

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 April 30, 2014

Members Present: John Didion, Judy Chitlik, Mary Mettler, Victoria Williams, John Zarske, Suzanne Stump, Diane Kincheloe, Linda Rose, Cristina Gheorghe, Aracely Mora and Morrie Barembaum

Members Absent: Rosie Enriquez

Guests: Joyce Wagner

The meeting was called to order by Mr. Didion at 3:01 p.m.

1. Approval of Minutes

The motion to approve the minutes of the March 12, 2014 meeting was moved by Judy Chitlik, seconded by Suzanne Stump. The motion was carried unanimously.

2. Update on Full-time Faculty Recruitment Activities

There are 32 credit positions the district is attempting to fill to comply with the FON by next Fall. Judy Chitlik, Assistant Vice Chancellor Human Resources, reported:

- 3 offers have been made and accepted on the English positions
- Manufacturing Technology, Human Development and Auto Tech are currently in the screening process
- Diesel Technology only 3 people applied, the decision was made to repost to get a larger pool
- All other faculty positions are in the interview process

3. Revised HR Administrative Regulations

The Human Resources committee will be reviewing Administrative Regulations that are being revised and renumbered with a plan to have them completed by the end of summer. AR 3430 Prohibition of Harassment was reviewed and after discussion, it was decided to have the academic senates at Santa Ana College review and comment on the Academic Freedom portion of the administrative regulation. AR 3510 Workplace Violence Plan was also reviewed and a motion to forward AR 3510 to District Council for approval was moved by Morrie Barembaum, seconded by John Zarske. The motion was carried unanimously.

4. Second Draft: Human Resources and Staffing Plan

- Age Distribution of Staff chart was updated
- District-wide Turnover Ratio chart will be updated with 2013-14 rates
- Full-time Faculty Hiring and FON – 10 Year Trend revisit Fall 2006 for accuracy

Approved: September 10, 2014

- Allocation of Full-time Classified staff will be revised to include location of non credit sites
- Add analysis of custodians per square foot at sites
- Add 50% Law chart
- On classified staff show pre-layoff and current staffing ratios

5. **Faculty Appointments to Administrative Hiring Committees**

The administrative regulation guarantees the senate a representative; it does not indicate that faculty membership is limited to one faculty member. Diversity of the committee is determined by the chair based on compliance with the procedures that are outlined in the administrative regulations.

6. **Future Agenda Items**

None

7. **Meeting Schedule**

June 4, 2014

The meeting adjourned at 4:33 pm.

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.