

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

Attendees: Natalie Halsell, Daniel Hogan, Chip West, Elia Blount, Mary Cantino (Interpreter), Jennifer Bielman, Christopher Williams, Danielle Sanders, An Le, Dyansue Kovacs, Cheyenne Martin-Corbett

The meeting commenced at 12:50 pm

I. Approve minutes from May 11, 2021 meeting

- a. Motion: Chip West
- b. Second: Natalie Halsell
- c. No discussion, comments, or concerns
- d. 5 yes (2 abstained but were not voting members)

II. Discussion Items

a. HRC Standard 3A

- i. Agenda item moved up (originally item D)
- ii. Part of the purpose of this subcommittee is to weigh-in on Standard 3A of the accreditation standards, that is, human resources
 - 1. Provide guidance to the college, particularly on the stewardship of those resources listed under Standard 3A
 - 2. Staff/Faculty employment qualifications, such as degrees or education
 - 3. Staff/Faculty job descriptions
 - 4. Staff/Faculty/Administrators responsible for educational programs

5. Systematic evaluations at stated intervals (more on this later, as this is an area in need of improvement)
 6. Ensure sufficient number of Staff/Faculty/Administrators
 7. Provide Adjunct Faculty with orientation, oversight, evaluation, and professional development
- iii. With the last accreditation process, the college had to provide written documentation of all of these
 - iv. Job descriptions for positions that are not unique to Riverside campus are shared across the District
 1. As such, job descriptions for positions not unique to Riverside must be generic enough to fit those same positions across the District
 - v. Daniel linked Accreditation Standards in chat
 1. [https://accjc.org/wp-content/uploads/Accreditation-Standards - Adopted-June-2014.pdf](https://accjc.org/wp-content/uploads/Accreditation-Standards_-_Adopted-June-2014.pdf)
 2. <https://www.rcc.edu/about/accreditation/index.html>
 - vi. Documents will also be made available to all subcommittee members
 1. Being public documents, much or all of this information is also available on the college's website
 - vii. As earlier mentioned, frequently and timeliness of evaluations is currently lacking
 1. As of 2019-2020, 2% of fall time Faculty, 43% of part time Faculty, 70% of Managers, and 33% of Classified Staff had not been evaluated.
 - a. However, part of why the Management number was so high is being there has recently been a lot of turnover in management.

- b. At that time, the evaluation process was not set-up to handle that amount of turnover, as there are new systems and ways of doing things when a new member of management is introduced.
 - i. The goal is to create a more standardized evaluation process so as to prevent such an issue arising in the future.
- 2. As of 2020-2021, these numbers have improved.
 - a. 0% for full time Faculty, 26% for Management, and 17% for Classified Staff (currently there is not a percent calculated for part time Faculty, as the evaluation period was adjusted due to COVID, per CTA MOU)
- 3. Moreno Valley and Norco did not have the same issue, as they are smaller campuses and did not experience the same high turnover Riverside experienced
- 4. There is an audit planned for May 1st 2022 to calculate how many evaluations have been performed and how many remain
 - a. Once this figure is known, May and June are to be dedicated to increasing the completion rate of evals to 100% by July 1st
- 5. Because this issue has been raised, there will be yearly follow ups on these numbers for the time being to ensure that this issue is being addressed
 - a. Already the numbers are up from last year

b. Human Resources Plan update

- i. This document will be made available to all subcommittee members

- ii. Plan was updated Spring 2021 from previous 2015 plan
- iii. Mission, Vision and Tiger Values were all updated
- iv. Major goals of the plan are
 - 1. to outline strategic guidelines and staffing processes
 - 2. to communicate how the college recruits and replaces Staff and Faculty
 - 3. to communicate the principles for new hires
 - 4. to discuss ongoing professional development
- v. The remaining item to be included at the end of this document is an ongoing history from 2006 on of who the college hired and how they were hired.
 - 1. This will include such items as number of custodians to square footage, number of grounds persons to acreage being kept, number of IDS's, number of Management, etc.
 - 2. It will also include a breakdown of ethnicity, gender, etc. to give a view of how the college employment body is in terms of diversity
 - a. The goal of this section is to ensure the college's interview and hiring process encourages such diversity
 - 3. The goal is to have this information completed by December 2021

c. Equity

i. Dean of Equity job description

- 1. Dean of diversity and equity inclusion position needed
- 2. One of the biggest HR decisions for the next while
- 3. President Anderson and Tucker Amidon asking for the committee's input on the scope, qualifications, and duties of this position
 - a. Feedback needed by Friday Oct 15th

- b. Will also be presented to the college at large
4. Prof. Star Taylor provided job descriptions for similar positions at other colleges.
- a. Natalie: We would want someone with demonstrated experience in equity, transformational change and leadership, experience with big shifts in institutions (preferably educational institutions).
 - b. Christopher: Examining practices and policies to address systemic barriers, someone with experience with planning events for minority groups (more hands-on rather than conceptual experience).
 - c. Daniel: Someone who can do the student- and public-facing work (creating a campus culture of inclusion through events) along with the data analysis.
 - d. Chip: How will we measure their success? Will they have no reports or many reports? Will they have support staff or be a one man show? We want to push EPOC and RDAS to examine how we will facilitate this position and its success. It is vital to figure out the tools this position will need to ensure their success.
 - e. Daniel: Maybe this leadership position could help to unite the different equity groups we already have on campus; very important that they don't just take over, more to facilitate the work these groups are already doing.
 - f. Christopher: Do we know who this Dean will supervise?

i. Chip: No, not currently.

5. It is vital to understand what this position will be doing in terms of who they will be reporting to, who they will oversee, how they will interact with other groups that are already in place (La Casa, UJIMA, Tutoring, Counseling, etc), how their success will be measured, what if any budgets or grants they will oversee, and many more issues in order to facilitate their success as much as possible.

6. Daniel: As the need for this position results from the equity audit performed by Hotep Consultations, is it possible that some or many of the elements of the position are already present in that audit?

d. Professional development

i. Riverside campus was dinged for having problems with completing evals consistently

1. This doesn't apply as much to full time faculty, and is not seen at the other 2 campuses

ii. May 1st 2022: college is looking to get a handle on completing all of those evals, or as many as possible

e. Working with MRC on an RCC promotional video on why it's great to work at RCC

i. Natalie is working with marketing committee on promotional material

ii. Many part- and full-time faculty and staff are former students

1. As such, they make a great resource to current students who may be looking to work for the college

f. How will low enrollment affect hiring in the future?

i. Might have some HR impacts for the future

1. Student enrollment affects the college's ability to hire and its need for employees
2. Numbers are not so low as to necessitate a hiring freeze
- ii. Enrollment is down significantly
 1. Previously hitting enrollment goals consistently
- iii. Enrollment patterns also have equity impacts
 1. Disproportionately, equity student enrollment is down

g. Wendy McEwen's drop analysis

- i. Will need to discuss further in the future, as time did not allow for in depth discussion
- ii. Disproportionately, equity students were dropped for non-vaccination

Meeting adjourned at 1:51pm.