform whose computer needs to be replaced. Cost needs to be considered. Break-fixes are covered in other ways.

First Date: September 27<sup>th</sup> from 9-11am or 12-2pm. This is for the overview of the process and questions and answers of the VP's plans. No voting on this date.

Second (Prioritization) Date: You should have filled out the Excel sheet and the Survey Monkey beforehand. Survey Monkey is just the initial rankings. The final vote is November 8<sup>th</sup> from 9am-12pm. Prioritization is done when everyone has voted. Use October to look over the plans more closely and make decisions.

### **District Strategic Plan:**

District's Strategic Plan looks very similar to RCC's. Some feel it's horrible. The Chancellor's Message will be getting revised. It currently gives off the impression that RCC has never done anything right. It needs a more positive tone. There does not seem to be any major concerns on the substance of the plan. A basic breakdown of the plan was given. The plan presents a lot of restructuring. There are feelings that restructuring creates a lot of extra meetings for a lot of people; it's untenable for faculty, staff, administrators, and students. This has been expressed multiple times in many different ways from many different groups and it has yet to change. It will create a structure we cannot support. Some feel the goals are a little too ambitious. There is agreement that there has been a lot of pushback on the District Strategic Plan.

### **Spring RD&AS and EPOC Meeting Dates/Time:**

Announcement: EPOC and RD&AS will be meeting Mondays 3-5pm (alternate to Senate) starting Spring 2020. This is not fully supported, but it is already decided. There are issues for the faculty because many of them teach during that time. There are concerns of destroying room utilization and efficiency with faculty in 2 hour meetings on Mondays. There would be a lot of faculty out for Senate, EPOC, and RD&AS. The decision was made by EPOC Workgroup, Accreditation Steering Committee, the President, and the President of the Senate. It was pointed out that if the date and time is not changed, certain people will no longer serve on the committee. It was mentioned that EPOC cannot be done in an hour and RD&AS is always rushed to get completed in one hour. College hour is not enough time to get these meetings done. Some feel this decision was made too quickly without any input from the people involved. However, if we tried to accommodate for every member, we would never find the time to meet. It was suggested the meetings be held on Fridays, but most of the District's meetings are on Fridays. It was also mentioned that documentation should go out to the RD&AS members ahead of time so they can read it and come to the meeting with questions instead of spending more time going over the documents in the meeting. All the material for this meeting was sent out a week ago, though some feel this is not enough time. The documents were sent as soon as they became available. It was stated that in May's meeting, it was insinuated that the moving of RD&AS meetings dates/times was not going to happen and it did. This was clarified that the only thing mentioned in May's meeting was that the days/times were not going to move for the Fall because TA's were set. The faculty have time to change their TA's for Spring. RD&AS is not a deciding body on this particular item.

Senate will be held on the first and third Mondays. EPOC is on the second Mondays. RD&AS is on the fourth Mondays. This decision is also freeing up college hour for faculty and staff to engage with students and attend other events. This change is permanent until further notice. Some Fridays (without District Meetings) are being left open for future retreats, so not a viable option for RD&AS. This change also helps the District better understand what RCC is scheduling and vice versa. Sub committees may still meet at college hour, but it has not been decided.

Out of time. Unable to get to all agenda items

The meeting adjourned at 1:50pm