

Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, California 92706

**HUMAN RESOURCES COMMITTEE**

**Agenda for May 17, 2017 Meeting**  
Chancellor's Conference Room #409  
3:30 p.m. – 5:00 p.m.

1. Welcome
2. Approval of HRC Minutes – April 19, 2017
3. SCC Presidential Search Update – Chitlik
  - a. SCC Presidential Candidate Forums Announcement
4. EEO Monitor Training with Liebert Cassidy Whitmore (LCW) Update – Winter
5. EEO Fund Multiple Method Allocation Model Certification – Winter
6. Hiring Freeze – Chitlik
7. Discussion of Future HRC Meetings – Chitlik
  - a. Discuss and Confirm June 7, 2017 meeting
  - b. HRC Proposed 2017-2018 Meeting Schedule

Meetings will be held from 3:00 – 4:30 p.m. in the  
Executive Conference Room 114

September 13, 2017  
October 11, 2017  
November 8, 2017  
December 13, 2017  
January 10, 2018  
February 14, 2018 (Villa Park Room 230)  
March 14, 2018 (Villa Park Room 230)  
April 11, 2018  
May 9, 2018  
June 13, 2018

8. Other

**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.**

You Are Invited to Attend the

# SCC Presidential Candidate Forums

After a nationwide search, three finalists for the next president of Santiago Canyon College are scheduled to participate in open forums.

Date: **Thursday, May 25, 2017**

Where: **Santiago Canyon College, H-106**

When: **1:00 p.m., 2:00 p.m. & 3:00 p.m.**

The candidates are:

- Scheduled at 1:00 p.m. – **Dr. John C. Hernandez** – Interim President, Santiago Canyon College
- Scheduled at 2:00 p.m. – **Dr. Daniel W. Walden** – Vice President of Academic Affairs, Los Angeles City College
- Scheduled at 3:00 p.m. – **Dr. Gregory Anderson** – Vice President of Instruction, Cañada College

For more information on the candidate forums, contact Elvia Garcia at (714) 480-7488 or [garcia\\_elvia@rscdd.edu](mailto:garcia_elvia@rscdd.edu).

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model  
Certification Form, Fiscal Year 2016-17**

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**District Name:** Rancho Santiago Community College District

**The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.**

Yes

**The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)**

Yes

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

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***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.***

***Chair, Equal Employment Opportunity Advisory Committee.***

Name: Judy Chitlik

Title: Vice Chancellor, Human Resources

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Human Resources Officer***

Name: Judy Chitlik

Title: Vice Chancellor, Human Resources

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Chief Executive Officer (Chancellor or President/Superintendent)***

Name: Raul Rodriguez

Title: Chancellor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***President/Chair, District Board of Trustees  
Date of governing board's approval/certification:*** \_\_\_\_\_

Name: \_\_\_\_\_

Title: President/Chair, Board of Trustees

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Date Due at the Chancellor's Office: June 1, 2017**

Return to: Leslie LeBlanc [lleblanc@cccco.edu](mailto:lleblanc@cccco.edu) Chancellor's Office California Community Colleges  
1102 Q Street, Ste. 4400, Sacramento, CA 95811

# Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

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This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

## Nine (9) Multiple Methods

### ***Mandatory for Funding***

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

### ***Pre-Hiring***

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

### ***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

### ***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

## **Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?**

**Yes**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

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Please provide an explanation and evidence of meeting this Multiple Method, #1.

The District's EEO Plan was approved by the RSCCD Board of Trustees on January 12, 2015 and submitted to the Chancellor's Office on January 28, 2015. A copy of the minutes of the January 12, 2015 board meeting are attached. Page 4 of the EEO Plan designates the District's Human Resources committee as the EEO Advisory Committee. This committee meets on a monthly schedule and has members from the various campuses and education centers of RSCCD including faculty, classified and management representatives. The Expenditure /Performance report for the 2015/2016 fiscal year was submitted on 9/26/16.

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

### **Does the District meet Method #2 (Board policies and adopted resolutions)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The District subscribes to CCLC's Policy/Procedure service and maintains updated policies and administrative regulations on EEO and Diversity. Those polices and regulations were eproduced on pages 1 - 3 of the EEO Plan. They can also be viewed on the RSCCD website:

<https://rsccd.edu/Trustees/Pages/Board-Policies.aspx>

<https://rsccd.edu/Trustees/Pages/Administrative-Regulations.aspx>

### **Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

In August 2016, the Vice Chancellor, Human Resources researched and produced "A Report on Faculty Diversity" in an effort to improve RSCCD's faculty diversity. The Vice Chancellor contacted colleges that had higher rates of success in recruiting diverse candidates to discuss their recruiting strategies (See attached report). A number of recommendations came from this report, which are in the process of being implemented.

Some academic disciplines can be problematic to fill due to demands from industry or shortage of qualified and available candidates within the local area. RSCCD advertises both locally, nationally and via social media for these types of positions and provides travel reimbursement for candidates for faculty and administrative positions. The purpose is to encourage applicants from hard to reach groups and from wider geographic areas. This year, we have provided reimbursement for 20 candidates in both faculty and administrative positions.

