RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

October 13, 2021

Via Zoom, https://cccconfer.zoom.us/j/94455835008

Meeting ID #944-5583-5008

3:30 – 5:00 p.m.

AGENDA

1. Welcome   Winter

2. Approval of Minutes – **ACTION**   Winter
   a. September 15, 2021 Meeting

3. FON   Ingram/O'Connor

4. RSCCD Districtwide Planning Process Survey Results   Winter
   a. Understanding the purpose of HRC
   b. HRC Responsibilities and Membership
   c. Review of HRC 2020-2021 Accomplishments and Goals
   d. Past Efforts
   e. Create/Guide of HRC Goals for 2021-2022

5. Equal Employment Opportunity (EEO)   Dr. Rabbi-Rakin

6. RSCCD Employment Reference Checks   Winter

7. Other

     Next Meeting:
        Wednesday, November 10, 2021
        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 September 15, 2021

Members Present: Cheng Yu Hou, Craig Rutan, Roy Shahbazian, Zina Edwards, Dr. Jeffrey Lamb, Alistair Winter, Denise Salcido, Maria Garcia, Jonae Varela, Martin Stringer, René Beiza, Nancy Tanner, Dr. Marilyn Martinez-Flores, Dr. Narges Rabii-Rakin, and John Zarske

Members Absent: Morrie Barembaum and Jennifer De La Rosa

1. Welcome
   a. Meeting was called to order at 3:42 p.m.

2. Approval of Minutes – May 12, 2021 Meeting
   It was moved by Mr. Stringer, seconded by Mr. Winter to approve minutes; abstain by Ms. Edwards and Mr. Rutan.

3. RSCCD Equal Employment Opportunity (EEO) Plan
   i. Dr. Rabii-Rakin shared that part of the EEO Plan is to complete the EEO Fund Multiple Method Allocation Certification Form. One of the elements to work on is how we incorporate diversity to the criteria for employee evaluations and tenure review. Also, summarized the Board of Governors of California proposed regulatory changes to the EEO regulations.
   ii. Mr. Hou reminded that the committee also serves as the EEO Advisory Committee to provide oversight to the implementation of the EEO Plan and provide guidance.
   iii. Changes to the EEO Plan can be done at any time and be board approved.
   iv. It is now an annual review instead of every three (3) years.
   v. In recruitment, Simplicity will be utilized to target schools nationwide to enhance the diversity of pools.
   vi. Dr. Rabii-Rakin will email the EEO Certification to the committee for input; have it all be incorporated and be finalized by Spring 2022.

4. RSCCD Employment Reference Checks
   i. Mr. Winter spoke about reviewing the forms and having the committee bring their suggestions on the next meeting.
   ii. Mr. Winter suggested in sending a survey to all hiring managers for the last two years to obtain their feedback. The responses will then be shared with the committee which will assist in revising the forms.
   iii. Mr. Hou shared that human resources is looking into converting most of the HR forms from fillable PDF to dynamic form format. It will help with the workflow process.

5. Other
   i. Mr. Shahbazian asked how one can verify when he/she attended the EEO Training. Mr. Beiza replied it is now being track in Ellucian Colleague (Datatel). A report will be generated and provide notification to employees who training will be expiring.
   ii. Mr. Winter will reach out to Ms. Flores regarding Project Gateway.

iii.   Dr. Lamb complimented Mr. Beiza regarding the recruitment process he experienced.

iv.   Mr. Zarske suggested on the next meeting to discuss about the FON. Mr. Hou commented that FON function was transferred to Fiscal Services, no longer handled by Human Resources. This is the reason it is being discussed at Fiscal Resources Committee (FRC). It is a collaboration between both departments, fiscal handles the calculation and human resources provides the necessary data. Mr. Hou suggested that he will invite the Vice Chancellor of Fiscal Services at the next meeting to discuss further and continue the collaboration with HRC.

v.   Mr. Shahbazian announced that the SAC Academic Senate is working on the prioritization for faculty hiring sooner than last year. The goal is to hire the candidates into RSCCD earlier than other districts. Mr. Hou assured that human resources will be ready to support.

Next HRC Meeting:
      Wednesday, October 13, 2021
      Via Zoom, 3:30 – 5:00 p.m.

