

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway, Santa Ana, California 92706  
Office: (714) 480-7489 Fax: (714) 796-3937  
Human Resources Committee  
Garden Grove Conference Room – Room #407-4  
3:30 p.m. – 4:30 p.m.

### **Meeting Minutes for October 17, 2012**

**Members Present:** John Didion, Judy Chitlik, Aracely Mora, Sylvia Turner, Morrie Barembaum, John Zarske, Diane Kincheloe, and Suzanne Stump

The meeting was called to order by Mr. Didion at 3:35 p.m.

#### **Revised RSCCD Planning/Budgeting Process**

On September 24, 2013, District Council approved the “RSCCD Revised District and College Governance Structure” document. Mr. Didion explained to the committee that District Council will now become the central planning and governance group over 5 sub-Committees:

- Fiscal Resource Committee (BAPR work group will no longer exist)
- Planning and Organizational Effectiveness Committee
- Physical Resource Committee
- Technology Advisory Committee
- Human Resource Committee

#### **Human Resources Committee Roles and Responsibilities**

Responsibilities:

- Reviews human resources policies and procedures and recommends changes
- Evaluates workplace safety and emergency preparedness plans and procedures
- Evaluates policies and procedures related to employment equity
- Monitors diversity
- Monitors human resources metrics such as:
  - Full-time/Part-time Faculty ratio
  - Full-time Faculty Obligation
  - Classified staffing ratios
  - Turnover ratios and recruitment
- Plans and evaluated professional development activities
- Assesses the effective use of human Resources

#### **Fall 2012 Full-time Faculty Obligation and FT/PT Ratio**

The committee reviewed the Fall 2012 Full-time Faculty Obligation Report, as well as the full-time part-time faculty ratios at both colleges. Recommendation of the committee was that 10 new faculty be hired in spring 2013 to stay in compliance with the district’s FTFO. Eight of the faculty will be hired at Santa Ana College and two will be hired by Santiago Canyon College. Also, the committee suggested two additional faculty be hired to insure compliance in the event there are retirements or resignations prior to the spring break that will need to be replaced.

**Employee Satisfaction Survey**

Committee was asked to review a survey template that will be sent out and email their comments/reactions to Mr. Didion.

**Revisions to Board Policy Manual – Section 7000 – Human Resources**

The committee was provided copies of the recommended changes to the Human Resources Board Policies and asked to provide recommendations and feed back to Mr. Didion.

**Future Meeting Schedule**

November 14, 2012 3:30 – 4:30, Santiago Canyon College, Room TBD