



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES COMMITTEE**

**December 9, 2020**

**Via Zoom, <https://cccconfer.zoom.us/j/99072307313>**

Meeting ID #990-7230-7313

3:30 – 5:00 p.m.

**AGENDA**

- |  |        |
|--|--------|
| 1. Welcome   | Green  |
| 2. Approval of Minutes – <b>ACTION</b><br>a. October 14, 2020 Meeting  | Green  |
| 3. Human Resources Committee (HRC) Purpose State & Responsibilities - <b>ACTION</b><br>a. Review of DRAFT Purpose Statement<br>b. Review of DRAFT Responsibilities | Green  |
| 4. RSCCD Equal Employment Opportunity (EEO) & Human Resources Plan - <b>DISCUSSION</b>   | Green  |
| 5. Accreditation – <b>FOLLOW-UP</b>  | Winter |
| 6. Other   |        |

**Next Meeting:**

Wednesday, January 13, 2020

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 14, 2020**

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

Guests: Dr. Narges Rabii-Rakin and Morrie Barembaum

Members Absent: Jose Vargas

1. Welcome
  - a. Meeting was called to order at 3:33 pm.
  - b. Ms. Green introduced HRC new member Nancy Tanner, Payroll Manager replacing Mr. O’Connor.
2. Approval of Minutes – September 9, 2020 Meeting

It was moved by Mr. Winter, seconded by Mr. Howell to approve minutes.
3. Human Resources Committee (HRC) Responsibilities & Memberships

Ms. Green reported that the shared governance committees were asked to review and update their responsibilities and memberships outlined in the RSCCD District Planning Design Manual. Asked for the committee to review HRC responsibilities and membership and provide input. Discussion ensued. It was agreed that there will be no changes to the membership and that the suggested purpose statement be included in the draft for final review and approval. Draft will be submitted to committee members for review.

2019-2020 Committee Accomplishments were:

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

2020-201 Committee Goals:

  - i. Revise EEO Plan
  - ii. Accreditation
  - iii. Boards’ Resolution
  - iv. FON
  - v. (Suggestion) Inform all faculty what HR has on record on Faculty Service Area (FSA)
4. RSCCD Equal Employment Opportunity (EEO) & Human Resources Plan

Ms. Green suggested to table this item for the next meeting. It was moved by Mr. Winter, seconded by Mr. Zarske.
5. Accreditation

Mr. Winter reported the draft responses were due today. So far 10 out of 14 responses have been received and completed. The next stage will be to review the drafts and evidence which Mr. Winter will do before submitting it by the deadline in December. Writing workshops have been conducted by the accreditation commission and by Ms. Zarske. These writing workshops will continue to take place.

6. FON

Ms. Green reported, per the California Community College Chancellor's Office (CCCCO) RSCCD FON obligation is 322.4 and today we are at 350. Therefore, we are currently over. Prior to COVID-19, it was projected that Fall 2019 we would be at 364.4. SRP will affect FON for Fall 2021.

7. Supplemental Retirement Plan (SRP)

Ms. Green reported that seventy-six (76) employees participated in the plan, some retiring at the end of September and faculty in December. District is looking into working with Cambridge who will work with staff across the district who will help in right sizing in departments.

8. Other

None.

Next HRC Meeting:

*No meeting for the month of November, 2<sup>nd</sup> week lands on Veterans Day*  
Wednesday, December 9, 2020  
Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 5:00 p.m.

Minutes Approved: \_\_\_\_\_

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

Committee	Responsibilities	Membership
Human Resources	<p>Evaluate the effective use of human resources</p> <p>Review human resources policies and procedures, <b>compliance</b> and recommends changes</p> <p>Evaluate workplace safety and emergency preparedness plans and procedures</p> <p>Evaluate policies and procedures related to employment equity <b>and compliance</b></p> <p>Monitor <b>and reviews annually the</b> diversity of RSCCD employees</p> <p><b>Reviews and recommends changes to the EEO Diversity Plan (3-year plan)</b></p> <p>Monitor compliance using human resources metrics such as:</p> <ul style="list-style-type: none"> <li>• Full-time/Part-time Faculty ratio</li> <li>• Full-time Faculty Obligation</li> <li>• Classified staffing ratios</li> <li>• Turnover ratios and recruitment activities</li> </ul> <p>Develop recommendations to ensure ongoing</p>	<ul style="list-style-type: none"> <li>• Vice Chancellor, Human Resources (chair)</li> <li>• Assistant Vice Chancellor, Human Resources</li> <li>• District Services Office Manager appointed by Chancellor</li> <li>• Administrator appointed by Santa Ana College President</li> <li>• Administrator appointed by Santiago Canyon College President</li> <li>• Two faculty members appointed by each Academic Senate, Santa Ana College &amp; Santiago Canyon College</li> <li>• A faculty member appointed by FARSCCD</li> <li>• Three Classified representatives appointed by CSEA (District Office, Santa Ana College &amp; Santiago Canyon College)</li> <li>• One of the classified representatives shall serve as committee co-chair</li> </ul>
	<p>compliance with human resources requirements</p> <p>Plan and evaluate professional development activities</p> <p><b>Dissemination of information from HRC to the constituent groups</b></p>	