

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 November 13, 2013**

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

**Members Absent:** Rosie Enriquez

The meeting was called to order by Mr. Didion at 3:02 p.m.

**1. Approval of Minutes**

The motion to approve the minutes of the November 13, 2013 meeting was moved by Morrie Barembaum and seconded by Linda Rose. The motion was carried unanimously.

**2. Update on Projected Fall 2014 Full-time Faculty Hiring Obligation**

The committee reviewed the actual recommendation that was presented and accepted by District Council at their November 4, 2013 meeting. John Didion shared with the committee that he was invited to attend the Fiscal Resource Committee meeting next week on November 20, 2013 for further discussion on the FTES split as it relates to Option #1.

**3. Accreditation Standard IIA – Human – Human Resources Issues/Questions**

Data charts that were developed for Santiago Canyon College to be used in their accreditation report were shared with the committee. The staff diversity charts show district wide numbers and then the numbers for Santiago Canyon College on a six year trend from 2008 to 2013. A request was made that the same data charts be developed for Santa Ana College. It was also recommended that the two colleges compare data they have already received and if there is data missing bring forth the request to be answered.

**4. Administrative Regulation Revisions**

A handout outlining the proposed renumbering of the Human Resources Administrative Regulations was shared with the committee. All the Human Resources Board Policies that were reviewed and revised were approved at the October 14, 2013 board meeting. Now the Administrative Regulations are being linked and renumbered so that they

match the Board Policies. The next step after the Administrative Regulations are renumbered is to review and update regulations that need updating.

**5. Future Agenda Items**

The issue of formal EEO Training was discussed and recommendation was made that formal training take place, preferably during flex week on February 3, 2014. Assistant Vice Chancellor Judy Chitlik along with Recruitment Manager Elouise Marasigan will be scheduling EEO Training sessions.

**6. Meeting Schedule**

Consensus was reached by the committee not to meet in December. The next scheduled meeting will be on January 8, 2014.

The meeting adjourned at 4:27 pm.