



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES COMMITTEE

March 11, 2020
District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Committee Members

Tracie Green, Chair
Vice Chancellor,
Human Resources/DO

Jonae Varela
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

Maria E. Garcia
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 February 12, 2020 Meeting
3. Accreditation
4. HRC Committee in Strategic Planning Design Manual
5. Sabbatical Leave Committee
6. Other

No Meeting will be held in April 2020

Next Meeting:

Wednesday, May 13, 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 February 12, 2020

Members Present: Tracie Green, Alistair Winter, Elouise Marasigan, Dr. Jeffrey Lamb, Dr. Narges Rabii-Rakin, Melissa Govea, Denise Bailey, Maria Garcia, Adam O’ Connor, Jarek Janio, John Zarske, Jonae Varela, and Dr. Marilyn Flores.

Members Absent: Zina Edwards

Guest: Jean Estevez, Morrie Barembaum, and Roy Shahbazian (arrived 4:25 p.m.)

1. Welcome
Meeting was called to order at 3:35 pm. Ms. Green introduced Maria Garcia, CSEA Representative for the District Office and new HRC member.
2. Approval of Minutes – February 12, 2020 Meeting
It was moved by Dr. Winter, seconded by Dr. Flores with an abstention from Mr. Zarske to approve minutes as presented.
3. Faculty Recruitment.
 - a. Ms. Marasigan reported the following:
 - i. Thirteen (13) new faculty positions were advertised prior to the winter holiday break. The breakdown is seven (7) at SCC and six (6) at SAC.
 - ii. Five (5) of the faculty positions have now closed. Recruitment received a total combined of 718 applications. The eight (8) remaining faculty positions are scheduled to close in the next couple of weeks.
 - iii. The faculty position for Math has received 151 applications.
 - iv. Screening committees are meeting prior to the closing date to set screening criteria and interview questions.
 - b. Discussion ensued about gathering of data of where the applicants are searching for job postings (i.e. websites, job boards, school sites, networking, etc.). Also, to determine where and how long we should post our job positions.
4. Title IX
 - a. Ms. Estevez gave a short explanation of her role and responsibilities as the District Administrator of Institutional Equity, Compliance & Title IX.
 - i. Since being hired late May 2019, she has begun an education and prevention program.
 - ii. Carried out forty-one (41) audience tailored trainings and presentations to many of the different constituents, including students, faculty, staff and managers.
 - iii. Attended over eighty-four (84) meetings with various campus partners, and now chairs two committees (Title IX Working Group and Maxient Working Group).
 - iv. Coordinated education campaign and awareness events. This has involved posters and magnets being placed at prominent places around the district. In December 2019, during presentation on separate days at both colleges, over five hundred students were addressed on the subject of consent.
 - b. Ms. Estevez reported that there have been one hundred and seventeen (117) incident reports with the highest number being reported in October 2019.
 - c. For an institution our size, Ms. Estevez believes the reporting levels are very low and the reports will continue to increase for about 2 or 3 years more, and then stabilize when prevention education starts to take effect.

- d. Ms. Estevez also indicated due to having no clerical and administrative support under Title IX, all investigations are being conducted by third party investigators. Ms. Estevez informed the committee that she has requested additional support by asking for a Deputy Title IX Officer and Case Manager position.

5. Other

- a. Ms. Green began the discussion about Cornerstone Software.
 - i. While each college have their own Professional Development processes, there should be some district wide coordination to prevent duplication of resources.
 - ii. Dr. Flores reported Cornerstone does allow tracking of courses completed.
- b. Dr. Lamb shared the following about the Sabbatical Leave Committee
 - i. Committee had met and submitted their mission, re-drafted forms and rubric for approving requests to the Academic Senates and FARSCCD for review.
- c. Discussion ensued after questioning the role and purpose of the Sabbatical Leave Committee and if it will be reporting out to HRC or standalone with recommendations to move forward to negotiations.
- d. Committee agreed these concerns would be ajenized for the March 11, 2020 HRC meeting.

Next HRC Meeting:

Wednesday, March 11, 2020
Executive Conference Room #114, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:50 p.m.

Minutes Approved: _____

2014 ACCJC Accreditation Standards

Page Number	2002 Standard	2014 Standard
	<p>III.A. Human Resources III.A.6 Human resources planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.</p>	<p>III.A. Human Resources I.B.9 The institution engages in continuous, broad-based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)</p>
	<p>III.C. Technology Resources III.C.2. Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of evaluation as the basis for improvement.</p>	<p>III.C. Technology Resources I.B.9 The institution engages in continuous, broad-based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)</p>
	<p>III.D.3 The institution has policies and procedures to ensure sound financial practices and financial stability.</p>	<p>III.D. Financial Resources Fiscal Responsibility and Stability: III.D.4-15/ Liabilities: III.D.11-15</p>
	<p>Not included in former Standards</p>	<p>Add IV.D. Multi-College Districts or Systems</p>

DRAFT

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"> • Full-time/Part-time Faculty ratio • Full-time Faculty Obligation • Classified staffing ratios • 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>	<ul style="list-style-type: none"> • Executive Vice Chancellor, Human Resources & Educational Services (co-chair) • Assistant Vice Chancellor, Human Resources • District Services Office 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 and SCC, when possible)