

Riverside City College
Human Resources Committee (HRC)
Meeting Minutes
September 8, 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

The meeting commenced at 12:53pm

Approval of the February 25, 2020 Minutes: Natalie Halsell motioned and Stephen Ashby seconded approval of February 25, 2020 minutes. Jim Knieriem and Angelina Alcantar abstained.
Motion carried.

Discussion Items:

The Human Resource Committee charge and Resource Development & Administrative Services Leadership Council structure was outlined to the new committee members.

The committee needs to work on getting a faculty co-chair and classified co-chair assigned to HRC.

Human Resources Staffing Plan

The Human Resources Staffing Plan is still being updated. Revisions will be sent out to HRC to review next meeting. The goal is to get it approved through RDAS and EPOC this semester for implementation in 2021-2015. This plan will include classified employee metrics to determine position need based on historical data.

Personnel Evaluations Tracking Update

RCC was dinged during the Accreditation visit for our personnel evaluations tracking. Evaluations are centrally coordinated through Human Resources. RCC will start tracking our own management and classified employee evaluations through a central database. Academic Affairs will keep their own records for faculty evaluations. This way we can close the loop on evaluations per the Accreditors recommendations. Dr. West and his team put together the recommended process that will go through committee approvals. We need to report back by October 2021 that the discrepancy is fixed, so we would like this process in place by October 2020. The new tracking process was reviewed. Natalie Halsell was going to keep track of the evaluation records but it was suggested that the President's Executive Administrative Assistant and/or HR should be the one to keep the records.

Professional Development Updates

Natalie Halsell updated the committee on the Professional Development Core Competencies which emerged from the major categories in the Strategic Plan, Guided Pathways plan, and the Student

Equity plan. Natalie and Patricia Avila are working on putting together definitions of these core competencies. CORA Equity Certificates were launched in April. There are 4 certificates any RCC employee can earn. Each certificate takes 15 hours to complete within 30 days. About 45 employees have signed up and 12 employees have completed all 4 certificates.

Patricia Avila talked about the successful virtual Flex event this year. Dr. West suggested that Patricia and Natalie put a professional development flowchart together so others can understand how professional development works and what it does for RCC employees.

When will Flex Tracker be up and running? Dr. West will research the answer. Where will the Flex Tracker be housed in the new RCC website? Most likely under Faculty and Staff Resources section.

RCC needs a better onboarding process for management. Natalie is working on a training topics by position guide for new managers.

Meeting adjourned at 1:49pm.