

**Riverside City College Operating Procedure
Riverside Community College District**

RCCOP _____ Title: _____ Human Resources Committee (HRC)

Authority: **Board Policy Number and Title:**
BP2430 - Delegation of Authority to Chancellor and Presidents
District Administrative Procedure Number and Title:
AP2430 - Delegation of Authority to Chancellor and Presidents

Review Responsibility & Recurrence: Vice President, Business Services – Annually

| | |
|------------|---|
| 1.0 | <p>Purpose: The purpose of the Human Resources Committee (HRC) is to serve as an advisory resource for the development and implementation of Human Resources as defined by ACCJC section 3.A. The HRC will also consult/collaborate with the appropriate college constituent groups as needed to fulfill the goals designated by the Resource Development & Administrative Services Leadership Council (RDAS).</p> |
| 2.0 | <p>Policy: The HRC will advise the RD&AS Leadership Council on the on-going development and implementation of the College's Human Resources Plan. The Human Resources Plan is the institutional guide that facilitates informed decision-making with campus constituents regarding Human resources in order to maintain a coordinated strategy that serves our community of current and future students.</p> |
| 3.0 | <p>Procedure:</p> |
| 3.1 | <p>Appointments: The HRC is composed of representatives from faculty, classified professionals, and administration. The Academic Senate shall appoint faculty membership; the California School Employees Association (CSEA) will appoint classified professionals; and the college administration shall appoint management.</p> |
| 3.2 | <p>Members: Faculty Designee, Presiding Co-Chair – Administration Designee, Co-Chair - Classified Professional Designee, Co-Chair Additional Resource Representative(s) - Faculty Additional Resource Representative(s) - Classified Professionals Additional Resource Representative(s) – Management Additional Resource Representative(s) – ASRCC</p> |
| 3.3 | <p>Terms: Members shall serve a minimum of one year. Terms will begin at the start of the fall semester and end at the close of the spring semester (in accordance with faculty contractual obligations). Members may be re-appointed. The presiding co-chair will serve as a voting member on and attend meetings of the RD&AS Leadership Council and function as liaison between the HRC and the council.</p> |
| 3.4 | <p>Voting: The committee shall act by consensus, with issues being brought to RD&AS as needed for voting approval. If there is no consensus on an issue, the issue shall be brought to the RD&AS for discussion and possible action.</p> |
| 3.5 | <p>Meetings: The members shall convene regularly on a monthly basis during the fall and spring semesters. Anyone who wants to attend and actively support the work of the resource committee is welcome to do so.</p> |

| | |
|-------------------|---|
| <p>3.6</p> | <p>Presiding Chair: The duties of the presiding chair shall include but not be limited to:</p> <ul style="list-style-type: none"> A. Presiding at the meetings; B. Creation of the agenda based upon recommendations of the members and the RD&AS prior to scheduled meetings; C. Coordinate activities of the HRC; D. Schedule meeting time and reserve location; E. Report to the RD&AS Leadership Council regarding HRC outcomes; F. Distribute via email and webpage posting notices of upcoming meetings. G. Prepare correspondence or directives on behalf of the HRC. |
| <p>3.7</p> | <p>Recorder: The recorder, chosen from among active members, will have duties which include but are not limited to the following:</p> <ul style="list-style-type: none"> A. Record and post meeting minutes; B. Distribute minutes as appropriate via email and provide such to the appropriate unit for posting; C. The minutes are not limited to, but should include the following items: <ul style="list-style-type: none"> 1. Date, time, and location of meeting 2. Names of persons in attendance 3. Correction to minutes of last meeting 4. Old Business - review of matters carried over from the previous meeting 5. New Business - Action necessitated by reports or members of the Advisory Group 6. Announcements - Date and Time of next meeting, etc. 7. Time of adjournment |
| <p>4.0</p> | <p>The functions of the committee membership include, but are not limited to:</p> |
| <p>4.1</p> | <p>Providing appropriate recommendations to the RD&AS Leadership Council;</p> |
| <p>4.2</p> | <p>Advising the RD&AS on information related to the development & implementation of the Riverside City College Human Resources Plan;</p> |
| <p>4.3</p> | <p>Providing periodic updates of the Riverside City College Human Resources Plan in accordance with the Strategic Planning Timeline;</p> |
| <p>4.4</p> | <p>Communicating and collaborating with committees, councils, and other entities as appropriate;</p> |
| <p>4.5</p> | <p>Consulting with the District and/or College Business Services departments as appropriate.</p> |