

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 September 10, 2014**

**Members Present:** John Didion, Mary Mettler, Victoria Williams, John Zarske, Morrie Barembaum, Cristina Gheorghe, Rosie Enriquez, Diane Kincheloe, Aracely Mora and Judy Chitlik

**Members Absent:** Jim Kennedy, Amber Stapleton,

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

The meeting was called to order by Mr. Didion at 3:04 p.m.

**1. Approval of Minutes**

The motion to approve the minutes of the April 30, 2014 and June 4, 2014 meeting was moved by Victoria Williams, seconded by Rosie Enriquez. The motion was carried unanimously.

**2. Status Report on Full-time Faculty Hiring**

All faculty positions have been filled. 33 positions were posted, hired 32 faculty full-time tenure positions with one position pending. The finalist for Assistant Professor of Nutrition and Culinary Arts was interviewed and we are currently waiting for the final selection.

The state chancellor's office issued the projections for next year. This fall, the Human Resources committee will need to have a discussion on what the target positions should be for next year. There will probably be about 12 replacement positions and with an estimate recruiting of 20 positions this spring. The colleges will need to identify the positions before the fall semester ends in order for Human Resources to post the positions in January. First week of October discussion needs to be held on where those growth positions should go and this decision should be reached before the 1<sup>st</sup> of November. The presidents will be given a preliminary estimate on who were the late retirees that were counted in the fall and need to be replaced in the spring and what campuses they were from so they will know what that base number will be.

**3. Fourth Draft: Human Resources and Staffing Plan**

The following changes/recommendations were made:

- 2014-2015 data was added
- FON data on page 9 this fall is projected data
- Format lines on charts to different line styles so that they are easier to follow
- Page 11, full-time/part-time ratios will be added prior to the final draft
- Page 13, 50% law compliance and staffing allocations were updated
- Page 15 and 16, Planning Implications, comments were added for the districts and the colleges. Economic penalty of missing the FON was increased to 72,000 per FTE
- Add tables to the charts that are presented in percentages at the end of the report

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- Include dates information was based on to the charts

#### 4. **HR Administrative Regulation**

The committee reviewed three draft administrative regulations and it was the consensus of the committee to forward these three to District Council for consideration:

- AR 3410 Nondiscrimination (new)
- AR 3430 Prohibition of Harassment (new) – (Academic Freedom paragraph will be deleted)
- AR 3435 Discrimination and Sexual Harassment Investigations (Update/revision to AR 3410 Regulations for Reporting Complaints of Unlawful Discrimination and Harassment)
- AR 7120.1 Full-time Faculty Recruitment & Employment, AR 7120.2 Classified Hiring Procedures Full-time and Part-time, AR7120.3 Supervisory/Confidential Staff Hiring, AR 7120.4 Administrative Recruitment and Employment Regulations - Committee members will have discussions with their respective units for suggestions to update and/or change these administrative regulations. Suggestions will be brought to the Human Resources Committee for review at a future meeting.

#### **Other**

- The Vice Presidents of Academic Affairs at Santa Ana College and Santiago College reviewed and sent a state wide survey of the process of evaluating faculty staff. After the survey, the decision was made to evaluate faculty on scantron forms. The colleges have new machines and staff has been trained.
- Evaluation of the administrative evaluation process was brought up for clarification.
- The academic senate representative from Santa Ana College brought up the process outlined on Section 3, Screening Committees, Membership, 4<sup>th</sup> paragraph, on faculty hiring. The process in that paragraph is not being followed and requested that a signature line be included on the Committee Certification form for academic senate's president's signature.

#### **Next Meeting**

October 8, 2014

The meeting adjourned at 4:36 pm.

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