

**Riverside City College**  
**Human Resources Committee (HRC)**  
**Meeting Minutes**  
**November 10, 2020**  
**12:50pm-1:50pm**  
**Zoom and Nursing 181**

**Attendees:** Dr. Chip West, Natalie Halsell, Patricia Avila, Daniel Hogan, and Stephen Ashby.

The meeting commenced at 12:50pm

**Approval of the October 13, 2020 Minutes:** To be approved at our next meeting.

**Discussion Items:**

***Position Tracking Sheets***

The Committee went over the Historical Position Tracking sheets that track the number of employees RCC has had per department/position from 2006 to 2020 in relation to college growth in multiple areas (i.e. Custodial, Grounds, Maintenance, Academic IDS's, Admission and Records staff, Lab Techs, etc). These sheets can be used for future data analysis for position need. These sheets will go into the Human Resources Staffing Plan once completed and will be updated regularly. The goal is to have the Human Resources Staffing Plan completed by January 2021.

***Committee Operating Model***

Dr. West will pull up procedures and huddle with Dan and Natalie to review. We will wait to see what Technology and Physical Resources committee comes up with for guidance. What is the Committee Operating Model? For committees that have shared governance, we are creating an operating model that other leadership councils can emulate if they have similar membership.

***Human Resources Staffing Plan Update***

The committee will review the plan and submit questions/suggestions by November 30<sup>th</sup>. The goal is to move the plan to RDAS by February. *Note:* Upon further review, the plan needed more editing before it went out to the committee for review.

***Professional Development Updates***

The Committee went over the updated Professional Development Workflow and some additional edits were recommended. Natalie Halsell will present this document to members of the Management Leadership Association for feedback.

The annual Professional Development Survey will now go out in Spring instead of Fall to line up with the academic year. It will include a question asking employees what they wish they had/knew when they started RCC to help drive future onboarding/training.

Professional Development and Technology Support Services are working on developing a Project Management Training program.

Meeting adjourned at 1:54pm.