

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 12, 2014

Members Present: John Didion, Judy Chitlik, Mary Mettler, Victoria Williams, Rosie Enriquez, John Zarske, Aracely Mora, Suzanne Stump, Diane Kincheloe, and Cristina Gheorghe

Members Absent: Linda Rose and Morrie Barembaum

Guests: Joyce Wagner, Elouise Marasigan, Employment Services Manager

The meeting was called to order by Mr. Didion at 3:04 p.m.

1. Approval of Minutes

The motion to approve the minutes of the January 8, 2014 meeting was moved by Judy Chitlik, seconded by Victoria Williams. The motion was carried unanimously.

2. Update on Full-time Faculty Recruitment Activities

With the exception of Human Development, Recruitment has 33 faculty positions listed for applications.

3. Revised Human Resources Administrative Regulations

The Board Policies are completed, now the process of shifting and renumbering the Administrative Regulations from a four thousand sequence to a seven thousand sequence to be in line with the Board Polices has begun. Mr. Didion presented to the committee for review the Administrative Regulations that required minimum modification. Administrative Regulation 7120 requires rewriting/updating of items one through four. When that is completed, it will be presented to the Human Resources Committee and District Council. At the next Human Resources meeting, AR 7120.8 will be brought back to the committee for review. Motion to recommend moving forward the Administrative Regulations to District Council was moved by Rosie Enriquez, seconded by Elouise Marasigan. The motion was carried unanimously.

4. First Draft: Equal Employment Opportunity Plan

First draft of the Equal Employment Opportunity and Human Resources Plan was presented to the committee for review. Currently included in the draft are the relevant Board Policies and Administrative Regulations and a description of what we do as a practice and what we intend to do in regards with some of the notifications that have been on hold for a number of years.

The committee discussed some of the materials that they thought would be helpful to the colleges and would like to see in the Human Resources Planning document.

Some of the suggestions were:

- include demographic data from the last meeting

- breakdown by employee category of age distribution
- breakdown of FON by college
- number of retirements, resignations, etc at colleges
- projections of enrollment growth
- disabilities
- staffing ratios

The Human Resources plan should be reviewed by the committee every three years and if needed make revisions at that time.

5. **Future Agenda Items**

None

Meeting Schedule

March 12, 2014

The meeting adjourned at 4:24 pm.

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