

Riverside City College
Human Resources Committee (HRC)
Meeting Minutes
October 13, 2020
12:50pm-1:50pm
Zoom and Nursing 181

Attendees: Dr. Chip West, Natalie Halsell, Tammy Vant Hul; Stephen Ashby, Jim Knieriem, Paul O'Connell, Patricia Avila, Angelina Alcantar, Daniel Hogan, and Angel Mangunson

The meeting commenced at 12:50pm

Approval of the September 8, 2020 Minutes: Approved.

Discussion Items:

Membership

RDASLC is made up of 10 faculty (one is the co-chair) that are elected once every 2 years, 6 elected classified (one co-chair), and we are unsure of the managers. Those 10 faculty and 6 classified are split up among the subcommittees to serve. It has been recommended that HRC looks at committee structures and reconcile what the subcommittees are operating with and what they should be operating with. We want to create the model for other committees. We would also like to open up the subcommittee membership to outside resources. Maybe RCC can do a Committee Rush/Open House (like Club Rush) to learn about all of the leadership councils in one place.

Professional Development Updates

The Committee went over the Professional Development Workflow Natalie Halsell and Patricia Avila created and adjustments were suggested. The Committee will look over it one more time once adjusted.

A goal for Professional Development is to better onboard new employees. RCC does not have official training for software a new employee needs to learn/use. PD is developing training topics by position for classified professionals and managers. They are identifying technical and soft skills for positions/departments. There is a need to find experts within RCC to provide some training, as well as reach out to District for training in their applications. Per the Committee, most of them had to learn a lot of applications on their own. There was a discussion on sending a campus-wide survey to see what all employees wished they had/knew when they first started at RCC.

The new RCC website will eventually have short video trainings for certain applications.

Personnel Evaluations Tracking Update

The responsibility of keeping track of personnel evaluations has been moved from Natalie Halsell to Heidi Gonsier per HRC's suggestions. This will go to RDAS then EPOC for approval.

Human Resources Staffing Plan

Dr. West is still working on updating the plan. He will send a copy out as he makes progress.

Meeting adjourned at 1:53pm.