



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES COMMITTEE

February 10, 2021

Via Zoom, <https://cccconfer.zoom.us/j/98599991571>

Meeting ID #985-9999-1571

3:30 – 5:00 p.m.

AGENDA

1. Welcome
2. Approval of Minutes – **ACTION**
 - a. January 13, 2021 Meeting
3. Office of Diversity, Equity, & Inclusion (ODEI) Dr. Rabii-Rakin
 - a. Presentation
4. RSCCD Equal Employment Opportunity (EEO) and Human Resources Plan – **FOLLOW-UP** Estevez
 - a. EEO Taskforce
5. AR 7131 – Salary Placement for Management Personnel and Classified Bargaining Unit Employees – **DISCUSSION** Estevez
6. Forms Estevez/Beiza
 - a. RSCCD HR/Recruitment Screening Membership Form
 - b. Confidentiality Form
7. Recruitment Estevez/Beiza
 - a. Updates
 - b. NEOGOV
8. Unions (Negotiations/Updates/Other) Winter/Estevez
 - a. CEFA
 - b. CSEA 579
 - c. CSEA 888
 - d. FARSCCD

Next Meeting:

Wednesday, March 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 January 13, 2021

Members Present: Dr. Jeffrey Lamb, Nancy Tanner, Zina Edwards, John Zarske, Alistair Winter, Denise Salcido, Jarek Janio, James “Jim” Isbell, Jonae Varela, Martin Stringer, Jean Estevez, and Maria Garcia

Guests: Dr. Narges Rabii-Rakin

Members Absent: Scott Howell, Tracie Green

1. Welcome
 - a. Meeting was called to order at 3:35 pm. Mr. Winter informed the committee that he will be the Chair of the meeting as Ms. Green will be working remotely for the rest of the semester on projects for the Chancellor. Therefore, Ms. Estevez and Mr. Winter will be dividing her responsibilities in order to run the day-to-day operations in human resources.
2. Approval of Minutes – December 9, 2020 Meeting

It was moved by Dr. Lamb, seconded by Mr. Isbell to approve minutes.
3. RSCCD Equal Employment Opportunity (EEO) & Human Resources Plan

Ms. Estevez plan is to create a taskforce for the EEO plan to create revisions, forecast to what recruitment should be doing such as exit surveys. Volunteers were requested. Dr. Lamb, Ms. Tanner, Ms. Edwards, and Dr. Rabii-Rakin volunteered to serve. Ms. Estevez will connect with Mr. Rutan and Mr. Shahbazian of the academic senates and ask if they would like to participate.

The goal is to bring in a diversity component through Dr. Rabii-Rakin office in ODEI in order to create a robust plan. Adding on: revising some of the classified administrative regulations for clarity, streamline the recruitment process, and bringing the feedback from committees in relation to NEOGOV.

Discussion ensued regarding equivalencies.

Ms. Estevez and Dr. Rabii-Rakin are working together in reviewing the EEO training for staff, possible creating an online module. Looking into having appointed EEO Monitors who will have a separate training to discuss bystander intervention and implicit bias in order to be productive and in an inclusive manner. In addition to creating a handbook. An email will be sent district-wide for volunteers who would like to serve as EEO monitors and thereafter, have a running list. And also, implementing a representative from either the office of Human Resources, ODEI, or Title IX at the beginning of a job search.

4. Accreditation

Dr. Lamb reminded the committee that the EEO plan is link to the accreditation efforts and referenced in the POE committee. Mr. Winter reported that the draft is completed.

5. Other

Mr. Winter reminded the committee of the upcoming LCW EEO Trainings taking place on February 2 and February 3, 2021.

Next HRC Meeting:

Wednesday, February 10, 2021

Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:01 p.m.

Minutes Approved: _____

RSCCD STUDENTS MAKING AN IMPACT IN:

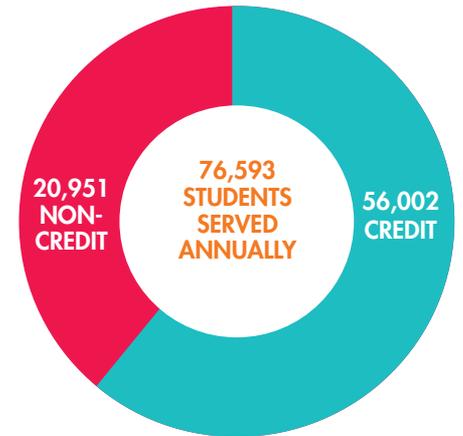


2019-20 SAC AND SCC STUDENTS WERE AWARDED:

