

Riverside City College
Human Resources Committee (HRC)
Meeting Minutes
March 9, 2021
12:50pm-1:50pm
Zoom and Nursing 181

Attendees: Chip West, Natalie Halsell, Patricia Avila, Daniel Hogan, Chris Williams, Angel Mangunson, Tammy VantHul, James Knieriem, and Stephen Ashby.

The meeting commenced at 12:51pm

Approval of the October 13, 2020 and November 10, 2020 Minutes: Approved by consensus.

Discussion Items:

Human Resources Plan Update

Dr. West revised the 2015 HR Staffing plan. HRC went over the updates. Some information was removed (if unnecessary) or condensed. There are a few more updates needed for the following sections: Classified Staffing Data spreadsheets, Professional Development, and Equity and Diversity. Committee members will spend 2 weeks gathering the last of the missing data, then HRC will have an additional meeting on March 23rd to go over the completed draft plan to move forward to RD&AS LC.

Classified Staffing Spreadsheets

The tables on Appendix A and B will be updated and represent fiscal years 2010/11 through 2020/2021. These spreadsheets will be maintained on an excel sheet.

Professional Development Updates

- Classified Professional Development Survey Results: There were 108 respondents. Eighty-nine respondents indicated they have a degree. Forty-three percent of respondents indicated they have less time to participate in professional development in the virtual environment. The top three areas of interest are technical skills, upward mobility, and management skills. This will help inform professional development activities for the coming fiscal year.
- Faculty Development: A faculty development report Patricia Avila created will be going to PLT for review. A survey has gone out to faculty to determine training needs. Dr. Avila is proposing an Associate Faculty Academy to create better connections between associate faculty and the institution.

Service Awards

RCC did not have a Service Awards event last year so we are celebrating employees from last year and this year. There are 163 recipients total. HRC went over ideas on how to celebrate these individuals: gifts for their desks, video montage of recipients, virtual event, drive-up event, DoorDash gift cards, and/or Panera gift cards. Some members feel desk items are no longer wanted, especially during the virtual environment. A drive-up event and virtual lunch was supported.

Other

The committee briefly went over CARES funding. Members are encouraged to reach out to their deans to include any needed resources for consideration for CARES funding.

Meeting adjourned at 1:51pm.

Note: HRC had a brief additional meeting on 3/23/21 to discuss the progress of the HR Plan. It is still in progress.