

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 March 12, 2014**

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

**Members Absent:** Cristina Gheorghe and Aracely Mora,

**Guests:** Joyce Wagner, Elouise Marasigan, Employment Services Manager

The meeting was called to order by Mr. Didion at 3:02 p.m.

**1. Approval of Minutes**

The motion to approve the minutes of the February 12, 2014 meeting was moved by Judy Chitlik, seconded by Suzanne Stump. The motion was carried unanimously.

**2. Update on Full-time Faculty Recruitment Activities**

A concern was brought forth from the Fiscal Resources Committee by Morrie Barembaum regarding the full-time faculty obligation (FON) for Fall 2014 and the recruitment split between Santiago Canyon College and Santa Ana College. At the Fiscal Resource Committee meeting it was reported Santa Ana College has 9 vacancies and added 19 new positions to fill. SCC is filling two vacancies and added three new positions. At FRC Michael Collins brought up the issue that there may be another non Credit position at Santa Ana College that they thought would be counted towards the FON but may be another non credit position. After discussion, John Didion will speak with Michael Collins and Adam O'Connor, Assistant Vice President, Fiscal Services regarding this issue.

There are 32 credit positions the district is attempting to fill to comply with the FON by next Fall. Elouise Marasigan, Employment Services Manager, reported there are 10 postings, which may have multiple openings, 15 positions that have closed and 4 positions that are closing today. The Human Development Education position will be posted today along with the Dean of Science and Math at Santa Ana College. The Fine and Performing Arts position will be posted next year.

**3. Human Resources Planning Portfolio**

The committee was provided a copy of the portfolio for the Human Resources Department as an example of the district services portfolios that will be going to the POE committee for that committee to review and prioritize any expenditure augmentations requests and send them off to District Council.

4. **First Draft: Equal Employment Opportunity Plan (Second Reading)**

The second reading of the EEO plan was reviewed by the committee. When the second half of the Human Resources and Staffing Plan is finalized, the EEO and Human Resources Plan will be combined and presented to District Council and then to the Board by the October meeting.

5. **First Draft: Human Resources and Staffing Plan**

The committee reviewed the first draft of the Human Resources and Staffing Plan. The following will be added: Faculty Hiring Process and prioritization, how classified vacancies are addressed, turn over ratios, and the reorganization process. John Didion will update and email the committee the changes prior to the next meeting in April.

6. **Future Agenda Items**

None

7. **Meeting Schedule**

April 30, 2014

The meeting adjourned at 4:54 pm.