



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES COMMITTEE

January 8, 2020
District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Committee Members

Tracie Green, Chair
Vice Chancellor,
Human Resources/DO

Theresa Hagelbarger
SAC Classified Representative

Alistair Winter
Assistant Vice Chancellor
Human Resources/DO

Adam O'Connor
Assistant Vice Chancellor
Fiscal Services/DO

Elouise Marasigan,
Director, Employment Services,
Equity & Diversity/DO

Vacant
District Classified Representative

Dr. Linda Rose (alternate)
President, SAC

Dr. Jeffrey Lamb
Vice President,
Academic Affairs/SAC

John Zarske
SAC Academic
Senate Representative

Jarek Janio
SAC Academic
Senate Representative

Dr. Narges Rabii-Rakin
FARSCCD Representative

Dr. Marilyn Flores
Vice President,
Academic Affairs/SCC

Melissa Govea
SCC Academic
Senate Representative

Dr. Denise Bailey
SCC Academic
Senate Representative

Zina Edwards
SCC Classified Representative

AGENDA

1. Welcome
2. Approval of Minutes December 11, 2019 Meeting
3. Professional Development – Dr. Flores
4. EEO Monitor and Hiring Packets – Information
5. Future Topics
6. Other

Next Meeting:

Wednesday, February 12, 2020
Executive Conference Room #114, 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
Executive Conference Room – District Office
3:30 – 5:00 p.m.
Meeting Minutes for December 11, 2019

Members Present: Tracie Green, Alistair Winter, Elouise Marasigan, Adam O’Connor, Dr. Jeffrey Lamb, Dr. Narges Rabii-Rakin, Dr. Marilyn Flores, and Denise Bailey

Members Absent: Theresa Hagelbarger, Dr. Linda Rose, John Zarske, Jarek Janio, Zina Edwards and Melissa Govea

1. Welcome

Meeting was called to order at 3:35 pm.

2. Approval of Minutes – November 13, 2019 Meeting

It was moved by Dr. Lamb, seconded by Dr. Flores and carried unanimously to approve the minutes of the November 13, 2019 meeting with revisions.

3. Update on “City of Sea” Job Summit on December 7, 2019

a. Ms. Green reported the following in regards to the Job Summit:

- i. It was a great success, with over 1000 registered, though final attendance numbers have not been finalized.
- ii. The workshops were well attended with standing room only in some of them.
- iii. A survey will be sent to all the registrants seeking feedback on the event.

b. Dr. Rabii-Rakin mentioned it was encouraging the numbers of registrants who commented on the benefits of the event. Also, it was an excellent professional opportunity to network with colleagues from local colleges.

4. EEO Monitor and Hiring Packets

a. Ms. Marasigan handed out copies of the hiring packets which are provided to all hiring managers and pointed out the language revisions made based on the recommendations from the HRC committee.

b. Ms. Flores requested that the new EEO Monitor Role script be added to the hiring packet for she had mentioned to her deans that it would be included on the next round of faculty hiring. Ms. Flores also reminded the committee that this was agreed on the previous HRC meetings.

c. Ms. Flores inquired about the new reference check forms. Mr. Winter indicated that Ms. Garcia was currently working on the new forms to turn them into fillable PDF forms in order to have them ready by January 2020.

- i. Discussion ensued.
- ii. Committee agreed the forms could be sent out in their current format without being fillable PDFs.

- d. Mr. O'Connor asked if the hiring packets could be sent out sooner rather than the day before the job interviews. Ms. Marasigan responded that it is not always possible but will attempt to send them out as early as possible.
5. Annual Diversity Report (Information)
- a. Ms. Green distributed copies of the Annual Diversity Report and reported the following:
 - i. Report was provided to the Board of Trustees on the December 9, 2019 board meeting.
 - ii. It will be posted onto the RSCCD website under the Human Resources Department web pages.
 - iii. The suggestions provided by the HRC committee was incorporated to the report (i.e., working out some of the hiring information by colleges and not just as District numbers).
6. Other:
- a. Dr. Lamb distributed copies of Form I (Request for Specific Equivalencies to Minimum Qualification for a Discipline/Program) and of Form II (Request for evaluation of Applicants who meet Minimum Qualifications through Equivalencies for Hiring/FSA Determination) to discuss the potential issues with some of the existing equivalencies.
 - i. Discussion ensued.
 - ii. Ms. Flores mentioned that in the past years, SCC Academic Senate has expressed a desire to review all existing Form I's.
 - iii. Ms. Green stated that the equivalencies issues are under the purview of the Academic Senates; it will be beneficial to form a sub-committee and include senate representatives, Vice Presidents of Academic Affairs and Human Resources for further discussion.
 - b. Mr. O'Connor asked that the HRC agenda and minutes be sent earlier to the committee members for preparation purposes. It was also mentioned the previous minutes of the HRC meetings had not be posted on the HRC web page.

Next HRC Meeting:

Wednesday, January 8, 2020
Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:58 pm

Minutes Approved: _____