

Riverside Community College District
Resources Committee
HUMAN RESOURCES SUB-COMMITTEE
June 4, 2025

Minutes

Committee Members Present:

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
Sigrid Williams, Associate Professor, Administration of Justice, NC
Tamara Medina Olivas, Human Resources Generalist
Anthony Alvarez, Educational Resource Advisor, MVC (9:35-9:42)

Committee Members Absent:

Michael Collins, Vice President, Business Services, NC
Kristi DiMemmo, Vice President, Business Services, RCC
Laura Dunphy, Associate Professor, Business Administration, MVC
Leona Vassale, Disability Resource Specialist, NC
Josee Thomas, Administrative Technician, RCC

District Staff:

Rosa Espinoza-Leal, Executive Administrative Assistant

- I. Call to Order
 1. Meeting called to order at 9:06am
- II. Updates and Discussion
 1. Department Chair Concerns Response Presentation
 - i. Presenters: Sinclair Dickerson and Graciela Caringella
 1. Presentation slides reviewed with committee
 2. 2024 Chancellor Cabinet Retreat Update Presentation
 - i. Presenter: Sinclair Dickerson, Graciela Caringella, and Tammy Few
 1. Presentation slides reviewed with committee
 - a. OnBase, workflows, etc.; no updates as to when project would begin; BFS to provide updates as far as implementation timeline; huge project; TCP became primary focus
 - i. SPRs, need to fix the form that is currently in use and determine workflow for automation
 - ii. Initial workgroup was in 2023 was last time HRER was involved as part of the workgroup; need to identify which systems are needed to perform various actions
 - b. MA receiving SPRs with District budget code for College projects, she's not wanting to sign them due to this (From VC Goldware's area)

- i. TF GC has had conversations with VC Bishop, partly due to language in FA CBA that are not adhering to, cease/desist process had to be put in place, to adhere to CBA
 - ii. GC sometimes process that takes place at the District isn't what is reflected in the CBA due to being past practice, when rcv'd cease and desist needed to ensure bringing selves into compliance, worked with VC Bishop so SPRs that are being brought forward are in compliance, have assigned Claudia Alvarado to facilitate those at District with others for the College; will start seeing announcements go out
- c. Learning Management Systems
 - i. Monica Esqueda is lead
- d. Reasonable Accommodations
 - i. Working with Keith Dobyns and BeiWei Tu, next steps are with Risk Management
- e. HRER Ownership of New Hire Process
 - i. Two different systems, Colleague and Galaxy, multiple people entering data into each system
 - ii. Developed spreadsheet with RCOE, they will know who does what and who are points of contact for each, will assist with efficiency
 - iii. New screen developed between HRER and RCOE
 - iv. Workgroup to be developed for this, work lies with Payroll as to entering information into Galaxy
 - v. Contractor/Employee Questionnaire
 - 1. Lies with BFS
- f. District Offices/Colleges – OATS Recruitment Postings
 - i. Being addressed in Recruitment Refinement Workgroup, APs being reviewed

III. Future Meetings

- 1. REL to send Doodle Poll/email inquiry for future meeting dates, suggestions for every other month beginning in Fall as new Strategic Plans will be rolled out, consultants to look at some things as to how to operationalize things, every other month