



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES COMMITTEE

October 9, 2019
District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Committee Members

Tracie Green, Chair
Vice Chancellor,
Human Resources/DO

Theresa Hagelbarger
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

Vacant
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

Seth Daugherty
SCC Academic
Senate Representative

Denise Bailey
SCC Academic
Senate Representative

Zina Edwards
SCC Classified Representative

REVISED AGENDA

1. Welcome
2. Approval of Minutes September 11, 2019 Meeting
3. Update on Orange County CCD's Best Practices – Diverse Faculty
4. Diversity Report – **INFORMATIONAL**
 - a. November 30, 2018 Diversity Report
 - b. Looking to review
5. EEO Monitor Role Script
6. Screening Committee Membership Form
 - a. Screening Committee Member's Gender/Ethnicity
7. Trainings

Next Meeting:

Wednesday, November 13, 2019
Executive Conference Room #114, 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 September 11, 2019

Members Present: Tracie Green, Alistair Winter, Adam O'Connor, Dr. Jeffrey Lamb, John Zarske, Jarek Janio, Dr. Narges Rabii-Rakin, Dr. Marilyn Flores (arrived 4:26 pm), Seth Daugherty, Denise Bailey, and Zina Edwards

Members Absent: Theresa Hagelbarger, Elouise Marasigan

1. Welcome

Meeting was called at 3:37 p.m.

- a. Ms. Denise Bailey was formally introduced to the committee who will now be replacing Kristen Guzman.

2. Approval of Minutes June 12, 2019 Meeting

It was moved by Mr. O'Connor, seconded by Mr. Winter and carried unanimously to approve the minutes of the June 12, 2019 meeting.

3. 2018-2019 EEO Expenditure and Performance Reports

- a. Ms. Green handed out to the committee a copy of the EEO Accountability Certification Form Fiscal Year 2018-2019, EEO Fund District Performance Report Fiscal Year 2018-2019 and EEO Fund District Expenditure Report Fiscal Year 2018-2019 for informational purposes.
 - i. Ms. Green reported these reports specify how the EEO funds received are being utilized.
 - ii. Human Resources continues to meet with the required multiple methods.
 - iii. During Fall 2018 and Spring 2019, Human Resources coordinated six (6) EEO Monitor Trainings for all employees.
- b. Next EEO Trainings schedule for Friday, October 4, 2019 at both campuses (SCC, Room H-106, 8:30 – 11:30 am and SAC, Room A-210, 1:30 – 4:30 pm).
- c. This will be the first year the EEO funds will be reduced from \$50,000 to \$45,000 for 2019-2020 fiscal year.

4. Update on Orange County CCD's Best Practices – Diverse Faculty

- a. Ms. Green informed the committee she continues to work closely with the CHRO of Orange County CCD's in coordinating the Orange County CCD's Job Fair which is scheduled for Saturday, December 7, 2019 at the Anaheim Majestic Hotel. It is still in the planning stages and is inviting faculty senate to help promote the job fair.
- b. OCCD Best Practice is to create a training certification that will help part-time faculty. Continue ideas- internship program and DOJ consortia.
- c. Human Resources is preparing for Fall Diversity. It was suggested to have the Diversity Report on the Human Resources website.

5. Other

- a. Question – Regarding the Screening Committee Membership Form that is given to the hiring manager prior to the first screening committee meeting. Who completes the form? Discussion ensued. The hiring manager is required to complete the form. If necessary, human resources will assist.
- b. Question – Regarding the FON for this year hiring of faculty. Ms. Green informed the committee the FON is being worked on and will be a continuing topic for the future agendas/meetings.
- c. Mr. Zarske suggested notifying employees district-wide regarding current or past employees of their passing. Ms. Green stated that it was previously discussed in cabinet and will create a process.

