

RCCD Wellbeing Committee Overview & Next Steps

Prepared for: Riverside Community College District

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Scope of Services – Year 1



Needs & Resources Assessment	Strategic Program Plan	Leadership Workshop <i>*OPTIONAL ADD-ON & FEES</i>
<p>Evaluate organizational readiness and employee needs and interests to ensure programming is targeted and meaningful. Gather and analyze data to assess current programs, incentives, overall cost-impact, and communication methods.</p>	<p>Develop wellbeing initiatives that are relevant, inclusive, and aligned with both individual health needs and broader organizational wellbeing goals.</p>	<p>Empower organizational leaders and managers to champion wellbeing initiatives, enhance psychological safety among their teams, and create a healthy organizational culture.</p>
<ul style="list-style-type: none"> ▪ Conduct an organizational readiness assessment (to identify culture and values alignment, leadership support and engagement, worksite environment and infrastructure) ▪ Facilitate an employee survey or virtual focus group session (to assess readiness, needs, interests, barriers to engagement) ▪ Obtain employee census data to identify potential areas of focus based on workforce demographics ▪ Identify carrier-based existing wellbeing resources and programs 	<ul style="list-style-type: none"> ▪ Develop a customized wellbeing strategy to include program structure, communications channels, metrics to track and measure ▪ Collaborate with health carriers to improve awareness of, and engagement in, current wellbeing resources and track participation levels ▪ Ensure wellness programs compliance with HIPAA, ADA, and GINA ▪ Establish short- and long-term program objectives for future program years ▪ Provide guidance to wellness committee and champion's network 	<ul style="list-style-type: none"> ▪ Provide onsite or virtual manager/leader training (includes guidance on promotional timeline, communications, and attendee recruitment strategies) <p>Attendees will be able to:</p> <ul style="list-style-type: none"> ▪ Understand the principles of employee wellbeing, psychological safety, and healthy organizational culture. ▪ Recognize and respond to employee needs with empathy and support. ▪ Foster inclusive, trust-based team environments. ▪ Influence and improve organizational culture through leadership behaviors and team practices. ▪ Champion initiatives that align with the organization's values and wellbeing strategy.
<p style="text-align: center;">\$10,000</p> <p>+ Option to add vendor-based wellness challenges <i>(but not recommended in year 1)</i></p>		<p>\$5,000 (2-hour virtual workshop; up to 15 attendees) - OR- \$10,000 (3-hour onsite workshop with printed materials; up to 25 attendees at one location)</p>

- Needs & Resources Assessment
 - Claims & demographic analysis
 - Gap and opportunity identification
 - Strategic Wellbeing Program Plan

- Census / demographic data request
 - Medical & pharmacy claims
 - Eligibility confirmation
 - Vendor & benefit review

- Demographic trends
 - Chronic condition review
 - Utilization patterns
 - Pharmacy drivers
 - Engagement gaps

- Draft targeted survey questions
 - Provide deployment guidance
 - Combine employee voice with data insights

- Strategic Well-Being Program Plan
 - Prioritized initiatives
 - Recommended timeline
 - Governance considerations

- Who are we designing for?
 - Ideal survey timing?
 - Target completion timeline?
 - Key organizational milestones?