

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway, Santa Ana, California 92706  
Office: (714) 480-7489 Fax: (714) 796-3937  
Human Resources Committee  
Garden Grove Conference Room, Room #407-A  
2:00 p.m. – 3:00 p.m.

### **Meeting Minutes for February 9, 2012**

**Members Present:** John Didion, Judy Chitlik, Steve Eastmond, Aracely Mora, Linda Rose, Morrie Barembaum, John Zarske, Suzanne Stump , Sylvia Turner and Diane Kincheloe

**Guests Present:** Steve Eastmond, Sylvia LeTourneau

The meeting was called to order by Mr. Didion at 2:05 p.m.

#### **Human Resources Statistics**

The committee reviewed the Fall 2011 Full-time Faculty Obligation Report, as well as the full-time/part-time ratios at both colleges. A report showing the change in the full-time/part time faculty ratio over the last 10 years was reviewed.

#### **Projected Fall 2012 Full-time Faculty Obligation (FON)**

A projection showing the district's FON for 2012 was reviewed. At this time, the impact of the credit workload reduction is not known, but a preliminary estimate shows that the obligation should decrease by approximately 13 FTE. This would offset the estimated decrease in the actual number of full-time faculty in the district. It is the administration's recommendation that the district not hire additional full-time faculty this spring and defer this matter to next year when the impact of the 2011-2012 budget triggers and the credit workload reductions will be known. In anticipation of a potential need to hire full-time faculty in the spring of 2013, the committee needs to meet early enough in the fall semester 2012 to complete its analysis and make a recommendation to BAPR early December.

#### **Human Resources/Budget Comparisons**

The committee reviewed an analysis of the district staffing levels compared to decreases in incomes and FTES. The district's income is the lowest it has been since 2005-06, and non-credit enrollment is the lowest it has been since 1994-95. In terms of staffing, all categories of employees are below prior years. Although staffing levels have dropped, diversity has been maintained or has increased for all categories of employees except for part-time faculty. In terms of staff productivity, the ratio of permanent employees to FTES is the highest it has been in the 10 years.

#### **Draft Board Policies**

The committee reviewed three draft board policies and it was the consensus of the committee to forward these to the Board Policy Committee for consideration:

- BP 4105 – Compensation (new)
- BP 4205 – Faculty Salary Payments (eliminate)
- BP 4303 – Disciplinary Action (move contents to Administrative Regulation 4319 into board policy)

**Future Agenda Items**

For the Sprint 2012 meeting, the committee is interested in reviewing classified hiring trends and the age cohorts for the various categories of employees.

**Adjournment**

Mr. Didion adjourned the meeting at 3:00 p.m.

**Schedule of Future Meetings**

The next meeting will be scheduled near the mid-point of the Spring semester.