



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

September 14, 2022

Via Zoom, <https://us06web.zoom.us/j/88183907524>

Meeting ID #881-8390-7524

3:30 – 5:00 p.m.

REVISED AGENDA

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| 1. Welcome | Hou |
| 2. Approval of Minutes – ACTION
a. May 11, 2022 Meeting | Hou |
| 3. Proposed 2022-2023 HRC Meeting Schedule – ACTION | Hou |
| 4. Information on People & Culture Operations
a. Hiring/Onboarding Issues
b. Issues Related to Affects of Prolonged Vacation Time
c. EEO Training | Jin/Winter/DeLaRosa |
| 5. Civil Rights Process & Reporting
a. DRAFT Employee Complaint Form (maxient.com)
b. Employee Complaint Flowchart | De La Rosa |
| 6. Management Coaching Studio | Nguyen |
| 7. AR 7120.1 Full-time Faculty Recruitment and Selection – DISCUSSION | Winter |
| 8. AR 7120.4 Part-time Faculty (Credit & Non-Credit) Recruitment and Selection – DISCUSSION | Winter |

Next Meeting:

Wednesday, October 12, 2022

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
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for May 11, 2022

Members Present: Roy Shahbazian, John Zarske, Jonae Varela, Denise Salcido, Kimberly Johnson, Zina Edwards, Morrie Barembaum, Alistair Winter, Nancy Tanner, Sil Han Jin, Rene Beiza, Dr. Jeffrey Lamb, Dr. Pamela Ralston, Marilyn Martinez-Flores, Cheng Yu Hou, Jennifer De La Rosa, Dr. Narges Rabii-Rakin and Maria Garcia

Members Absent: Dr. Annabelle Nery

1. Welcome
 - a. Meeting was called to order at 3:30 p.m.
2. Approval of the Minutes from April 13, 2022 Meeting

It was moved by Mr. Winter, seconded by Ms. Edwards to approve the April 13, 2022 minutes. Mr. Hou and Ms. De La Rosa abstained.
3. Approval of EEO Fund Multiple Method Allocation Certification Form for Fiscal Year 2020-2021

It was moved by Ms. Edwards, seconded by Ms. Johnson with amendments.
4. RSCCD Employment Reference Check Forms

It was suggested to document our practice in order to move the process. Have it memorialized in the administrative regulations to conduct reference checks only for the top candidates, the minimum of references to conduct and how many to reach out to when the applicant has more than three references.
5. Other

None.

Adjourned at 5:06 p.m.

Next HRC Meeting:

Wednesday, June 8, 2021
Via Zoom, 3:30 – 5:00 p.m.



Rancho Santiago Community College District
Proposed 2022 – 2022 Human Resources Committee Meetings

Human Resources Committee meetings are normally held the second Wednesday of the month from 3:30 – 5:00 p.m. Meetings will not schedule during the months of June, July and August.

FALL 2022

September 14

October 12

November 9

December 14

SPRING 2023

January 11

February 8

March 8

April 12

May 10

The schedule may be subject to change under certain circumstances.

Complaint Process

People & Culture (August, 2022)

A Cases

- Behavior motivated by a Protected Classification ('Civil Rights')

B Cases

- Sexual Harassment (Quid Pro Quo or Hostile Environment; Sexual Assault, dating violence, or stalking) ('Title IX')

C Cases

- Behavior not motivated by a Protected Classification ('Workplace Conflict')

D Cases

- Cases dismissed due to non-jurisdiction or non policy violations.