4,993 AA/AS
 DEGREES

4,652 VOCATIONAL
 CERTIFICATES

3,414 SUCCESSFUL
 TRANSFERS



IN-STATE ENROLLMENT FEES: **\$46** PER UNIT

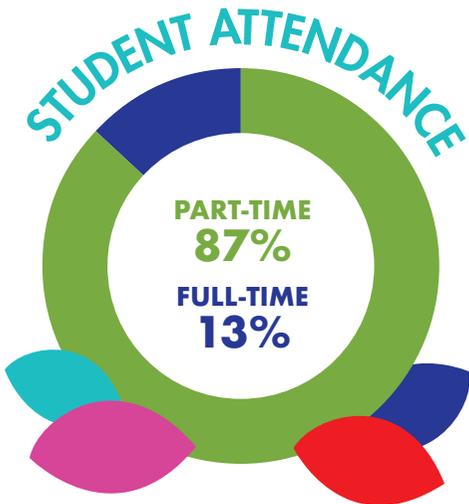
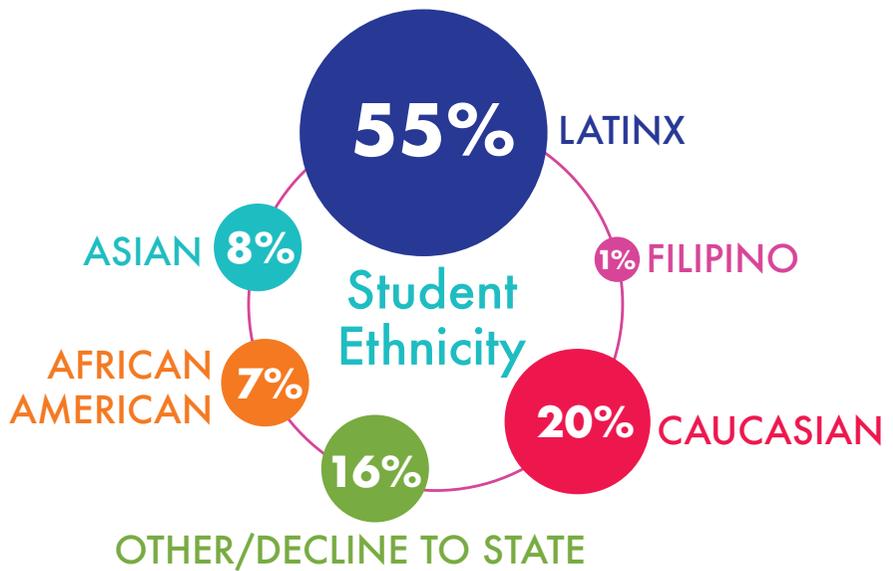
IN THE HEART OF ORANGE COUNTY

Serving Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, and Tustin.

** RSCCD **

CONTINUING EDUCATION

is rated first among California community colleges Comprehensive Adult Student Assessment Systems Learning Gains.



DISTRICT FAST FACTS

Rancho Santiago Community College District (RSCCD) is one of the largest of California's 72 community college districts based on the number of credit and noncredit students. (Source: California Community Colleges Chancellor's Office Data Mart)

The college district serves a population of more than 768,000 residents and encompasses 24 percent of Orange County's total area (193 square miles).

Santa Ana College (SAC) on 63 acres and Santiago Canyon College (SCC) on 82 acres are one of the oldest and one of the newest campuses respectively among the state's 114 two-year public colleges.

For the fourth consecutive year, the Chronicle of Higher Education listed SCC as one of the "Great Colleges to Work For."

As fiscal agent of the Los Angeles/Orange County Regional Consortia (LAOCRC), RSCCD has become a regional leader in Career Technical Education enabling the district to develop stronger relationships with industry.

District Leadership: Marvin Martinez, Chancellor

Board of Trustees: Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Sal Tinajero • Phillip E. Yarbrough

RSCCD EMPLOYEES



Rancho Santiago Community College District

Gender and Ethnicity
Breakdown of New Hires,
2016-2020

Report Year	2016	2017	2018	2019	2020
N	350	365	320	346	66
Female	55%	58%	51%	52%	42%
Male	44%	41%	49%	48%	58%
African American	7%	4%	6%	5%	3%
Amer. Indian/Alaskan	1%	1%	0%	0%	0%
Asian	14%	13%	10%	14%	11%
Filipino	3%	1%	2%	2%	0%
Latinx	25%	29%	25%	30%	27%
Mixed race	0%	0%	1%	1%	0%
Pacific Islander	0%	1%	0%	0%	2%
Caucasian	47%	48%	54%	46%	56%
Unknown	3%	3%	3%	2%	2%