The Rancho Santiago Community College District (RSCCD) implemented a new planning and decision-making process in 2013. It is overseen by District Council, with the collaboration of five governance committees that focus on human resources, fiscal resources, physical resources, planning and organizational effectiveness, and technology resources. Staff has had a chance to work with the model envisioned for the district. As the academic year draws to a close, members of the RSCCD Governance Committees were invited to give opinions on this district-wide planning and resource allocation process, as well as the district operations resource allocation. Thirty-six of the 67 members (54%) from across the district participated (26% from Santa Ana College, 35% Santiago Canyon College, and 39% district operations), with representation from all staff (23% classified, 27% faculty, 43% management, and 7% students, and representation from all six governance committees (30% District Council, 23% Fiscal Resources, 27% Human Resources, 13% Physical Resources, 27% Planning and Organizational Effectiveness and 10% Technology Advisory Group. Keep in mind, representations of District Council are made up of co-chairs from the five other governance committees; therefore, the percentage will be more than 100%.

Overall, three-fifths members of the RSSCD governance committees are familiar with the RSCCD Planning Design (61%), and just as many find the district-wide planning process clear and that it is linked with the colleges' planning processes (66%). The same number of respondents also believe the five committees collaborate to support the work of District Council and one-third don't know if there is collaboration among the committees. Also, more than two-thirds of the respondents understand the roles and responsibilities of each of the five districtwide governance committees, including the coordinating District Council.

Among the governance committee membership, about two-fifths of the respondents stated that the process and prioritization of <u>district-wide resource allocation</u> is clear, that there is coordination between district-wide and college-based resource requests, or that they are satisfied with the current process. There is a considerable number of respondents who "don't know" the district-wide resource allocation process, prioritization, and timeline. In addition, respondents were also not as knowledgeable of the <u>district operations' resource allocation</u> request process and timeline, nor coordination between this process and the college's base resource requests. Please note nearly three-fifths of the respondents are from Santa Ana College and Santiago Canyon College and so they are probably more familiar with their respective colleges' processes.

Because representations to the district-wide governance committees change regularly, it is recommended that new memberships be thoroughly orientated about the district-wide planning and resource allocation processes, as well as member's roles and responsibilities, to ensure effective representation and coordination with colleges' processes and structures.

	Count	strongly agree	agree	disagree	strongly disagree
I am familiar with the RSCCD Planning Design.	36	22%	39%	28%	11%
The district-wide planning process is clear.	36	22%	39%	39%	0%
The district-wide planning process is linked with the colleges' planning processes	30	13%	53%	30%	3%
I understand the roles and responsibilities of the following RSCCD Governance Committees:					
District Council	36	25%	44%	22%	8%
Fiscal Resources	36	33%	44%	17%	6%
Human Resources	36	39%	33%	22%	6%
Physical Resources	36	31%	42%	22%	6%
Planning and Organizational Effectiveness	36	25%	42%	28%	6%
Technology Advisory Group	36	36%	42%	19%	3%

	Count	strongly agree	agree	disagree	strongly disagree	don't know
The committees collaborate to support the work of District Council.	36	17%	44%	8%	0%	31%
Please tell us your level of agreement on the <u>district-wide</u> resource allocation:						
The process to identify and prioritize district-wide resource requests is clear.	36	11%	36%	11%	3%	39%
I am satisfied with the district-wide resource request and prioritization process.	36	8%	28%	19%	3%	42%
There is coordination between district-wide and college-based resource requests.	36	8%	33%	17%	3%	39%
The district-wide resource allocation timeline is clear.	36	14%	36%	8%	0%	42%
The district-wide resource allocation timeline is satisfactory.	36	8%	33%	14%	3%	42%
Please tell us your level of agreement on the <u>district operations</u> resource allocation:						
The process to identify and prioritize district operations resource requests is clear.	32	9%	34%	19%	0%	38%
I am satisfied with the district operations resource request and prioritization process.	32	13%	25%	19%	6%	38%
There is coordination between district operations and college-based resource requests.	32	13%	28%	16%	6%	38%
The district operations resource allocation timeline is clear.	32	16%	31%	13%	0%	41%
The district operations resource allocation timeline is satisfactory.	32	13%	31%	9%	6%	41%

