

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway, Santa Ana, California 92706
Office: (714) 480-7489 Fax: (714) 796-3937
Human Resources Committee
Decision Room – #340
3:00 p.m. – 4:30 p.m.

Meeting Minutes for February 10, 2016

Members Present: John Didion, Judy Chitlik, John Zarske, Amber Stapleton, Carlos Lopez, Diane Kincheloe, Morrie Barembaum, Victoria Williams, Joe Geissler

Members Absent: Aracely Mora, Jeff McMillan

Guests: Elouise Marasigan, Employment Services Manager
Aaron Voelcker, substitute for Aracely Mora

The meeting was called to order at 3:05 p.m.

Minutes

Motion to approve the minutes of the November 4, 2015 meeting was moved by Judy Chitlik, seconded by Victoria Williams. The motion carried unanimously. Motion to approve the minutes of the January 13, 2016 meeting was moved by Morrie Barembaum, seconded by Amber Stapleton. The motion carried unanimously.

Staff Health Screening

The executive committee of our benefits insurance pool at ASCIP (Alliance of Schools for Cooperative Insurance Programs) chose our district to be included in a wellness pilot program. The whole purpose of these screenings is to try and get in front of some of these illnesses before it becomes a real danger and become proactive in treatment. This also helps the district manage the health care costs. Results of the screening can be forwarded to your personal physician electronically by signing a HIPA waver. Within the first few days, over 300 people responded to schedule appointments for their screening. All participants will receive a \$10 Target gift card. Anytime an employee receives a gift that has a monetary value that you can place the fair market value it is taxable. Because of the rules of the IRS, Payroll has to add the \$10 gift card value to the federal and state earnings of the employees who participate in the health screenings.

Update on Faculty Hiring

John Didion reported that our count for faculty hiring is up to 36. There is one new retirement that is coming from Santa Ana College. 13 are continuing education hires which brings the total to 49. Also, some of these are multiple positions.

Elouise Marasigan reported closing 7 positions, with an additional 4 closing at the end of the day. 5 committees have been formed. Every other day recruitment is closing 4 positions thru March 7. After March 7 all of these positions will be closed but still in the process of screening and interviewing. Two positions for EOPS Counselor (SAC and SCC) are in the interview process.

Efforts to Improve Faculty/Staff Diversity

The board is very interested in the progress the district is making with regard to faculty and staff diversity. The State Chancellor's office, under the direction of the new interim General Council Thuy Nguyen, is also showing interest and is doing workshops, addressing diversity and good hiring practices. There will be additional monies for districts in terms of faculty and staff diversity and there is some discussion going on right now as to how it will be allocated and whether it will be on an FTE basis or whether they use some multiple measures. The proposal is to do some multiple measures in terms of how funds are allocated.

Judy Chitlik, Assistant Vice Chancellor, Human Resources is tasked with looking into improving the districts numbers in terms of the district's diversity in particular with faculty. The issue has to do with the district's faculty hiring. Although last year half of the faculty that were hired were diverse there are still some improvement to be made. With the classified staff two thirds of the staff is diverse. Judy Chitlik and Elouise Marasigan met with the chancellor to discuss what direction the board had given in terms of trying to promote this culture of diversity that is now top priority for the board and the Chancellor. They also shared with the Chancellor what recruitment is doing, where recruitment goes to recruit, the different publications, places etc. Elouise shared her charts, graphs and notes in terms of what those areas yielded. They also looked at the MIS report that was shared at the board meeting. The top 4 colleges in diversity hiring were Pasadena City College, Rio Hondo, Citrus, and Santa Monica. Rancho was listed at 38%. Pasadena was highest at 76%. Judy reached out to Pasadena City College and Rio Honda and it was clear that they had made an institutional commitment to diversity and they began building and partnering with the academic senate in regards to faculty to create dynamics that allowed for a different type of perspective in hiring. Pasadena conducts workshops on their campus for the community that are tied to hiring. They have a job fair on the campus with the deans and the lead faculty and bill the job fair to the community that they are hiring faculty. Pasadena also has workshops for the community on how to fill out an application and how to do resumes. Both Rio Hondo and Pasadena have very strong EEO training. Rio Hondo does not allow faculty or staff to be EEO monitors because they want to hold whoever is the monitor accountable. The EEO monitor is also not allowed to vote. Pasadena does EEO training for the entire committees. Liebert Cassidy and Whitmore does trainings twice a

year in the fall and spring for Pasadena. In order to be on a hiring committee it is a requirement to have gone through the training with Liebert Cassidy and Whitmore within the current two years. Throughout the year they also have workshops on diversity and cultural perspectives, etc. Judy Chitlik will also be speaking with Citrus and Santa Monica. With the assistance of Dean Hopkins, Publications and Electronic Media Manager, social media connections were made for advertising recruitments that had not been used in the past by Human Resources.

The question was asked on how the district identifies/measures diversity. The answer was that the district measures primarily by ethnicity. The applicant self identifies ethnicity on their employment application.

Recruitment has not spent money hosting workshops, job fairs etc. for a number of years. The Human Resources Committee has to consider the budget implications if they are going to be proactive and looking at other activities in this area. There is also a policy procedure implication that was discussed when the committee was going over the faculty regulations. One of the issues to consider is does the district want to have mandatory EEO training for membership on hiring committees and cycle that thru periodically.

Review Administrative Regulations

The Human Resources Committee reviewed AR 7400 Travel (Revised). There was some out of date language that was updated related to meals. Motion to recommend moving forward AR 7400 Travel to District Council was moved by Judy Chitlik, seconded by Amber Stapleton. The motion carried unanimously.

Other

None

Next Meeting

March 9, 2016

The meeting adjourned at 4:32 pm.