Next HRC Meeting:

Wednesday, October 9, 2019
Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:26 pm

Minutes Approved: _____



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Annual Fall Diversity Report

Tracie Green
Vice Chancellor of Human Resources

November 30, 2018

Rancho Santiago Community College District

Diversity Report Fall 2018

In the Fall of 2017, the AR 7100 – Commitment to diversity was approved by the district council to supplement and continue to support the districts’ commitment to diversity in employing qualified administrators, faculty, and staff members who are dedicated to student success.

In addition to the commitment to diversity, an annual report will be prepared for the board in the fall that shall include the demographics of the college staff and faculty as well as the new hires from the previous academic year.

The regulatory framework supporting the districts efforts is found in Title 5 section 5302 4.1, Education Code sections 87100 et seq., Accreditation Standard 3a .4, and RSCCD Board Policies and Administrative Regulations; 3420 – Equal Employment Opportunity (EEO) and 7100 – Commitment to Diversity.

The acknowledgment in this framework that “establishing and maintaining a richly diverse workforce is an ongoing process that requires continued institutional effort” and the understanding that diversity in the academic environment promotes cultural and social awareness that provides students an environment that models and supports academic achievement. The requirements of districts include:

- Their EEO plan will be reviewed and updated every three years
- EEO training is required for those who serve on selection committees and advisory committees
- The collection of recruitment and hiring data and the longitudinal analysis of employment trends

The new EEO fund allocation model, developed in December of 2015, provided districts who met the EEO program criteria \$50,000 to assist in EEO training and resources that promoted innovative strategies in recruiting a diverse staff. RSCCD receives this \$50,000 allotment to continue our efforts in increasing the diversity of our employees.

The RSCCD Equal Employment Opportunity and Human Resource Plan is reviewed annually, and if relevant policies undergo legislative changes, this plan will be updated. The EEO plan outlines the Boards’ policies and administrative regulations on Equal Employment Opportunity, the Commitment to Diversity, and Recruitment and Hiring. The plan outlines:

- The delegation of authority in addressing EEO compliance issues with relevant laws and regulations
- The Human Resource Committee also serves as the EEO advisory committee, and is one of the districts’ participatory governance committees
- Notification and publication of the EEO plan (the plan is available on the districts website under HR division)
- The training required for screening/selection committees
- Analysis of the district workforce and applicant pools
- Other measures necessary to further equal employment opportunity

EEO training that outlines the statutory regulations and the awareness of implicit biases is provided to the district twice a year. This 4-hour training is facilitated by Liebert Cassidy and Whitmore (LCW) attorneys who have had significant contributions to the language we see in Title 5- EEO and Diversity. Along with this targeted compliance training, there are multiple workshops and webinars provided throughout the year on topics such as diversity and inclusion just to name a few.

The collection of the data and the analysis of recruitment and hiring trends provides information that is a crucial component to ensure that our EEO policies and procedures support a diverse workforce and ensure the ability to identify and eliminate possible barriers to employment.

Each fall we focus on the reporting the recruitment hiring and of faculty based on our projected student enrollment. This number is reflected in the FON (faculty obligation number). For purposes of diversity, and analyzing longitudinal data, we look at the percentage of our new hires based on the number of all diverse (non-white) faculty and management hired. (attachment 1). The graph (attachment 2) provides the visual distribution by year.

The longitudinal data derived from MIS reports to the Chancellor's office provides ethnicity data back to Fall 2000. This allows us to see the trend of specific employee groups by headcount each year. The collection of demographic information including ethnicity continues to be a voluntary disclosure. This makes it difficult at times to determine precise diversity percentages. Another key element affecting percentage outcomes is the number of individuals who indicate multiple ethnicities. There are six main ethnic groups designated to reflect the data gathered. These are African American, Native American, Asian, Hispanic, unknown, and White non-Hispanic.

