



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

January 11, 2023

Via Zoom, <https://us06web.zoom.us/j/84523193061>

Meeting ID #845-2319-3061

3:30 – 5:00 p.m.

AGENDA

1. Welcome Hou
2. Approval of Minutes – **ACTION** Hou
 - a. December 14, 2022 Meeting
3. Draft HRC Goals & Accomplishments - **DISCUSSION** Patikamanant/Winter
4. Proposed 2023-2024 Human Resource Committee Meetings – **ACTION** Hou

Next Meeting:

Wednesday, February 8, 2023

3:30 – 5:00 p.m.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for December 14, 2022

Members Present: Morrie Barembaum, Rene Beiza, Dr. Mikaila Brown, Maria Garcia, Sil Han Jin, Dr. Jeffrey Lamb, Charlie Malone, Dr. Annabelle Nery, Tommy Patikamanant, Denise Salcido, Dr. Aaron Voelcker, Dr. Merari Weber, and John Zarske

Members Absent: Zina Edwards, Cheng Yu Hou, Charlie Malone, Enrique Perez, Nancy Tanner Jonae Varela, and Alistair Winter

1. Welcome

- a. The meeting was called to order at 3:32 p.m. Mr. Jin led the meeting.

2. Approval of the Minutes from November 9, 2022 Meeting

It was moved by Dr. Weber, seconded by Dr. Voelcker to approve the November 9, 2022 minutes.

3. Draft HRC Goals & Accomplishments

Mr. Patikamanant presented on the upcoming goals and accomplishments with the committee.

Discussion ensued and the committee made the following suggestions:

- Include turnover rate with identifying factors
- Include review and revise reference forms
- Update the FON statement
- Review and update the out-processing procedure including exit interviews, retirement checklist, benefit information and include in the January agenda
- Shorten the exit interview

4. Diversity Report

Dr. Brown provided information on the Diversity Report. It will be written in February using industry standards and focused on getting comprehensive statistics for this area. Staff will be able to update this report.

Adjourned at 4:10 p.m.

Next HRC Meeting:

Wednesday, January 11, 2023

Via Zoom, 3:30 – 5:00 p.m.



2021-2022 Human Resource Committee Accomplishments

- EEO Plan revised and updated
- Accreditation – Standard IIIA completed for both colleges
- Annual Diversity Report revised to include more detail for the Board of Trustees retreat

2022-2023 Committee Goals

- Revise and update EEO Plan
- Update Hiring Administrative Regulations
- Develop a hiring Administrative Regulation for PT Faculty
- Review, discuss, and stay informed of Faculty Obligation Number (FON)
- Review and update Human Resource related policies and administrative regulations as needed
- Creation and development of Classified Development Studio (review/provide feedback)
- Update Title IX/Civil Rights Administrative Regulations
 - Develop more inclusive hiring practices and recording especially in the areas of:
 - Recognizing diversity
 - Better embracing a wide range of qualities and perspectives from new hires, as well as within our hiring committees
 - Developing ways to better work against recruitment bias and discrimination
 - Developing a system for better self-identification for new hires, as well as within our hiring committees
- Review and update outprocessing procedures, including exit interviews, retirement checklist, and benefit information
- Turnover rate – identifying factors
- Review and revise reference forms



The Human Resources Committee is the participatory governance committee charged with the planning, evaluation, and assessment of issues related to human resources.

Responsibilities	Membership
<p>Evaluate the effective use of human resources</p> <p>Review human resources policies, administrative regulations and procedures, compliance and recommends changes</p> <p>Evaluate workplace safety and emergency preparedness plans and procedures</p> <p>Evaluate policies and procedures related to employment equity and compliance</p> <p>Monitor and review annually the diversity of RSCCD employees</p> <p>Review and recommend changes to the EEO Diversity Plan (annual review)</p> <p>Monitor compliance using human resources metrics such as:</p> <ul style="list-style-type: none"> • Full-time/Part-time Faculty Ration • Full-time Faculty Obligation • Classified Staffing Ratio • Turnover Ratios and Recruitment Activities <p>Develop recommendations to ensure ongoing compliance with human resources requirements</p> <p>Plan and evaluate professional development activities</p> <p>Disseminate information from Human Resources Committee to the constituent groups</p>	<ul style="list-style-type: none"> • Vice Chancellor, People & Culture (Co-chair) • Assistant Vice Chancellor, People & Culture, Operations • Assistant Vice Chancellor, People & Culture, Chief Diversity & Social Impact Officer • District Services Manager appointed by Chancellor • Administrator appointed by Santa Ana College President • Administrator appointed by Santiago Canyon College President • Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College • A faculty member appointed by FARSCCD • Three classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College) • One of the classified representatives shall serve as committee Co-chair • Student representatives (SAC, SCC, when possible)



Rancho Santiago Community College District Proposed
2023 – 2024 Human Resources Committee Meetings

Human Resources Committee meetings are normally held the second Wednesday of the month from 3:30 – 5:00 p.m. Meetings will not schedule during the months of June, July, and August.

FALL 2023

September 13

October 11

November 8

December 13

SPRING 2024

January 10

February 14

March 13

April 10

May 8

The schedule may be subject to change under certain circumstances.