

Riverside Community College District
Resources Committee
HUMAN RESOURCES SUB-COMMITTEE
October 3, 2025

Minutes

Committee Members Present:

Tammy Few, Vice Chancellor, Human Resources & Employee Relations
Grace Caringella, Director, Employee & Labor Relations and College Support Services
Majd Askar, Vice President, Business Services, MVC
Kristi DiMemmo, Vice President, Business Services, RCC
Laura Dunphy, Associate Professor, Business Administration, MVC
Tamara Medina Olivas, Human Resources Generalist

Committee Members Absent:

Sinclair Dickerson, Director, Staffing, Employment, & Records
Michael Collins, Vice President, Business Services, NC
Sigrid Williams, Associate Professor, Administration of Justice, NC
Anthony Alvarez, Educational Resource Advisor, MVC
Josee Thomas, Administrative Technician, RCC

Note taker:

Rosa Espinoza-Leal, Executive Administrative Assistant

- I. Welcome and Call to Order
 - a. Meeting called to order at 10:02
- II. Approval of Minutes
 - a. June 4, 2025 Meeting Minutes
 - i. Motion to approve: Askar, Dunphy
 - ii. Minutes approved
- III. Updates and Discussion
 - a. District Strategic Plan update
 - i. Assist with the development of the 5 year plan; once plan is developed to look at how to coordinate activities at the Colleges and District office (integrated strategies); current plan expired in 2024; new plan at the stage where it goes to various constituent groups for feedback being to be collected.
 - b. College Strategic Plan updates
 - i. VC Few has seen presentations of draft plans at DSPC on 9/19 and at Chancellor's Cabinet on 9/22; will go to next Board Committee then Regular Board for approval.
 - c. Recruitment Process Refinement Workgroup
 - i. Workgroup continues; have reviewed 9 APs, 2 APs have been proposed as drafts, 10/16 is the next scheduled meeting; processes have been able to be streamlined and have cut down on time.

- ii. Expecting a report to be completed and formal presentations to constituent groups to help them understand why we are where we are, is a huge undertaking
- d. Professional Learning Opportunities
 - i. Save the Dates: Educational Resources Consortium Workshop Schedule (RCCD HRER Sponsored Learning Opportunity)
 - 1. Platforms should be used to communicate what is going on; LCW Consortium workshops page are attached, they professional learning opportunities that are pushed out to management teams; some sessions also can refer to those in Department Chair roles, as in hiring, applications, they bring in Adjunct Faculty who then may move into FT Faculty positions, compliance with Title V in terms of Assoc Faculty; two topics may be of interest in particular, the one on 03/13/26 Temporary Faculty Members and the one on 06/05/25 Evaluation Discipline and Non ReEmployment of Contract Faculty (Dept Chair, Tenure Committees); recordings are shared and include backup documents; CBAs and applications cannot be used as processes; those that would like the recordings would need to request them.
 - a. Have shared information with Department Leadership Council, Department Chairs at NC and MVC, VC Few is hoping to go to all Department Chair meetings as has not been able to share with APC at RCC (Academic Planning Council)
 - b. Faculty Development Coordinators, started with basics, figured out how to function, potential conversation to have, would like to pick that back up again
 - c. Dunphy is Chair of Chairs at MVC, mentioned that wants to create a Department Chair best practices handbook, Spring is best semester to bring in training, wants to educate Chairs; believes document exists and was supposed to be shared with all Department chairs; Kathleen Sell may have a copy, possibly Dr. Wright, VC Few to check
 - d. Chair of Chairs: Dunphy at MVC, Worsham at NC, Sell at RCC, there is no chair of Chair of Chairs
 - ii. Vision Resource Center: [Realize Your Potential: Vision Resource Center](#)
 - 1. HR is making a concerted effort to move items to the VRC platform; VRC is a professional learning management system; there are a lot of other trainings available; is supported by State Chancellor's office; has DEIA types of items is a great tool and resource, there are opportunities to increase awareness, knowledge, and expertise via this platform; also coaching and mentoring opportunities; Management Training Courses have sign-ups through this system; Risk Management is starting to input items as well; looking at expanding offerings and utilization of system
 - iii. HRER ELRCSS Updates
 - 1. Management Training being provided during Fall Semester, sessions to work with managers as to working and being in compliance with BPs, CBAs; total of 7 workshops: Introduction to HR; Evaluation Workshop; Hiring Process; Performance Management and Progressive Discipline; Navigating Intent To Hires and Short Term staff; Understanding Transfer

and Promotional Process; Complaint Reporting; attendance has been good; have had good feedback

2. Election Season, working with Colleges, for Statewide Elections are required to post Time Off to Vote poster, employees are allowed 2 hours before or after their shift for time to vote, must notify manager 3 days in advance; posters must go up 10 days before in areas where employees come and go i.e. doors, hallways, where employees commonly pass by; October 17th is goal to get out to Colleges to post by October 21st; eTrieve doesn't have specific coding for this, Payroll asking managers to track internally in their own notes
3. PeopleAdmin; streamlining the roll out of the update; working on implementation; asking for feedback/recommendations to ensure is meeting everyone's needs; working on finalizing recommendations in order to finalize design; testing to begin in a week; hoping to roll out on Jan 1 for meetings with constituent groups and establish test group
4. HRER Payroll BFS Workgroup, meeting 1x per month depending on needs; internal processes are being reviewed, developing more efficient streamlined processes; developed shared folder for SPR forms; have a presentation that are conducting jointly that has been presented to this group, DSPC, Chancellor's Cabinet, Board Committee, it outlines changes made, the streamlined processes; SPR Form, information that we need is clear and information communicated is clear as well (when get paid, what needs to be done)

