



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

June 10, 2020

**Via Zoom**, <https://cccconfer.zoom.us/j/93187235302>

Meeting ID #931-8723-5302

3:30 – 5:00 p.m.

**Committee Members**

Tracie Green, Chair  
Vice Chancellor,  
Human Resources/DO

Jonae Varela  
SAC Classified Representative

Alistair Winter  
Assistant Vice Chancellor  
Human Resources/DO

Adam O'Connor  
Assistant Vice Chancellor  
Fiscal Services/DO

Elouise Marasigan,  
Director, Employment Services,  
Equity & Diversity/DO

Maria E. Garcia  
District Classified Representative

Dr. Linda Rose (alternate)  
President, SAC

Dr. Jeffrey Lamb  
Vice President,  
Academic Affairs/SAC

John Zarske  
SAC Academic  
Senate Representative

Jarek Janio  
SAC Academic  
Senate Representative

Dr. Narges Rabii-Rakin  
FARSCCD Representative

Dr. Marilyn Flores  
Vice President,  
Academic Affairs/SCC

Melissa Govea  
SCC Academic  
Senate Representative

Dr. Denise Bailey  
SCC Academic  
Senate Representative

Zina Edwards  
SCC Classified Representative

**AGENDA**

1. Welcome
2. Approval of Minutes – **ACTION** Green  
a. May 13, 2020 Meeting
3. 2020-2021 HRC Meeting Schedule – **ACTION** Green
4. COVID 19 – **INFORMATION**  
a. Where are we now? Green
5. Return to Work Plan – **INFORMATION** Green
6. Accreditation – **INFORMATION** Winter
7. Other Winter

**Next Meeting:**

Wednesday, September 9, 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**  
**Executive Conference Room – District Office**  
**3:30 – 5:00 p.m.**  
**Meeting Minutes for May 13, 2020**

Members Present: Tracie Green, Alistair Winter, Elouise Marasigan, Dr. Jeffrey Lamb, Dr. Narges Rabii-Rakin (arrived at 3:35/left at 4:25) Melissa Govea, Dr. Denise Bailey, Maria Garcia, Jarek Janio, John Zarske, Jonae Varela, Zina Edwards, and Dr. Marilyn Flores (arrived at 3:45)

Members Absent: Adam O' Connor

Guest: Amber Stapleton and Jean Estevez

1. Welcome  
Meeting was called to order at 3:30 pm.
2. Approval of Minutes – May 13, 2020 Meeting  
It was moved by Mr. Winter, seconded by Dr. Bailey to approve minutes as amended adding on Ms. Stapleton as a guest.
3. Title IX Regulatory Changes
  - a. Ms. Estevez provided presentation of the new Title IX regulatory changes released on May 5, 2020:
    - i. Per the Department of Education, we have until August 14, 2020 to implement 150 changes to our process, which will transform the Title IX process and investigations; policy needs to be written.
    - ii. One of the important changes is a single investigator model is no longer allowed in the process.
    - iii. A hearing model will now take place (complaint will experience being cross-examined; address and answer questions from a hearing officer; participation will be required, otherwise, their account will not be considered).
    - iv. District will need to provide advisors for cross-examination.
    - v. New positions are needed in order to support the Title IX administrator (i.e., Hearing Officer, Investigator, Advisors, Title IX Coordinator). Options will be looked at in order to move forward accordingly.
    - vi. Extensive training will be required.
    - vii. Records will be required to be maintained for seven (7) years.
    - viii. Participation from the campuses will be needed.
4. COVID-19
  - a. Ms. Green briefed the committee on the following:
    - i. Communication (via email) was sent to all employees as guidance on Emergence Family Leaves (i.e., Emergency Paid Sick Leave [EPSL] and Emergency Family Medical Leave Act [EFMLA]).
    - ii. The Board of Trustees Ad Hoc has discussed on returning to work. What would that look like at our sites/colleges? How instruction would look like? Some ideas have been mentioned such as staggering schedules, minimizing the staff on campus/office, open campus for certain hours and allowing students on campus for some lab classes.
    - iii. Informational plans are being created for employees which will include guidelines about wearing face masks.

5. EEO Fund Multiple Method Application Certification Form

- a. Mr. Winter presented the 2019-2020 EEO Fund Multiple Method Application Certification Form and informed the committee that Rancho Santiago Community College District (RSCCD) has met all nine (9) methods this fiscal year as evidenced through the exhibits presented. Discussion ensued in regards to the contents and purpose of the form.
- b. After discussion, it was moved by Mr. Winter, seconded by Dr. Flores. It was approved unanimously.
- c. Form will move forward for approval on the next scheduled Board of Trustees meeting on May 26, 2020. Upon board approval, the form will be submitted to the California Community Colleges Chancellor's Office, Office of the General Counsel by June 1, 2020 in order to qualify for EEO Funding.

6. Accreditation

- a. Dr. Flores and Mr. Winter informed the committee about the accreditation preparation and that the team is at the stage of collecting evidence for each of the standards. Particularly, in Accreditation Standards, section Standard III-A, Human Resources.
- b. Each committee member was assigned a standard from 1-15 with the responsibility to review, gather evidence and submit it to Mr. Alistair who will organize it on the Microsoft Teams website for the next meeting.

Standards assigned to: Ms. Marasigan (#1), Mr. Winter (#2), Ms. Garcia (#3), Dr. Bailey (#4), Standard #6-was deleted, Mr. Janio (#7), Dr. Rabii-Rakin (#8), Dr. Lamb (#9), Varela (#10), Ms. Green (#11), Mr. Zarske (#12), Ms. Stapleton (#13), Ms. Govea (#14), and Mr. Winter (#15)

7. Other

- a. None

Next HRC Meeting:

Wednesday, June 10, 2020

Via Zoom Meeting, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:58 p.m.

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



**Rancho Santiago Community College District**  
**Proposed 2020 – 2021 Human Resources Committee Meetings**

Human Resources Committee meetings are normally held the second Tuesday of the month from 3:30 – 5:00 p.m. Meetings are not schedule during the months of July and August.

**FALL 2020**

September 9

October 14

November 11 (no meeting/lands on Veterans Day)

December 9

**SPRING 2021**

January 13

February 10

March 10

April 14

May 12

June 9

*The schedule may be subject to change under certain circumstances.*