

**Riverside City College**  
**Human Resources Committee (HRC)**  
**Meeting Minutes**  
**May 11, 2021**  
**12:50pm-1:50pm**  
**Zoom**

**Attendees:** Chip West, Natalie Halsell, Chris Williams, Daniel Hogan, Paul O’Connell, Angelina Alcantar, Jim Knieriem, and Angel Mangunsong

The meeting commenced at 15:55 pm

**Approval of the March 9, 2021 minutes and April 23, 2021 minutes:** Angelina Alcantar motioned and Paul O’Connell seconded. Approved unanimously.

**Discussion Items:**

***Human Resources Plan Update***

The committee read through the updated Human Resources Plan. The Program Review and Plan Process graph will be updated with the 2020-2021 version. Many of the sections have been simplified and consolidated. The Recruitment, Retirements, and Industry Standards sections were broken down by faculty, classified professionals, and management. Faculty Professional Development and Classified/Management Professional Development are two separate sections.

The phrase “Opportunities will be in alignment with the initiatives that come out of strategic planning and program review” will be added to the plan under Commitment to Professional Development.

Appendix A: College Staffing Data and Appendix B: College Staffing Data (Equity) were reviewed. The updated plan with revisions will go out today and comments should be received by May 17<sup>th</sup>.

***Professional Development***

The Classified Professional Development Pathways PowerPoint was presented. A classified professional development program is being created for the fall 2022 semester. It will be a one-year program and a 16.5-hour commitment. There are four core focus areas based off of the professional development survey: technical skill development; leadership development; diversity, equity, and inclusion; and service excellence. Each participant will receive an Individual Development Plan.

***Recognition***

What are other ways to recognize members of the RCC community?

Suggestions:

- Once a month spotlight for faculty regarding things they are doing for students or in the classroom
- New faculty forum where veteran faculty share their advice
- New faculty meet and greet
- Celebration for newly tenured faculty
- Celebration on colleagues who get a promotion
- New faculty flex panel with veteran faculty
- Collective mentorship
- Manager of the quarter or manager spotlight
- Spotlight at RCC, "Tiger Roar"

*Strategic Planning*

Dr. West asked for an additional position under Professional Development called Application Support Technician to train employees on programs such as Zoom, Concur, Adobe, Galaxy, Colleague, and so on. This position would provide and coordinate training, as well as troubleshoot and problem solve

Meeting adjourned at 1:46pm.