

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway, Santa Ana, California 92706  
Office: (714) 480-7489 Fax: (714) 796-3937  
Human Resources Committee  
Decision Room – #340  
3:00 p.m. – 4:30 p.m.

### **Meeting Minutes for October 9, 2013**

**Members Present:** John Didion, Christina Gheorge, Judy Chitlik, Mary Mettler, Linda Rose, Victoria Williams, Rosie Enriquez, John Zarske, Diane Kincheloe, and Morrie Barembaum

**Members Absent:** Aracely Mora, Suzanne Stump

**Guests:** Martin Stringer, Joyce Wagner

The meeting was called to order by Mr. Didion at 3:07 p.m.

1. **Approval of Minutes**

The motion to approve the minutes of the September 4, 2013 meeting was made by Mary Mettler and seconded by Victoria Williams. The motion was carried unanimously.

2. **Update on Fall 2013 Full-time Faculty Hiring Obligation**

The district may have a penalty assessed by the State Chancellor's Office because we are 11 FTE below our obligation. This is the year we are complying based on the percentage of full-time part-time faculty not the actual FON. The regulations are unclear as to how the penalty will be imposed as this is unchartered territory. The district's report to the State Chancellor's office does not have to be turned in until the first part of November, by then the position of Assistant Professor of Welding will have been filled.

3. **Projected Fall 2014 Full-time Faculty Hiring Obligation**

A projection showing the district's FON for 2014 were reviewed. Twenty-nine positions will need to be added by next fall in order to avoid penalties. It was consensus of the committee to forward Option 1 – (as the beginning point) Restoration to Current FTES Split (70.8%/29%) per the Budget Allocation model, with the understanding that the Presidents of the college would have flexibility on what to do. Santa Ana College fills 28 positions and SCC fills 1 position.

4. **Revised Title 5 Equal Employment Opportunity Regulations**

Based on the state adopting the Equal Employment Opportunity Regulations, recommendation was made that the Human Resources Committee Function as RSCCD EEO Advisory Committee and should have charge of the evaluation and operation of this plan.

5. **Accreditation Standard IIIA – Human Resources Issues/Questions**

- Have classified job descriptions been updated enough to include changes in technology or other needed skills? *Job descriptions are updated when the leadership of the department recommends it or if it is a single person job and it becomes vacant there is a review of that job description to bring it up to date before it is advertised.*
- How is it decided to open job positions at the district (and the schools)? What is the process? *Deciding to open positions at any of the locations it comes to the Chancellor's Cabinet from the Presidents or the Vice Chancellors and they are authorized there.*
- Do we have an official diversity Plan? *We don't have an official diversity plan.*
- How do we track our employment equity record? *The district does a report to the State Chancellor's each year.*

6. **Future Agenda items:**

None

7. **Meeting Schedule**

November 13, 2013

The meeting adjourned at 4:25 pm.