

Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, California, 92706

## HUMAN RESOURCES COMMITTEE

### Meeting Minutes for April 19, 2017

Decision Room #340

3:00 p.m. – 4:30 p.m.

Members Present: Judy Chitlik, Alistair Winter, John Zarske, Joe Geissler, Diane Kincheloe, Victoria Williams, Amber Stapleton, Carlos Lopez, and Marilyn Flores

Members Not Present: Morrie Barembaum and Julia Vercelli

Guest: Elouise Marasigan

Judy Chitlik called the meeting to order at 3:00 p.m.

1. Approval of HRC Minutes of March 8, 2017

Ms. Chitlik called for a motion to approve the HRC Minutes of the March 8, 2017 meeting. It was moved by Mr. Winter, seconded by Mr. Geissler and carried unanimously.

2. Santiago Canyon College (SCC) Presidential Search Update

Ms. Chitlik reported that the hiring committee for the presidential search is scheduled to meet on April 28, 2017, and at that time the committee will be completing the initial screening process. Ms. Marasigan reported that thirty-five (35) applications were received, with two being incomplete and one who withdrew by the closing date of March 31, 2017. However, HR will continue accepting applications until interviews. Ms. Chitlik is Chair of the committee and also the EEO Monitor but is a non-voting member. After the interviews conclude and finalists are selected, there will be Public Forums at SCC. The intention is to have someone on board by July 1, 2017.

3. Classified Job Descriptions

Mr. Geissler thanked Ms. Chitlik for providing information per his request regarding the review of classified job descriptions which was needed for the Accreditation Report. Mr. Geissler asked what the process would be if the colleges wanted to provide input into this process. Would it be the HRC committee? Ms. Chitlik indicated that the EERC is the venue to review classified job descriptions and make such requests. EERC is informal; it is not a negotiation session but it provides a venue where the District and the union can actively manage the contracts and deal with related union business. CSEA job descriptions are, in effect, owned by the union, so to change classified job descriptions, CSEA has to agree and sign off.

4. EEO Monitor Training with Liebert Cassidy Whitmore (LCW) Update

Mr. Winter shared that the training is scheduled for Wednesday, April 26, 2017. Fifty-two (52) employees have confirmed attendance for the morning session and forty-six (46) in the afternoon session. Another two trainings will be scheduled for flex week on Tuesday, August 22, 2017: a morning session at SCC and an afternoon session at SAC. Ms. Chitlik mentioned that moving forward she would like to have training at least once a year with Liebert Cassidy Whitmore (LCW) during spring flex just before the hiring season for the faculty.

5. Management Training

Mr. Winter mentioned he would be going to the campuses in May to do a presentation for Management Council regarding the process for discipline of classified employees. He also plans to do another training in the fall regarding contract review, different types of leave and FMLA. Ms. Marasigan suggested adding information about on-going and short-term employees in the next trainings. Dr. Flores mentioned she has planned an activity similar to this with her deans this summer. Ms. Chitlik informed the committee that she meets with the new faculty during the Faculty Institute meeting in September to review the Tenure Review Process. She then subsequently meets with the management team to train them on the Tenure Review Process; all managers who have faculty going through the Tenure Review Process are required to attend.

6. Hiring Freeze

Ms. Chitlik discussed the financial issues facing the District and the attempts that are being made to update and inform the unions. The rates for employer contributions for STRS is increasing every year and will be 20.250% by 2023/2024. Employer contributions for PERS will also increase every year and will be 28.200% by 2023/2024. In addition, union contracts have built-in costs that also increase each year. However, enrollment continues to fall so there is no growth money coming in to offset these increased costs.

Both colleges and the District have begun to cut non-personnel budgets and have identified approximately \$4 million dollars in savings through this process. In addition, the District has implemented a hiring freeze allowing the colleges to judiciously look at what is critical to their operations and what needs to be filled. Every vacancy will be assessed with the priority being on instruction and student access. Also, all short-term hiring will be similarly assessed and reduced as appropriate. The intention is to avoid lay-offs of classified and management employees and to keep the district stable. The district is in a financial situation that requires that we meet the challenge of keeping our operations open and providing access to students while at the same time reducing costs to stabilize our budget.

7. Discussion of Future HRC Meetings

The next HRC meeting is scheduled for Wednesday, May 10, 2017 from 3:00 p.m. – 4:30 p.m. but will need to be rescheduled to Wednesday, May 17, 2017 from 3:30 p.m. – 5:00 p.m. in the Chancellor's Conference Room (#409).

The committee decided to continue to have the HRC meetings on the second Wednesday of each month starting in September 2017.

8. Other

None

9. Next HRC Meeting

The next Human Resources Committee meeting will be held on Wednesday, May 17, 2017 in the Chancellor's Conference Room (#409) 3:30 p.m. – 5:00 p.m.

The HRC Meeting was adjourned at 4:21 p.m.