

Riverside Community College District  
Resources Committee

**HUMAN RESOURCES SUB-COMMITTEE**

April 7, 2025

Zoom: <https://rccd-edu.zoom.us/j/84252939651>

Meeting Notes

**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  
Kristi DiMemmo, Vice President, Business Services, RCC  
Laura Dunphy, Associate Professor, Business Administration, MVC  
Tamara Medina Olivas, Human Resources Generalist  
Leona Vassale, Disability Resource Specialist, NC

**Absent:**

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

**District Staff:**

Rosa Espinoza-Leal, Executive Administrative Assistant

- I. Welcome and Call to Order
  1. VC Few welcomed all and called meeting to order at 9:03am
- II. Introductions
  1. Committee members introduced themselves and their roles in this group.
- 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
    - a. Web site pages shared/reviewed
    - b. Charge reviewed
      - i. Committee will be tasked with aligning vertically and horizontally

- ii. 1 written assessment of assigned goals to DSPC in Spring
  - iii. Assist in development of 5 year Strategic Plan
  - iv. Staffing plan, will be amongst some of the work this SC will address
- 3. DSPC subcommittees memberships update
- 4. RCCD New Strategic Plan Workgroup and Draft Timeline [Governance] – Bishop/Zhai
  - a. Started process for developing new RCCD Strategic Plan, asking for volunteers for the new workgroup, advise by end of day if interested in volunteering
- 5. Chancellors Cabinet Retreat (Fall 2024)
  - a. HRER –Contractor/Employee Questionnaire, Workgroup: Purchasing and HRER, Completion –December 2024 – Graciela
    - i. Workgroup created to identify where communication breakdowns were happening, meets 1x per month
    - ii. Need for review as to change in law, legislation
    - iii. ABC Test, form changed
    - iv. Liaisons touchpoint
    - v. Misty worked with Keith and there was a revision to the document, HR is backend of this process, will need to circle back to BFS, as they lead this process
    - vi. Askar form is cumbersome, 4 pages, gets sent to department to review/answer, would determine if paid through PO or Payroll
      - 1. Misty and John working on this form
      - 2.
    - vii. Internal process was changed, external process has not yet changed, would need to present at Cabinet for feedback
    - viii. Internal process, after SPR's sent to budget were being emailed to HR; sometimes items not making it to HR; internal process changed, shared folder developed (Payroll/Budget/HR), budget drops SPR in shared folder and HR goes into to review; streamlined efforts, not missing SPRs; assisted with organization
    - ix. Once SPR approved by District Budget it is put in the folder, Colleges may be able to have view access
  - b. HRER Step Increases, Workgroup: Payroll and HRER, Completion –January 2025 – Sinclair/Graciela
    - i. Repository developed, Payroll and HRER, sharing information here only for Payroll and not Budget
    - ii. PANs, discussed how will be communicating this info to Payroll, Step Increases and Professional Growth will be put in this folder
    - iii. Streamlines and leaves less room for error
  - c. HRER -Special Project Request (SPR), Proposal: HRER utilizes OnBase to share files - Sinclair/Graciela
    - i. Not shared via OnBase (OnBase workflow management system)
    - ii. Internal process of SPRs and also front facing process (information on form)
    - iii. Internal changes were made, are proposing front facing changes
    - iv. Front facing suggested changes will be presented to Cabinet
      - 1. Hope the changes will cut down on phone calls and misinformation
    - v. OnBase future project, BFS hired specialized programmer/contractor
      - 1. Will be able to share files via OnBase system (currently using shared folder)

vi. Form

1. Conversations about workflows and adherence in CTA CBA; more work to be done at College level to ensure the process that was put in place is for all of the colleges as well as district office
  - a. Requirement to get information out, EEO statement, will remain the same (District/Colleges)
  - b. Checks and balances need to be in place
- d. HRER -Enhance Employee Information Sharing, Workgroup: Payroll, Budget, IT, and HRER, Completion –March 2025 - Sinclair/Graciela
- e. Recruitment Process Refinement Workgroup – Tammy
  - i. Workgroup that came about based on Chancellor’s Cabinet Retreat; have looked at AP6120c; 6120d, started 6120d PT Faculty
  - ii. Working through draft Aps,
  - iii. Goal to work through each process to come up with new updated and refined process that works for all; better utilize system that have in place (PeopleAdmin); OATs upgrade has tie back to Anthology, hoping for data feed from OATs to Anthology (less room for errors) vs HRER entering into various separate programs; want all hiring go through OATs; new system will have ability to run better metrics and statistics, more functionality
- f. eTime and Attendance System Activities: Complete FMLA Leave processing testing, Launch Leave Tracking -2/1/2025 – Graciela
  - i. TCP
  - ii. Currently working on FMLA Leave processing
  - iii. Meetings have been cancelled/rescheduled
  - iv. Caringella part of implementation since late 2023; works good to track time and attendance, live balances; doesn’t fit needs as far as leave goes; is not based in CA, in terms of entering specialized information; when employee exhaust all sick leave and goes to 100 days (currently system needs manual reset); concerns with employee entering medical documents, may be HIPPA violation, didn’t feel secure as to only HRER being able to access it; current tracking system has Leave Request and Absence Affidavit; TCP doesn’t fit needs as to the two processes, CBAs have language as to Leave Requests and Absence Affidavits; w
    1. Next steps will probably try to separate from them for Leaves purposes (TF) as it does not meet needs for HRER in terms of Leaves
- g. District Office/Colleges – OATS Recruitment Postings, Workgroup: District Business Services, HRER, and College Business, Completion –February 2025 – Tammy
  - i. Email June 2024, October 24; from Misty and her team; as to what needed to be provided justification/rationale; was this discussed with College business prior to email going out (OATs Recruitment, justification, TTS#)
    1. DiMemmo at RCC working well, clear about justification for positions; update VP comments to include TTIS number, justification, budget identified, only a couple have kicked back, seems to be working well
    2. Askar, MVC same, looking and scrutinizing positions, not just going to replace; may find need if want to realign to other areas of budget; only for Classified and management, not for Faculty

- h. HRER –Learning Management Platform, Workgroup: Risk Management and HRER (through DSSC), Completion –December 2024 – Tammy
  - i. Didn't need workgroup; need to take training by VRC to get access to it
  - ii. CalOSHA training from M Esqueda; confusion as to mandatory or not; VC Brown said training was mandatory; Risk Management has said it is not mandatory; not mandatory as needs to go through impacts and effects process
- i. HRER –Reasonable Accommodations, Workgroup: Risk Management and HRER (through DSSC), Completion –June 2025 – Tammy
  - i. TF worked with Beiwei Tu; when have persons out on WC sometimes they can't do the work of the position they currently hold; may be opportunity to perform duties in diff position; conversations had as to what this would look like; have not seen this go through DSPC; concerns have been raised as to if person moved would prevent manager from hiring someone into the position
    - 1. Would not work the same for Faculty, full or part time
    - 2. Would possibly work for Management and Confidential positions
    - 3. Classified, taking in someone else's employee, who would pay for it, responsible for them, differential, how long someone can sit in the position
    - 4. Lots of things still need to be worked out
    - 5. Biggest problem would occupy position and would be unable to hire for the other

V. New Agenda Item(s)  
1. None

VI. Presentations/Guest  
1. None

VII. Next Meeting  
1. June 4, 2025, 9am to 11am

OnBase still be using for personnel files but not workflows; up to speed with using current version of OnBase (Workgroup last met in Oct 2023)

Concluded 10:00