

Riverside Community College District  
**PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT SUB-COMMITTEE**

October 6, 2025

Zoom: <https://rccd-edu.zoom.us/j/81217582612>

Minutes

**Present:**

Tammy Few, Vice Chancellor, Human Resources & Employee Relations

Natalie Halsell (Vasquez), Professional Development Coordinator, Business Services, RCC

Kyla Rankin, Associate Professor, Psychology, Humanities & Social Sciences, MVC

Melissa Harmon, Associate Professor, Chemistry, RCC

**Absent:**

Nancy Quinones, Assistant Professor, Ethnic Studies, NC

**Note Taker:**

Eva Mayfield, Executive Assistant - Sub (for Rosa Espinoza-Leal, Executive Administrative Assistant)

- I. Welcome and Call to Order
  - a. Meeting called to order at 10:03 a.m.
- II. Introductions
  - a. Self-introductions made.
- III. Approval of Minutes
  - a. N/A as is the inaugural meeting.
- IV. Updates and Discussion
  - a. Committee Charge
    - i. The committee's charge was reviewed, is a permanent subcommittee that serves as an advisory body for professional development opportunities.
    - ii. Facilitates, provides training, and helps create personal development.
    - iii. Current strategic plan expired in 2024.
  - b. [DSPC and DSPC Subcommittee Webpages](#)
    - i. Website shared on screen.
    - ii. Professional Development and Organizational Sub-Committee.
      1. Each of the subcommittees has its own webpage.
      2. You will see committee charge, composition, upcoming meetings, agendas, and minutes.
  - c. DSPC Subcommittees Memberships
    - i. Committees of DSPC.
    - ii. This is the overarching committee.
    - iii. Has the purpose, charges, and tasks.
    - iv. See all of the committees, what they are working on, and who is on the committee.
    - v. Committees are structure and aligned by charge and work being done.
  - d. District Strategic Plan Update
    - i. In the process of updating strategic plan.
    - ii. The District's strategic plan should be used to guide the college strategic plan.
    - iii. The plan is working through participatory governing structure and operational functional units as well.

- e. Save the Dates: Educational Resources Consortium Workshop Schedule (RCCD)
- f. HRER Sponsored Learning Opportunity
  - i. We offer lots of professional learning opportunities through HR for all employees; managers have the responsibility for employees to stay up-to-date and current on the work being performed.
- g. Professional Learning Opportunities
  - i. Vision Resource Center: Realize Your Potential: Vision Resource Center
    - 1. This resource center is there.
  - ii. Cyber Security Awareness
    - 1. Have to negotiate with the bargaining unit in terms of impact.
  - iii. 2025 Cal-Osha Trainings
    - 1. This information has gone out.
  - iv. Save the Dates: Educational Resources Consortium Workshop Schedule (RCCD)
    - 1. On the management side, information has gone out.
    - 2. LCW does professional learning webinars.
  - v. Management Training Calendar – Fall 2025
    - 1. Handled internally by subject matter experts.
    - 2. Begin training on how to complete various forms, open enrollment, and search committee training.
  - vi. Annual Open Enrollment Employee Awareness
    - 1. We just finished open enrollment.
  - vii. Search Committee
    - 1. Has been updated, revamped, and getting ready to rollout
  - viii. AllOne Health EAP
    - 1. They are our current Employee Assistance Program.
  - ix. AB 1825 Sexual Harassment Prevention
    - 1. Many of us have just completed the required training.
  - x. Workplace Violence Prevention
    - 1. Recently rolled out and is being offered through the VRC.
  - xi. RCCD/CSEA Side Letter Clarification Regarding Classification and Compensation Study: The final agreed-upon job description shall be sent to the unit member and their supervisor. If requested by either the unit member or their supervisor within three months of receiving the final agreed-upon job description, the District shall provide training for any unit members to perform satisfactorily within their revised job description, should it be needed. Any training shall be completed within three months. The Vice Chancellor of Human Resources and Employee Relations, or designee, must approve any outside training.
    - 1. No hiring managers reached out to HRER regarding this.

#### V. New Agenda Item(s)

- a. DSPC HRPOD: Provide one written assessment of the assigned goal(s) to the DSPC in Spring
  - i. Members discussed the requirement to provide one written assessment of an assigned goal to the DSPC in Spring.
- b. Intranet-HRER: Employee Portal – Home
  - i. Concerns raised about awareness of the Employee Portal and shared that Monarch Campus is assisting in building out the Intranet, which is currently managed and maintained by Executive Assistants. She emphasized the need for growth and development. The portal will serve as the destination for open enrollment and will house Learning, Organizational Development, and HRER resources. Discussed strategies for optimizing the portal's use was.
  - ii. The Vision Resource Center is also available but limited.

- c. Classified Staff Development Funds
  - i. Proposed marketing the staff development funds more broadly and exploring what infrastructure and budget would be needed to support a District-wide initiative.
- d. Employee Training and Development Survey
  - i. Suggestion made to use employee needs assessment data from across the District to inform goals.
  - ii. Issues highlighted as to District-required training, including lack of communication, coordination, and resource sharing. Emphasized the importance of balancing the concerns with survey results to solidify employee needs.
  - iii. Recommendation to standardizing the assessment process, benchmarking results, and sharing findings.
  - iv. Proposal to conduct one comprehensive need assessment survey every three years, covering positional learning, organizational learning, and professional growth topics.
  - v. Mention of Monica's data could support future planning and should be brought back to the committee.
  - vi. Discussion followed on the frequency and scope of assessments, including whether annual assessments for classified staff would still be necessary and how college-level assessments would integrate.
  - vii. Survey would be segmented for District-wide and college-level needs, chaired by HRER, and aligned with the new Strategic Plan. Emphasized the importance of defining the committee's charge and identifying KPIs.
  - viii. Surveys related to instruction were referenced.
  - ix. Interest in evaluating functionality beyond classroom settings and clarifying roles and responsibilities.
  - x. Stressed the need for technical skills development and understanding departmental roles, referencing the Office Administration Technology Center.
  - xi. Training for new technology and workflow integration supported.
  - xii. Colleague is a customized system with no clear ownership.
  - xiii. Suggestion to create a basic training experience for new employees.
  - xiv. Concerns about lagging in technology and the growing relevance of AI. Observation of divide in AI adoption, with some embracing it and others hesitant. AI has been used in classroom assignments. Comments on topical interest in AI and need for efficiency.
  - xv. Proposal to identify a vendor to conduct the survey and establish sub-committee infrastructure. Suggest inviting someone from C Blackmore's department to present current learning technologies.
  - xvi. Emphasized aligning professional development with the District's mission and strategic goals.
  - xvii. Calling for a thorough review of structure and alignment through the Strategic Planning Committee. Request that members bring any surveys conducted over the past three years to the next meeting. Request for chair to compile the completed surveys, goal is to create an inventory. Suggestion to place the surveys on the TEAMS site.
  - xviii. The Subcommittee's charge was confirmed and REL to work with C Green in setting up a repository.
  - xix. Hallsell and Few acknowledged the existence of a shared "Call to Action" folder.

VI. Presentations/Guest  
(None)

- VII. Next Meeting
  - a. October 31, 2025

Meeting concluded at 11:15 a.m.