The data sets to follow indicate the level of diversity for the last 17 years. RSCCD total headcount of all employee groups (attachment 3) illustrates the total number of employees and all ethnic groups. This graph clearly indicates the impact of the last recession and state budget crisis and student enrollment in 2008/2009 which had a significant effect on staffing in the district. In 2010/2011, the district begins to see an increase in staffing notably in the diverse groups. The following employment groups in the fall of 2017 are:

- Full-Time Faculty: 41% diverse; 5% unknown (attachment 3)
- Part-Time Faculty: 49% diverse; 3% unknown (attachment 4)
- Classified: 72% diverse; 1% unknown (attachment 5)
- Educational Administrator: 45% diverse; 0% unknown (attachment 6)

The district is making progress in increasing the diversity of our employee groups. Our goals now are:

- Identify any significant impact in any underrepresented group
- To review board policies and administrative regulations and update our EEO plan
- Continue to research methods to increase the recruitment and hiring of more diverse employee groups

FACULTY (Excluding CDC)

	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired*	Diverse
Selected/Hired	34	13	36	18	47	25	21	13	14	8
% of Diverse Hire	38%		50%		53%		62%		57%	

* one (1) vacancy reposted still in screening process

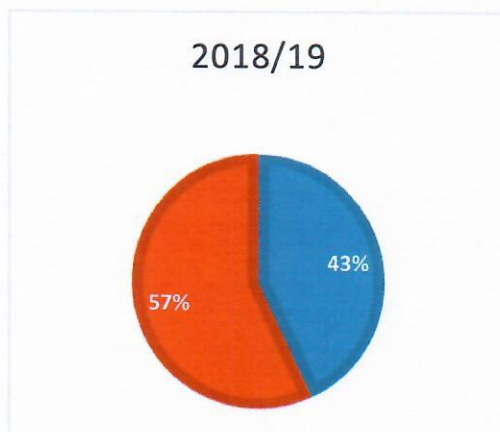
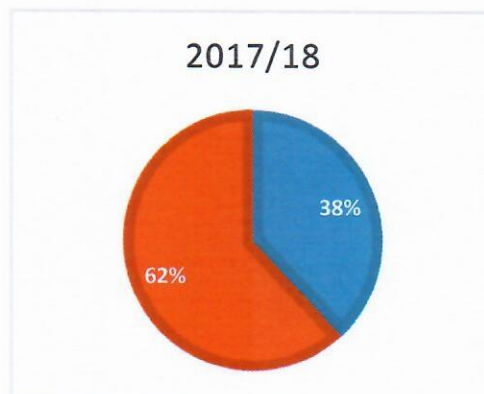
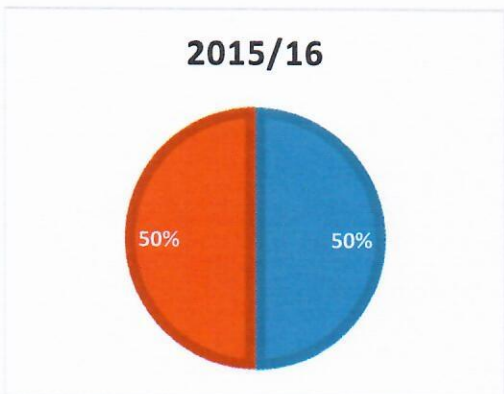
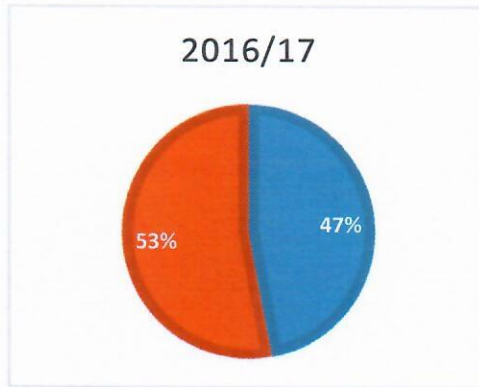
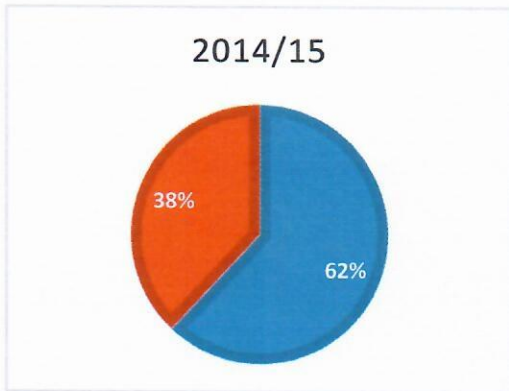
FACULTY (Including CDC)

