



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

November 10, 2021

Via Zoom, <https://cccconfer.zoom.us/j/94098320428>

Meeting ID #940-9832-0428

3:30 – 5:00 p.m.

AGENDA

- | | |
|---|-----------------|
| 1. Welcome | Hou |
| 2. Approval of Minutes – ACTION
a. October 13, 2021 Meeting | Hou |
| 3. Equal Employment Opportunity (EEO) - UPDATE | Dr. Rabbi-Rakin |
| 4. Diversity, Equity, and Inclusion (DEI) Program - UPDATE | Dr. Rabbi-Rakin |
| 5. Diversity, Equity, and Inclusion (DEI) Goals | Dr. Rabbi-Rakin |
| 6. RSCCD Employment Reference Check Forms
a. Draft of Survey Questions | Winter |
| 7. Professional Development Activities
a. How to coordinate these activities without conflicting other departments or sites. | Winter |
| 8. Other | |

Next Meeting:

Wednesday, December 8, 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 October 13, 2021

Members Present: 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, Morrie Barembaum, Jennifer De La Rosa, Kimberly Johnson, and John Zarske

Members Absent: Dr. Narges Rabii-Rakin, Martin Stringer, and Cheng Yu Hou

1. Welcome
 - a. Meeting was called to order at 3:35 p.m.
2. Approval of Minutes – September 15, 2021 Meeting

It was moved by Ms. Edwards, seconded by Ms. Salcido to approve minutes.
3. FON

Mr. O'Connor presented on the full-time faculty obligation number (FON) background, annual timelines and planning. Moving forward, Business Services will be handling the FON. For Fall 2022, it is estimated to hire ten (10) new faculty (7 at SAC and 3 at SCC, this has been agreed upon the college presidents).
4. RSCCD Districtwide Planning Process Survey Results

Mr. Winter went over the following with the committee.

 - a. Understanding the Purpose of HRC

No changes.
 - b. HRC Responsibilities and Membership

Mr. Winter recommended for language be changed the EEO Diversity Plan language be changed from a 3-year to an annual review.
 - c. Review of HRC 2020-2021 Accomplishments and Goals

The goals were reviewed, committee has been meeting the goals. It was suggested as an ongoing goal to review the administrative regulations and board policies pertaining to human resources as needed.
 - d. Past Efforts

Discussion ensued; suggestions were given to agenda items C and E.
 - e. Create/Guide of HRC Goals for 2021-2022

Suggestions were given and listed. Office of Equity, Diversity and Inclusion will be consulted for further suggestions.
5. Equal Employment Opportunity (EEO)

Tabled for next meeting.

6. RSCCD Employment Reference Checks Forms
Suggestions to be submitted to Mr. Winter. Survey will be created and sent to management that used these forms.

7. Other
Mr. Lamb asked about the role of human resources to coordinating professional development or professional development activities on campuses. It was agreed to bring this item for discussion on the next meeting.

Next HRC Meeting:
Wednesday, November 10, 2021
Via Zoom, 3:30 – 5:00 p.m.

DRAFT

Reference Check Survey Questions

1. Which of the following reference forms have you completed?
 - a. Management Reference Check
 - b. Classified Reference Check
 - c. Faculty Reference check

2. How many times did you utilize the reference forms?
 - a. 1-2 times a year
 - b. 2-4 times a year
 - c. 3-6 times a year
 - d. More than 6 times a year

3. How satisfied were you with the form? Please explain.
 - a. Very Satisfied
 - b. Somewhat Satisfied
 - c. Neither satisfied nor dissatisfied
 - d. Slightly dissatisfied
 - e. Very dissatisfied

4. Please outline the questions on the form that you found most useful? Please explain.

5. Please outline the questions on the form that you found least useful? Please explain.

6. Did the form meet your needs of what you are looking to learn about the candidate? Please explain.

7. Any other comments or suggestions about the reference check forms?