



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for September 9, 2020

Members Present: Dr. Marilyn Martinez-Flores, Dr. Jeffrey Lamb, John Zarske, Jonae Varela, Martin Stringer, Denise Salcido, Scott Howell, Zina Edwards, James “Jim” Isbell, Tracie Green, Alistair Winter, Adam O’Connor

Guests: Jean Estevez and Dr. Narges Rabii-Rakin

Members Absent: Jarek Janio, Jose Vargas, Elouise Marasigan, Maria Garcia

1. Welcome
 - a. Meeting was called to order at 3:33 pm.
 - b. Ms. Green introduced HRC new members as Dr. Flores as Interim President of SAC, Mr. Vargas as Interim President of SCC, Mr. Stringer as Interim Vice President of Academic Affairs at SCC, Ms. Salcido, Mr. Howell as the new SCC Academic Senate Representatives, Mr. Isbell as President of FARSCCD and guest member Dr. Rabbi Narges, Interim Chief Advisor of Diversity and Academic Programs.
2. Approval of Minutes – June 10, 2020 Meeting

It was moved by Ms. Varela, seconded by Ms. Flores to approve minutes. Abstain by Ms. Salcido and Mr. Stringer.
3. Presidential Search (SAC & SCC)

Ms. Green reported that the Chancellor has selected the Association of Community College Trustees (ACCT) as the search consultants for the presidential search for SAC and SCC. The proposal will be on the September 14, 2020 board meeting agenda. Ms. Green provided a brief summary of the presidential search tentative timeline.
4. RSCCD Equal Employment Opportunity (EEO) & Human Resources Plan

Ms. Green informed that the plan will be a standing item for it will need to be updated this academic year. The EEO Plan is a three-year plan, our current Plan is through 20/21. The RSCCD Annual Fall Diversity Report is updated each fall and presented to the HRC committee prior to the presentation to the Board of Trustees. Ms. Green walked through the components of the EEO Plan, discussed that the BP/AR’s have been up-dated and will be included in the new plan and the data matrix used to show longitudinal demographic information. Dr. Lamb recommended for the Human Resources and Staffing Plan be separated from the EEO Plan. Ms. Green agreed with the suggestion as did the committee, this will be part of the planning process this year. Committee will need to familiarize and begin to review the plan for the next meeting.
5. Equal Employment Opportunity (EEO) Training

Ms. Green reported the last EEO training was conducted by Liebert Cassidy Whitmore (LCW) by webinar, in two different sessions during flex week on August 17, 2020. Fifty-five (55) employees in total participated. Employees are required to renew the training every two years.
6. Accreditation

Mr. Winter reported the next step on the Standard III-A is the narrative portion. It was recommended for the committee members work on their assigned standards and provide a draft on the next meeting. New committee members, will probably need to take over the standards of the members that are no longer participating. The goal is to have the final draft by December. Mr. Winter will submit the Standard III-A ISER template. Dr. Lamb will speak with Ms. Zarske and Mr. Voelcker in forming a writing workgroup to assist with the writing section for accreditation.

7. Title IX

Ms. Estevez reported the Title IX Administrative Regulation has been approved and is in effect. The Board Policy (Title IX and Conduct) is being presented to the board on their scheduled meeting of September 14, 2020 for approval. Deputy Title IX Coordinators at SCC and SAC have been trained as Title IX Coordinators and to serve as investigators to comply with the Violence Against Women's Act. External resources will be used for the following positions (Hearing Officers, Investigator and Advisors) required under the new regulations. Colleges website have been updated, Title IX and Civil Rights websites have been created for the colleges and are now live, updated the RSCCD Title IX website, currently working on the Civil Rights website, created complaint and respondent handbooks (include FAQ's and flowcharts). Working on Restorative Justice Center required by the new regulation. All employees and union presidents have been noticed via email regarding Title IX and reporting regulations and to how to report in the now remote environment. Notification to students is required by the new regulation which an email has been drafted, it is now awaiting approval from the college's cabinet. Upon approval, the email will be sent to all current students. Two workshops for Title IX have been scheduled for employees on September 15 and November 10.

8. Other

Mr. Zarske asked about the FON update. Ms. Green commented that an update on the FON will be agenzized on the next meeting as well as the Supplemental Retirement Plan (SRP). Dr. Lamb reported that the State Chancellor's Office had suspended the FON and will probably, provide directions on the next academic year. Discussion ensued regarding the SRP and future hiring for replacements.

Next HRC Meeting:

Wednesday, October 14, 2020

Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:32 p.m.

Minutes Approved: October 14, 2020