Rancho Santiago Community College District

Gender and Ethnicity
Breakdown of Classified
New Hires, 2016-2020

Report Year	2016	2017	2018	2019	2020
N	40	36	25	30	0
Female	67%	67%	48%	47%	0%
Male	33%	33%	52%	53%	0%
African American	10%	0%	4%	7%	0%
Amer. Indian/Alaskan	3%	0%	0%	0%	0%
Asian	18%	19%	32%	20%	0%
Filipino	8%	3%	4%	3%	0%
Latinx	33%	47%	32%	37%	0%
Mixed race	0%	0%	0%	0%	0%
Pacific Islander	0%	3%	0%	0%	0%
Caucasian	30%	28%	28%	30%	0%
Unknown	0%	0%	0%	3%	0%



Rancho Santiago Community College District

Gender and Ethnicity
Breakdown of Full-Time
Faculty New Hires,
2016-2020

Report Year	2016	2017	2018	2019	2020
N	10	14	10	15	2
Female	70%	71%	40%	80%	50%
Male	30%	29%	60%	20%	50%
African American	0%	7%	10%	20%	50%
Amer. Indian/Alaskan	0%	0%	0%	0%	0%
Asian	0%	21%	20%	20%	0%
Filipino	0%	0%	0%	0%	0%
Latinx	20%	21%	10%	27%	0%
Mixed race	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
Caucasian	50%	29%	30%	33%	50%
Unknown	30%	21%	30%	0%	0%

RSCCD EMPLOYEES CONT.



Rancho Santiago Community College District

Gender and Ethnicity
Breakdown of Part-Time
Faculty New Hires,
2016-2020

Report Year	2016	2017	2018	2019	2020
N	283	300	271	293	64
Female	53%	56%	51%	52%	42%
Male	47%	43%	49%	48%	58%
African American	6%	3%	4%	3%	2%
Amer. Indian/Alaskan	1%	1%	0%	0%	0%
Asian	15%	12%	8%	12%	11%
Filipino	3%	1%	2%	2%	0%
Latinx	24%	27%	25%	29%	28%
Mixed race	0%	0%	1%	1%	0%
Pacific Islander	0%	1%	0%	0%	2%
Caucasian	48%	52%	58%	49%	56%
Unknown	2%	3%	2%	2%	2%



Rancho Santiago Community College District

Gender and Ethnicity
Breakdown of Management
New Hires, 2016-2020

Report Year	2016	2017	2018	2019	2020
N	17	15	14	8	0
Female	59%	73%	64%	25%	0%
Male	41%	27%	36%	75%	0%
African American	6%	13%	43%	25%	0%
Amer. Indian/Alaskan	0%	7%	0%	0%	0%
Asian	6%	0%	0%	25%	0%
Filipino	6%	0%	0%	0%	0%
Latinx	18%	40%	14%	25%	0%
Mixed race	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
Caucasian	59%	40%	43%	25%	0%
Unknown	6%	0%	0%	0%	0%



Rancho Santiago Community College District

Employee Gender
and Ethnicity
Breakdown,
Fall 2020

Demographics	FT Faculty	PT Faculty	FT Classified	PT Ongoing Classified	Administrator/ Supervisory/ Confidential	Total
N	413	2046	504	226	130	3319
Female	62%	47%	61%	58%	61%	52%
Male	38%	53%	38%	42%	39%	48%
Other/Unknown	0%	<1%	<1%	<1%	0%	<1%
African American	2%	3%	2%	2%	9%	3%
Amer. Indian/Alaskan	1%	1%	<1%	<1%	2%	1%
Asian	12%	12%	18%	16%	12%	13%
Filipino	2%	2%	3%	4%	3%	2%
Latinx	28%	24%	51%	58%	34%	31%
Pacific Islander	0%	<1%	<1%	<1%	0%	<1%
Caucasian	51%	55%	24%	18%	39%	47%
Unknown	4%	3%	1%	1%	1%	2%

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

**AR 7131 – Salary Placement for Management Personnel and
Classified Bargaining Unit Employees**

References

Education Code Sections 66250 et seq. and 87100 et seq.
Title 5 Sections 53000 et seq. and 59300 et seq.
Government Code Sections 11125 et seq. and 12940 et seq.
Title 2 Sections 10500 et seq.
42 U.S.C. Section 2000e
29 U.S.C. Sections 206(d) and 621
29 C.F.R., Part 1614