	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired*	Diverse
Selected/Hired	34	13	43	23	51	28	26	17	16	9
% of Diverse Hire	38%		53%		55%		65%		56%	

MANAGEMENT

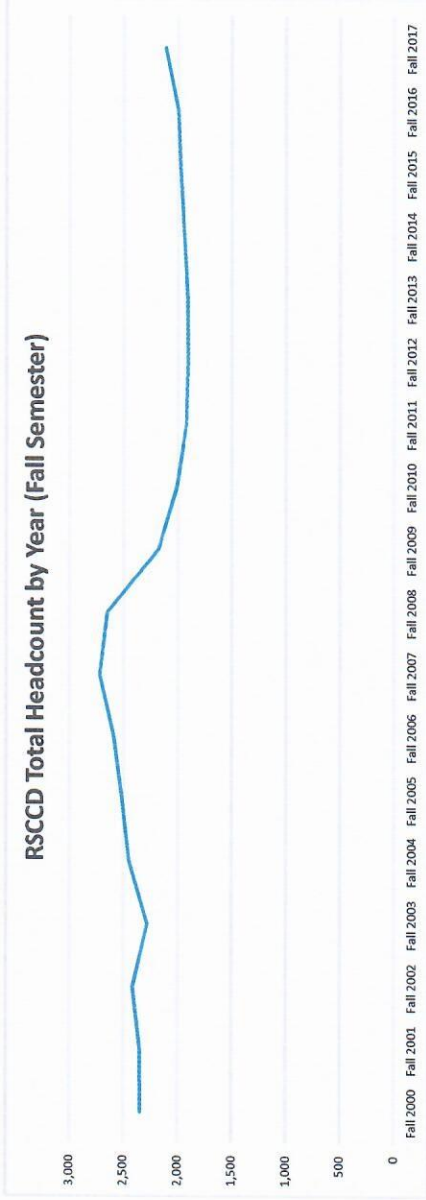
	FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired	Diverse	Total Hired*	Diverse
Selected/Hired	14	7	15	9	5	4	23	17	12	5
% of Diverse Hire	50%		60%		80%		74%		42%	

FY 14/15		FY 15/16		FY 16/17		FY 17/18		FY 18/19	
62	38	50	50	47	53	38	62	43	57
wht-non		wht-non		wht-non		wht-non		wht-non	
hispanic		diverse		hispanic		diverse		hispanic	
		diverse		diverse		diverse		diverse	



CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Rancho Santiago CCD Total	2,345	2,348	2,415	2,281	2,449	2,513	2,589	2,720	2,650	2,179	2,009	1,922	1,905	1,909	1,941	1,975	2,000	2,114

