

**Rancho Santiago Community College District  
HUMAN RESOURCES COMMITTEE**

**September 12, 2018 Meeting**

District Office – Executive Conference Room 114  
3:00 – 4:30 p.m.

**Agenda**

1. Welcome/Introductions
2. HRC Charge
  - o Appendix: 3 – District-level Participatory Governance Committees per RSCCD Planning Design Manual (handout)
  - o HRC Responsibilities/Membership per RSCCD Planning Design Manual (handout)
3. Open Issues/Continue Discussion
  - a. Reference Letters / Reference Checks
  - b. Numerical Rubrics for Screening Committees
4. On-boarding Software in HR
5. Classified/Adjunct Issue
6. EEO Training
7. HRC 2018-2019 Meeting Schedule
8. Other
9. **Next HRC Meeting: Wednesday, October 10, 2018**  
**Executive Conference Room #114, 3:00 – 4:30 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.

## Appendix 3: District-level Participatory Governance Committees

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The Rancho Santiago Community College District is committed to relying on the professional expertise and perspectives of employees across the district to build and maintain vibrant and collaborative decision-making processes. These committee members are united by a shared ambition to provide students with excellent instructional programs and services.

Each member who serves on a RSCCD participatory governance committee represents a specific constituent group. Therefore, committee members are responsible for:

1. Voicing the perspectives of the constituent group in the discussions and
2. Providing feedback about the committees' deliberations to colleagues.

The following table presents the responsibilities and membership of the six district-level participatory governance committees. The District Council will review the membership of these committees annually and make adjustments as needed.



Committee	Responsibilities	Membership
Human Resources	<p>Evaluate the effective use of human resources</p> <p>Review human resources policies and procedures and recommends changes</p> <p>Evaluate workplace safety and emergency preparedness plans and procedures</p> <p>Evaluate policies and procedures related to employment equity</p> <p>Monitor diversity of RSCCD employees</p> <p>Monitor compliance using human resources metrics such as:</p> <ul style="list-style-type: none"> <li>• Full-time/Part-time Faculty ratio</li> <li>• Full-time Faculty Obligation</li> <li>• Classified staffing ratios</li> <li>• Turnover ratios and recruitment activities</li> </ul> <p>Develop recommendations to ensure ongoing compliance with human resources requirements</p> <p>Plan and evaluate professional development activities</p>	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor, Human Resources &amp; Educational Services (chair)</li> <li>• Assistant Vice Chancellor, Human Resources</li> <li>• District Services Office Manager appointed by Chancellor</li> <li>• Administrator appointed by Santa Ana College President</li> <li>• Administrator appointed by Santiago Canyon College President</li> <li>• Two faculty members appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</li> <li>• A faculty member appointed by FARSCCD</li> <li>• Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College)</li> <li>• One of the classified representatives shall serve as committee co-chair</li> </ul>

## HRC Proposed 2018-2019 Meeting Schedule

Meetings will be held from 3:00 – 4:30 p.m. in the Executive Conference Room 114

September 12, 2018

October 10, 2018

November 7, 2018 \*

December 12, 2018

January 9, 2019

February 13, 2019

March 13, 2019

April 10, 2019

May 8, 2019

June 12, 2019

**\*NOTE:** The meeting will be held from 3:30 – 5:00 pm.