IV. New Agenda Item(s)

- a. DSPC HRSC: Provide one written assessment of the assigned goal(s) to the DSPC in spring
 - i. Discussions as to what would like to consider as to goal to write an assessment on; struggles in getting committee filled; Strategic Plans not approved yet, peak performance indicators and metrics are part of the Strategic Plans; Dr. Isaac was asked as to what the expectations would look like, what are to be measuring on and assessing; all need to be on same page as to what the expectations are
 1. Recruitment Process Refinement Workgroup
 2. Evaluation Item (had been dinged on accreditation); HR did great job on refining and ensuring it was being moved forward; Colleges can also use this on their accreditation document
 - a. PeopleAdmin Implementation; working hard on getting things automated; automation for evaluations has been done for Classified and Management; struggling with automation on IOI's, need to bring back to VPAA meetings, best have come up with so far is a shared mailbox; IOI process has many pieces
 - b. Need to promote understanding and support of the policies; have all resources then siloghed; how to get it to faculty; what is best way to promote and educate the whole ecosystem we are in; we are all in this together; want to look at this
 - ii. Goals, nothing says can't have more than one; should we think about this and bring back in December
 - iii. DiMemmo, how do we educate and communicate to our constituents

1. Education and Communication, reinforce, remind, validate
 - a. Managers Meetings
 - b. PLT
 - c. APC and DLC
- b. Intranet HRER (Employee Portal)
 - i. [Employee Portal - Home](#)
 1. Contemplating email to go out 2x's per year to advise there is an Employee Portal and where it is; piloted at DO first; IT, HR, IAED, and BFS have been working on their sections; to have highpoints, things used most frequently; asking that people save the link not the form; sharepoint is Employee Portal, housed in My Apps; EAs are webmasters for this at the moment; Modern Campus could be used for greater sophistication of site, creating professional learning libraries, developing tracks by nature of the work, tool boxes, and resources
 2. Automated processes will be coming through new ATS, is separate project from this; OnBase could also be used for this; HRs items may be done through ATS vs OnBase due to PHI
 3. HR has asked for an HRIS Analyst position, was returned but HR will not be removing request; HR has systems that are not managed/maintained by IT
 - ii. [Human Resources & Employee Relations - HRER Forms - public](#)
 1. Discussed where items could be found and that links should be shared, not the actual form themselves; updated forms are maintained here; most are Adobe PDF fillable
 - iii. [2025 HRER Internal Onboarding Deadlines r09-16-25.pdf](#)
 1. When on recruitments should be using this calendar to work their way backwards from the Board date that they want to take position to; this assists with better planning; determining when things need to go and how to get them there; multiple items need to happen before can send candidate to Board for approval; HR must use this as basis during meetings with committees; calendar helps with expectations, awareness, and understanding
- c. eVerify: [Home | E-Verify](#)
 - i. District is moving forward to this; implementation on Nov 1st; I9's will be submitted directly to USCIS to determine eligibility to work in US; currently have to view physical documents; eVerify will allow for electronic verification (remotely), will be another step to fully automated onboarding process, will move things along quicker and assist with compliance
- d. Anthology HCM Implementation
 - i. Still involved in HCM portion of Anthology (3yrs running); HR and BFS are "smaller modules"; connect what is in Colleague and what BFS/Galaxy need, developed unique identifier that would help tie the two together; need this for faculty workload management; what were seeing in Galaxy is not the same as Colleague, they don't go in and update things, different from what colleges use to assign classes; HR created a crosswalk to tie the two together (this over here means this and HR created a code to know what goes together); this infrastructure is needed for online organizational charts; working on uploading

positions; next step would be work on what are doing as far as the people, the people move every month; updating and maintaining during implementation has been challenging; supervisory piece is a nightmare; need to ensure changes get communicated so don't have broken pieces; this piece would also assist with workflows

1. Tracking of supervisors
 - a. Prof Experts, didn't used to track supervisors, now do, forms need to be updated
 - b. Faculty positions, needed alignment, it's the Dean (supervisor)
- ii. Infrastructures need to be put in place, people need to be put in place
- iii. Employee Directory, data currently pulled from Colleague on a monthly basis
- iv. Dynamic ListServes, data for these is pulled from Active Directory (outlook), AD pulls from Colleague
- v. HR will be system of record, making significant advances towards that
- e. Workplace Violence Prevention Program
 - i. [Human Resources & Employee Relations - Employee Violence](#)
 1. 07/01/24 was the required date to have this in place; HR, BFS, and Campus Safety met to have conversations as to what would like for our District; significant involvement from HR; runs through DSSC (also DSPC committee); there will be changes as this has not been fully rolled out; meeting in next few weeks to revisit this; this not owned by HR but HR is a part of it; Risk Management is as well; the type will dictate where it goes; will see this on everyone's pages; has not had a formal rollout; plan will be developed and taken back up through appropriate channels
 - ii. [Safety](#)
 1. This is the link to the site where the Risk Management Safety information is housed
 - iii. [Police](#)
 1. This is the link to the site where the Commitment to Campus Safety and Workplace Violence information is housed

V. Presentations/Guest
(None)

- VI. Next Meeting
- a. December 1, 2025, 3-4:30pm
 - i. Discussion as to frequency of meetings, some feel that should meet more frequently; REL to send survey regarding frequency and identifying best times to meet

Meeting adjourned: 11:31