

Riverside Community College District  
Resources Committee  
**HUMAN RESOURCES SUB-COMMITTEE**  
April 7, 2025  
Zoom: <https://rccd-edu.zoom.us/j/84252939651>

Agenda

**Charge:**

The HR Sub-Committee coordinates specific human strategies and practices used by the colleges and district office to implement plans efficiently and effectively, thereby ensuring integration, alignment, and economies of scale in goal attainment. The HR Sub-Committee monitors, assesses and evaluates the district strategic goals and objectives assigned by the DSPC and provides at least one written assessment of the assigned goals to the DSPC in spring. The HR Sub-Committee assists in the development of the district five-year plans listed in the District Strategic Plan, coordinates the planning activities of the colleges into an integrated strategy, and provides regular updates to DSPC on the progress of plan development.

A permanent sub-committee serving as an advisory body to promote understanding and support policies and procedures as they relate to Human Resources, especially those addressing discrimination, harassment, retaliation, and equal employment opportunities.

**Committee Members:**

Tammy Few, Vice Chancellor, Human Resources & Employee Relations  
Sinclair Dickerson, Director, Staffing, Employment, and Records  
Grace Caringella, Director, Employee & Labor Relations and College Support Services  
Majd Askar, Vice President, Business Services, MVC  
Michael Collins, Vice President, Business Services, NC  
Kristi DiMemmo, Vice President, Business Services, RCC  
Laura Dunphy, Associate Professor, Business Administration, MVC  
Sigrid Williams, Associate Professor, Administration of Justice, NC  
Tamara Medina Olivas, Human Resources Generalist  
Anthony Alvarez, Educational Resource Advisor, MVC  
Leona Vassale, Disability Resource Specialist, NC  
Josee Thomas, Administrative Technician, RCC

**District Staff:**

Rosa Espinoza-Leal, Executive Administrative Assistant

- I. Welcome and Call to Order
- II. Introductions
- III. Approval of Minutes
  1. N/A as this is inaugural meeting
- IV. Updates and Discussion

1. The DSPC meeting for 2024-25 was held on Friday, February 21, 2025, at 2 pm. See DSPC Complete Agenda.
  - a. The upcoming DSPC meeting scheduled for Friday, March 21, 2025 at 2pm was cancelled due to the lack of agenda items submitted for discussion.
  - b. The next DSPC meeting is scheduled for Friday, April 25, 2025 at 2pm.
2. DPSC and DSPC Subcommittee webpages
3. DSPC subcommittees memberships update
4. RCCD New Strategic Plan Workgroup and Draft Timeline [Governance] – Bishop/Zhai
5. Chancellors Cabinet Retreat
  - a. HRER –Contractor/Employee Questionnaire, Workgroup: Purchasing and HRER, Completion –December 2024 - Graciela
  - b. HRER Step Increases, Workgroup: Payroll and HRER, Completion –January 2025 – Sinclair/Graciela
  - c. HRER -Special Project Request (SPR), Proposal: HRER utilizes OnBase to share files - Sinclair/Graciela
  - d. HRER -Enhance Employee Information Sharing, Workgroup: Payroll, Budget, IT, and HRER, Completion –March 2025 - Sinclair/Graciela
  - e. Recruitment Process Refinement Workgroup - Tammy
  - f. eTime and Attendance System Activities: Complete FMLA Leave processing testing, Launch Leave Tracking -2/1/2025 - Graciela
  - g. District Office/Colleges – OATS Recruitment Postings, Workgroup: District Business Services, HRER, and College Business, Completion –February 2025 - Tammy
  - h. HRER –Learning Management Platform, Workgroup: Risk Management and HRER (through DSSC), Completion –December 2024 - Tammy
  - i. HRER –Reasonable Accommodations, Workgroup: Risk Management and HRER (through DSSC), Completion –June 2025 - Tammy

V. New Agenda Item(s)

VI. Presentations/Guest

1. N/A

VII. Next Meeting

1. June 4, 2025, 9am to 11am