Changes to the District-wide planning and resource request process you would recommend:

- Working with classified staff on planning.
- I am brand new to the District. Therefore, I am unfamiliar with most District processes. (2)
- It's not clear what types of resource requests should come through this process. It seems like the District has the funds to create new initiatives and positions outside of the defined processes but then some positions have come through the more formal process when funding support is being sought from the colleges. This is not meant to imply decisions were made inappropriately, as every situation is different, but more clarity and guidance could prove useful.
- Be more intentional in sharing processes and procedures, e.g., easy to understand guidelines or "exciting" stuff happening at your district weekly news
- District committee membership is lopsided and emphasizes the participation of administrators over faculty and classified professionals. Nearly every funding request is approved whether the faculty and classified professionals agree or not. There is also no evaluation of whether the district is effectively spending the money that the colleges bring into the district.

Changes to the district operations planning and resource request process you would recommend:

- It should be clearer to faculty and communicated more effectively.
- All departments should be held to the same standard of evaluation criteria when resource planning and making requests, including, following similar processes when adding positions/resources. There are inequities between departments when positions are eliminated/vacated and are not filled but then are needed to support operations District wide. Positions that are eliminated and wherein duties are expected to be picked up by other employees need thoughtful consideration of the impact to other employees. Expectations of the timeliness and level of service need to be adjusted to align with the resources we have versus the resources we need. If positions are not filled, job descriptions need to be re-written and there is a slow process for reorganization that often needs to occur. There is a lack of discussion/guidance on how this is handled other than the department managers are just expected to absorb the impact and develop a plan. A plan may not be feasible if it takes resources/people to undertake these duties so we need to identify what we will not be doing as a result of these eliminations in resources when times are tough. Each dept should identify what they won't be able to accommodate when resources are eliminated and then productive discussions can continue, particularly since many are feeling they are not being heard during this post early retirement impact transition phase.
- The district does not align with college planning. The reality is that the colleges are given an ever-increasing bill while they are told to shrink. This paradigm has to shift. The district process should only be for services the colleges deem essential.

HUMAN RESOURCES COMMITTEE

The Human Resources Committee is the participatory governance committee charged with the planning, evaluation and assessment of issues related to human resources.

Responsibilities	Membership
Evaluate the effective use of human resources Review human resources policies and procedures, compliance and recommends changes Evaluate workplace safety and emergency preparedness plans and procedures Evaluate policies and procedures related to employment equity and compliance Monitor and review annually the diversity of RSCCD employees Review and recommend changes to the EEO Diversity Plan (3-year plan) Monitor compliance using human resources metrics such as: ▶ Full-time/Part-time Faculty Ratio ▶ Full-time Faculty Obligation ▶ Classified Staffing Ratios ▶ Turnover Ratios and Recruitment Activities Develop recommendations to ensure ongoing compliance with human resources requirements Plan and evaluate professional development activities Disseminate information from Human Resources Committee to the constituent groups	▶ Vice Chancellor, Human Resources (Co-chair) ▶ Assistant Vice Chancellor, Human Resources ▶ District Services Manager appointed by Chancellor ▶ Administrator appointed by Santa Ana College President ▶ Administrator appointed by Santiago Canyon College President ▶ Two faculty members appointed by each Academic Senate, Santa Ana College & Santiago Canyon College ▶ A faculty member appointed by FARSCCD ▶ Three Classified representatives appointed by CSEA (District Office, Santa Ana College & Santiago Canyon College). ▶ One of the classified representatives shall serve as committee Co-chair ▶ Student representatives (SAC, SCC, when possible)

2019-2020 Human Resource Committee Accomplishments

- Reference checks in our hiring process which focused more on job skills
- EEO Monitor Script
- This year the main focus was in recruitment
- Introduction to Electronic Onboarding – to be more efficient within our recruitment process; open up our advertising to other groups such as government.org

2020-2021 Committee Goals

- Revise EEO Plan
- Accreditation
- Boards' Resolution
- FON
- Inform all faculty what HR has on record on Faculty Service Area (FSA)