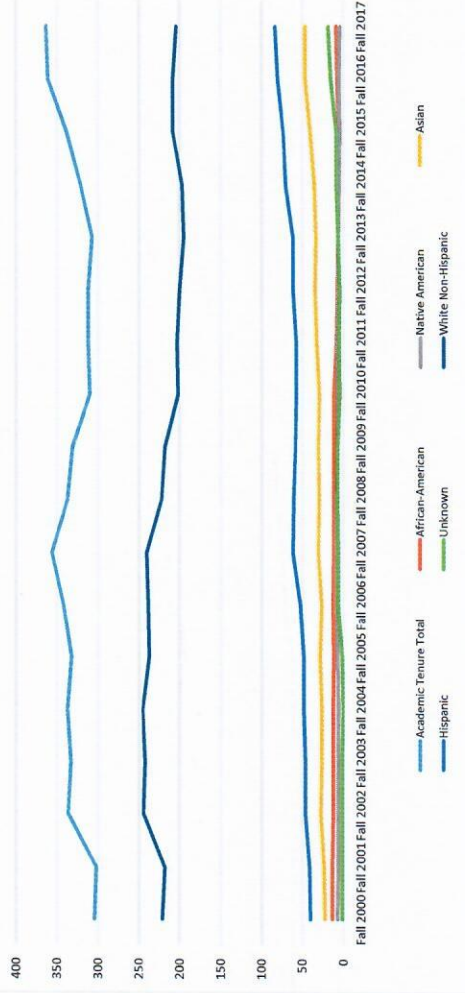
RSCCD Total Headcount by Year (Fall Semester)



All employees

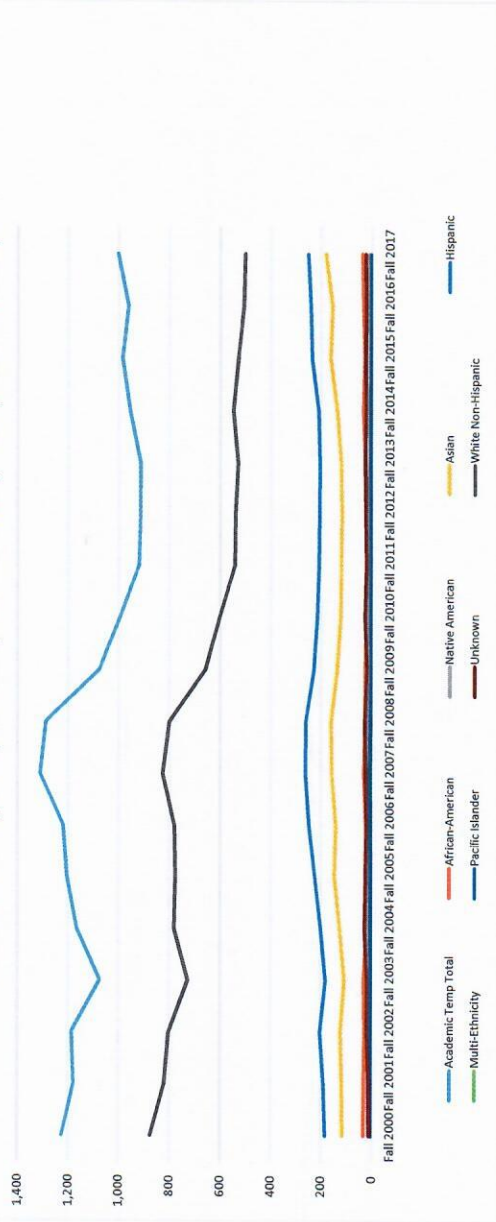
CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Academic Tenure Total	304	302	336	333	337	332	342	356	337	331	310	312	312	307	321	338	361	363
African-American	13	13	12	12	12	11	12	11	11	11	11	8	7	6	6	5	7	8
Native American	7	6	6	6	6	7	8	8	8	7	7	7	6	6	5	4	5	4
Asian	22	23	27	26	26	28	26	30	29	30	29	32	34	33	35	40	46	46
Hispanic	40	41	46	46	48	48	52	61	60	58	57	61	61	61	70	73	80	83
Unknown	1	1	1	1	0	1	6	6	7	7	4	5	4	6	8	8	15	18
White Non-Hispanic	221	218	244	242	245	237	238	240	222	218	202	203	200	195	197	208	208	204

Academic Tenure Ethnicity Headcount by Year (Fall Semester)