1. New Employee Placement

- A. Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range on the classified salary schedule. ~~Placement above step one in appropriate circumstances will be according to article 14.15 of the CSEA contract. The District in its sole discretion shall have the authority to place new salaried employees at a step higher than step one (1), where necessary for recruitment purposes.~~
- B. Initial placement for newly appointed first-time management personnel will be at step one (1) of the appropriate salary range on the management salary schedule.
- C. Initial placement at or above step two for first-time classified bargaining unit employees or first-time management personnel shall be approved by the Vice Chancellor of Human Resources or designee based upon verified documentation of the following:
 - 1) Evidence of a relevant degree attained from an accredited institution above the minimum qualifications for the position. Minimum qualification shall be determined based upon the educational requirements specified on the job announcement.
 - 2) Evidence of additional years of related experience above the minimum qualifications for the position, as determined based upon the requirement specified on the job announcement. Placement credit for additional experience shall permit an additional salary step advancement of one (1) step for every three years of verified relevant experience within a community college or similar public entity or one (1) step for every five years of verified, relevant experience with a private employer.
 - 3) Any exception to provide initial salary placement beyond what

is authorized under this policy, including any placement at step five (5) or above, shall be based upon business necessity and subject to advanced approval by the Chancellor.

2. Employee Promotion

- A. Employees promoted to a higher management position shall be placed on the appropriate management salary schedule either one step higher than the previous position or the closest step to approximate at least a five (5) percent increase over the salary of the previous position.
- B. Employees promoted to a higher CSEA classified position shall be placed on a step that affords at least five percent (5%) additional compensation as of the date upon which the appointment becomes effective. ~~the salary schedule according to Article 14.17 of the CSEA contract.~~

3. Employee Demotion

- A. If an existing administrator or classified manager is demoted to a lower salary level administrative position, the new salary schedule placement will be determined by the Chancellor, in consultation with the employee's supervising President or Vice Chancellor and human resources.
- B. If a classified employee does not successfully complete their probationary period in the higher grade, ~~their salary schedule placement will be determined as stated in Article 14.17 of the CSEA contract.~~ they retain permanent status in the former grade and will retain their previous salary placement.

Responsible Manager: Vice Chancellor, Human Resources

Adopted: November 16, 2020



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources/Recruitment

Screening Membership Form

TO: Rene Beiza, Interim Human Resources Analyst

FROM: _____ **DATE:** _____

SUBJECT: Paper Screening for Chancellor's Cabinet Position

Requisition #: _____ **Position Title:** _____

Date/Time/Location of Consultation with Academic Senate President(s) and CSEA President: _____

Consultation: The Chair will consult with the appropriate Academic Senate President(s) and CSEA President to discuss the ideal representation of each constituency group, the possible inclusion of a faculty or classified co-chair as well as other relevant matters related to the position.

First Meeting/Orientation: May be scheduled before the closing date of the position. However, access to the screening packet and to the on-line applications will be available after the closing date of the position. Before the screening begins, the Screening Committee will determine operating procedures. These procedures include identifying the screening criteria, the screening process, interview questions, other screening options, and the method of choosing candidates.

Date/Time/Location of 1st Screening Committee Meeting: _____

REVIEWED AND APPROVED BY (Chancellor): _____

REVIEWED AND APPROVED BY (District Equal Employment Officer): _____

REVIEWED AND APPROVED BY (Confirmation of current EEO/Diversity training from Human Resources): _____

SCREENING COMMITTEE MEMBERS

	<u>GENDER</u>	<u>ETHNICITY</u>
1) Chair (College President/Vice Chancellor or Designee)	_____	_____
2) _____ Administrative Representative (Appointment by Chair)	_____	_____
3) _____ Administrative Representative (Appointment by Chair)	_____	_____
4) _____ Administrative Representative (Appointment by Chair)	_____	_____
5) _____ Administrative Representative (Appointment by Chair)	_____	_____
6) _____ Academic Senate Representative (Appointed by Academic Senate Rep or Designee)	_____	_____
7) _____ Academic Senate Representative (Appointed by Academic Senate Rep or Designee)	_____	_____
8) _____ FARSCCD Representative (Appointed by FARSCCD President or Designee)	_____	_____
9) _____ Child Development Center Representative (Appointed by CSEA 888 President or Designee)	_____	_____
10) _____ Classified Representative (Appointed by CSEA 579 President or Designee)	_____	_____
11) _____ Classified Representative (Appointed by CSEA 579 President or Designee)	_____	_____
12) _____ Other (Appointed by Chair)	_____	_____
13) _____ Other (Appointed by Chair)	_____	_____
14) _____ Other (Appointed by Chair)	_____	_____
15) _____ EEO MONITOR (Appointed by Chair in consultation with the District Equal Employment Officer or designee)	_____	_____