



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES COMMITTEE**

September 11, 2019  
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

Seth Daugherty  
SCC Academic  
Senate Representative

Denise Bailey  
SCC Academic  
Senate Representative

Zina Edwards  
SCC Classified Representative

**AGENDA**

1. Welcome
2. Approval of Minutes June 12, 2019 Meeting
3. 2018-2019 EEO Expenditure and Performance Reports
4. Update on Orange County CCD's Best Practices – Diverse Faculty
5. Other

**Next HRC Meeting:**

Wednesday, October 9, 2019  
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**  
**Santa Ana Conference Room – District Office**  
**3:30 – 5:00 p.m.**  
**Meeting Minutes for June 12, 2019**

Members Present: Tracie Green, Theresa Hagelbarger, Alistair Winter, Adam O'Connor, Elouise Marasigan, Seth Daugherty, and Zina Edwards

Members Absent: Dr. Linda Rose, Dr. Jeffrey Lamb, John Zarske, Jarek Janio, Kristine Guzman, and Dr. Marilyn Flores

Guest: Jean Estevez

1. Welcome and Introduction to New Committee Member

Meeting was called at 3:31 p.m.

- a. Theresa Hagelbarger was formally introduced to the committee who will now be replacing Amber Stapleton.
- b. Ms. Green introduced Ms. Esteves, District Administrator of Institutional Equity, Compliance & Title IX.

2. Approval of Minutes May 8, 2019 Meeting

It was moved by Mr. Winter, seconded by Ms. Edwards and carried unanimously to approve the minutes of the May 8, 2019 meeting.

3. Continue Discussion of EEO Monitor Role in a Hiring Committee

Mr. Winter mentioned the script services a reminder of the role the EEO Monitor has on a screening hiring committee. The plan is to have final script and/or video resources for each screening committee to complete and to ensure all committees are operating in a consistent manner. It was suggested to have the script reorganize, have a video addition to the script, maintaining confidentiality and add on language that if an issue arises during the interview how will the EEO Monitor assert themselves to the situation and what their responsibilities are.

4. (Revised) California Community Colleges Fair Chance Hiring Best Practices

We will review our EEO Plan and on the Diversity Report on fall 2019.

5. Orange County CCD's Best Practices – Diverse Faculty

Ms. Green informed the committee she is working closely with the Chancellor and CHRO of Orange County CCD's in coordinating a recruitment fair/workshop on the first week of December to assist applicant's for faculty positions. More details to come on upcoming meetings.

6. Other

Ms. Marasigan reported 24 faculty have hired, 3 are on final interviews, and finalized all faculty postings by the end of the month. More minorities and women hired on this

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Adjourned: 4:02 pm

Minutes Approved: \_\_\_\_\_

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