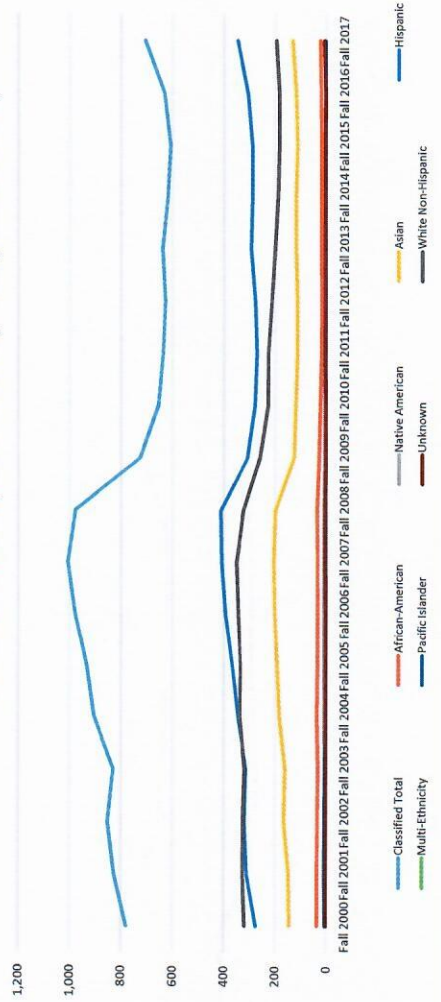
CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Academic Temp Total	1,225	1,178	1,186	1,075	1,166	1,204	1,219	1,310	1,287	1,075	995	920	914	913	955	985	961	1,002
African-American	30	28	27	28	19	22	21	29	25	24	20	19	19	24	31	27	31	35
Native American	12	12	14	13	13	12	7	9	14	12	11	9	10	8	7	7	7	10
Asian	114	116	120	106	124	145	139	155	158	135	120	119	115	119	134	161	154	180
Hispanic	182	189	203	181	200	223	247	261	260	228	214	208	205	204	209	236	241	250
Multi-Ethnicity	0	0	0	0	0	0	0	0	0	0	2	2	2	2	1	1	0	2
Pacific Islander	3	2	2	2	3	4	5	6	4	1	2	2	2	2	2	1	1	2
Unknown	9	11	18	18	26	22	20	24	26	18	25	20	22	25	23	24	22	24
White Non-Hispanic	875	820	802	727	781	776	780	826	800	657	601	542	539	529	548	528	505	500

Academic Temporary Ethnicity Headcount by Year (Fall Semester)



