

**Riverside City College**  
**Human Resources Committee (HRC)**  
**Minutes**  
**April 19, 2022**  
**12:50pm-1:50pm**  
**Zoom**

Attendees: Gregory Anderson, Daniel Hogan, Elia Blount, Danielle Sanders, Paul O'Connell, Natalie Halsell, Dyansue Kovacs, Joan B. (Interpreter), An Le, Cheyenne Martin-Corbett

Start Time: 1:00 PM

End Time: 1:50 PM

**I. Approve minutes from March 8, 2022 meeting**

- a. Minutes were not available; will be approved next meeting.

**II. Discussion Items**

**a. HRC Bylaws Template**

- i. See finalized HRC Bylaws

**b. Professional Development**

- i. Classified Leadership and Success committee has been updating the Classified Professional Development plan
- ii. More formalized version will be presented at the next committee meeting
- iii. CLAS committee reviewed previous 3 years of professional development survey results and identified 4 prevailing themes or topics
  - 1. Technical Skills
  - 2. Leadership/Management Development
  - 3. Cross-training/Mentorship
  - 4. Stress Management
- iv. 3 major initiatives
  - 1. Classified branch of the Equity Institute

- a. Slated to begin Fall 22 to coincide with Equity-Minded Teaching and Learning Institute
  - b. Natalie has been working with Ben Vargas and Ajane Wilcoxson to develop the framework
2. Leadership Academy
    - a. The district previously had a leadership academy
    - b. Joint initiative between all 3 campuses and the district
  3. Classified-to-Classified Mentor Program
    - a. To address the expressed desire for cross training and mentoring
- v. Natalie is working on developing the Classified Professional Development plan, but there is also an overarching Professional Development plan that will need to be reviewed by the committee in the future
1. The plan was developed in 2016 or 2017
  2. First meeting of '22 should be dedicated to this review
- vi. Copied from “Update for HRC regarding Faculty Development” from Pathi Avila:

**“Update for Faculty Development**

The FDC has been working on several projects this semester including a revamping of our homepage, the development of a tool kit on Canvas and the creation of an Academy for Associate Faculty. Additionally, we developed the rubric for the new 8 hours of equity-centered professional development requirement. A series of workshops and training focused on equity were offered in the fall and this semester our calendar of events include:

- Embedding Student Support in Courses
- Supporting Veteran Students in the Classroom and Beyond

- Learning Community for Faculty on Increasing Student Engagement
- Helping You IDS, Help you

This semester, the FDC will also be scheduling a work retreat to develop a plan for next year and also finalize the Fall 2022 FLEX Week schedule.”

1. The 8 hours of equity is not currently a contractual obligation as there is not currently a method to record or track what qualifies as “equity” hours
- vii. Natalie has asked the committee’s help in going over similar projects in the future

**c. Job Posting Video**

- i. A video to encourage more applicants amongst the student and local community population
- ii. Jennifer and Natalie found an interesting aspect of LinkedIn while creating a LinkedIn workshop; specifically, the ability to add a short video or commercial to the job posting
- iii. This will need to be coordinated with the Marketing Resource Committee, as this also falls within their purview

**d. Brainstorm and discuss marketing materials**

- i. Should there be videos tailored to the position? If so, how would we accomplish this?
  1. Tony Rizo and the studio in DLLRC
- ii. Maybe make a stock video that would have little sections for each job or jobs that are similar to minimize the burden on Tony
- iii. Maybe also have a similar video on the landing page

- iv. It may be most appropriate for the Marketing committee to take the lead on this