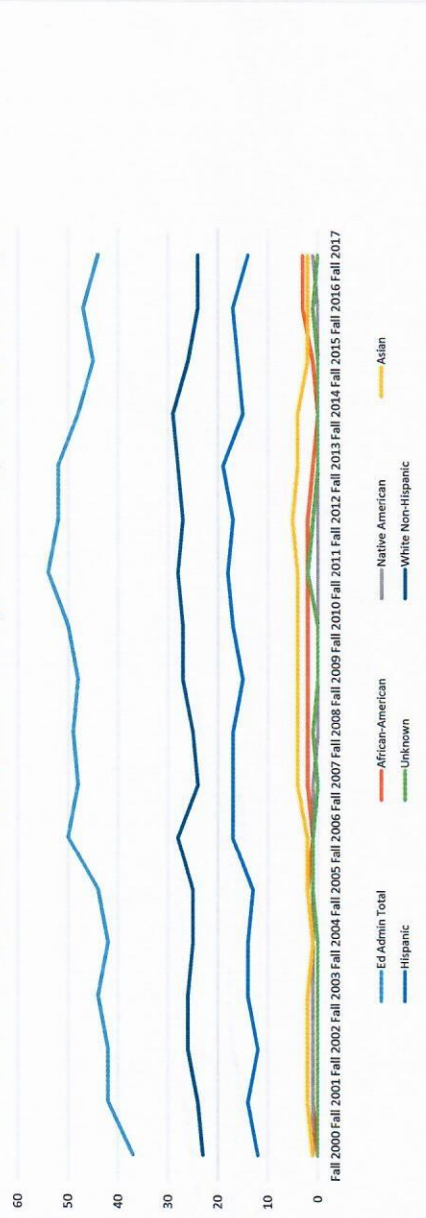
CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Classified Total	779	826	851	829	904	933	978	1,006	977	725	654	636	627	637	617	607	631	705
African-American	35	35	33	31	35	32	32	33	35	27	22	18	16	18	17	17	19	22
Native American	6	8	7	6	7	9	9	8	8	6	6	6	5	5	4	4	4	4
Asian	143	145	164	159	181	190	199	203	197	124	118	112	112	117	116	111	117	130
Hispanic	273	308	318	312	342	365	392	407	410	306	277	269	275	291	286	287	304	345
Multi-Ethnicity	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	0	0	1
Pacific Islander	4	5	5	3	2	2	2	2	2	1	1	1	1	1	1	0	1	1
Unknown	0	0	0	0	1	1	1	3	3	2	2	3	4	4	4	4	2	7
White Non-Hispanic	318	325	324	318	336	334	343	350	322	259	227	226	213	200	188	184	184	195

Classified Ethnicity Headcount by Year (Fall Semester)



CATEGORY	Fall 2000	Fall 2001	Fall 2002	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Ed Admin Total	37	42	42	44	42	44	50	48	49	48	50	54	52	52	48	45	47	44
African-American	0	1	1	1	1	2	1	2	2	2	2	2	2	1	0	1	3	3
Native American	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	1
Asian	1	2	2	2	1	2	2	4	4	4	4	4	5	4	4	2	2	2
Hispanic	12	14	12	14	14	13	17	17	17	15	17	18	17	19	15	16	17	14
Unknown	0	0	0	0	0	1	1	0	1	0	0	2	1	0	0	0	1	0
White Non-Hispanic	23	24	26	26	25	25	28	24	25	27	27	28	27	28	29	26	24	24

Educational Administrator Ethnicity Headcount by Year (Fall Semester)



SCREENING COMMITTEE MEMBERSHIP FORM

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources Department

TO: Elouise P. Marasigan, Director of Employment Services, Equity and Diversity

FROM: _____

DATE: _____

SUBJECT: Paper Screening for **Faculty Position:**

Requisition # Position Title

First meeting/Orientation: May be scheduled before closing date of position. The Screening Committee will determine operating procedures and the method of choosing candidates before screening begins. **Screening packet and access to online applications will be available after the closing date and submission and approval of the screening criteria, interview questions, other screening options and calendar.**

Date/Time/Location: _____

SCREENING COMMITTEE MEMBERS

	<u>GENDER</u>	<u>ETHNICITY</u>
ADMINISTRATIVE CO-CHAIR (Designated by College President):	_____	_____
FACULTY CO-CHAIR (Tenured faculty member elected by the faculty on the committee):	_____	_____
ACADEMIC SENATE REP (Appointed by the Academic Senate President):	_____	_____
EEO MONITOR (Appointed by the Administrative Co-Chair):	_____	_____
REP FROM SISTER COLLEGE (Contacted by Department Chair):	_____	_____
<input type="checkbox"/> Check if sister college declined to serve, identify person contacted: _____		
OTHER: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____
CLASSIFIED REP (Optional – may be appointed by the Administrative Co-Chair):	_____	_____

REVIEWED AND APPROVED

ACADEMIC SENATE PRESIDENT: _____ DATE: _____

COLLEGE PRESIDENT: _____ DATE: _____

HRUse Only: ___ Criteria ___ Int. Quest ___ Username & Password ___ Sent Username & Password; Access Given: _____