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**Does the District meet Method #4 (Focused outreach and publications)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

We advertised faculty and administrative positions in discipline related publications, subscribed to CareerBuilder Network and Monster Board that expanded our job postings nationally and globally through countless websites associated with the network. This Fiscal year, we advertised in the Inside Higher Ed, which is considered as higher education's most innovative recruiting site; we continued our unlimited posting contract with Chronicle of Higher Education website; we also purchased unlimited advertising for one year in ccjn.org, CCJobs.Com, CommunityColleges.AcademicKeys.com, CCJobsNow.com, ACCCA and Edjoin. From the data we collected, we have also received hundreds of applications through our postings in the CCC Registry.

**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

RSCCD provides an EEO/Diversity officer to all hiring committees and has commenced a rigorous training schedule, which trains EEO officers in Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. A nationally recognized expert who was involved in drafting CCCCO Title V regulations in California conducts this training. Additionally, the specific directions for our hiring committees are codified in our Administrative Regulations for Faculty, Classified and Management Hiring. These regulations are reviewed and revised as necessary by the Human Resource (EEO Advisory) Committee. They can be found on the RSCCD website:

<https://rscdd.edu/Trustees/Pages/AR7120.aspx> <https://rscdd.edu/Trustees/Pages/AR-7120.1-Administrative-Regulations---Human-Resources.aspx>  
<https://rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.2.aspx>  
<https://rscdd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.3.aspx>

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

In 2017, RSCCD has commenced a comprehensive training schedule with the aim of having everyone who serves on a hiring committee trained in EEO/Diversity, Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. A statewide expert who was involved in drafting the CCCCO Title V regulations in California conducts this training. This is one of the



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recommendations of a recent report by the Vice Chancellor, Human Resources. Once we have completed training for a majority of staff, it is proposed to update Administrative Regulations in order to mandate that everyone who serves on Screening Committee must have to complete this training and be retrained on a regular basis. We expect this to be in place by June 2018.

### **Does the District meet Method #7 (Professional development focused on diversity)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

In addition to RSCCD being a member of a Management Training Consortium, which is operated by Leibert Cassidy Whitmore, which regularly offers diversity training for our management teams, each campus offers Diversity Training for faculty and staff. For example in August 2016 there was a Joint SCC/SAC Equity Institute "The Neuroscience and Psychology of Decision Making in Higher Education" with Kimberly Papillon, Esq. In addition, in March 2017 there was a "Mujeres de Maiz: Movemynt' Pains: Dealing with Sexism and Fleshing Feminism in Social Justice Circles" this workshop was a beginning of dialogue regarding sexism, gender politics (See Attached flyer). Other events included a series of workshops during Black History Month (See Attached Flyer). In addition to these highlighted professional development opportunities there are additional opportunities listed at this link to the Equity Professional Development sessions:

<https://www.sccollege.edu/StudentServices/StudentEquitySuccess/Pages/Equity-Professional-Development.aspx>

### **Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Currently the evaluation criteria for the District's management employees includes equal employment opportunity and cultural diversity.

### **Does the District meet Method #9 (Grow-Your-Own programs)?**

**Yes**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The District currently offers separate programs to classified staff and faculty. Newly hired faculty are placed in a cohort class for the first year called the "Faculty Institute", this institute offers training and classes on various subjects which are pertinent to the new faculty such as the Tenure Review process, Safety & Security, Title IX and Risk Management. The local faculty union is given an opportunity to speak to the cohort and there is a presentation on the main aspects of their contract. Please see attached program for the 2016/17 academic year. These

## Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

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include equity related training. Also for our faculty and our classified staff, we offer professional development classes at the campuses to build capacity within their classified staff, to encourage career growth and to increase their knowledge, skills and abilities. Please see the attached link for the professional development calendars and web page on each of our campuses:

<https://www.sac.edu/FacultyStaff/professional-development/Pages/default.aspx>  
<https://www.sccollege.edu/Departments/PDC/Pages/Welcome-.aspx>

In addition, to encourage professional development for our classified staff, they can apply for the Professional Growth Program, which rewards attendance at classes, further education and seminars with points. Points are rewarded with Professional Growth steps on the employee's salary. In addition to the professional development opportunities for our classified staff, we offer newly hired classified employees an orientation class. In this class, new staff are given an overview to many aspects of the District, and are given presentations on the main aspects of their contract, Safety & Security, Title IX responsibilities, Risk Management and the classified union are given an opportunity to present to the class.



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**Board of Trustees (Regular meeting)**

**Monday, January 12, 2015**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Ms. Nelida Mendoza Yanez and Mr. Jose Solorio arrived at the time noted. Ms. Alana Voechting was not in attendance due to illness.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispenning. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Corinna Evett, Academic Senate President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page for Item 4.6 (Agreement with Onuma for Districtwide Work Order Tracking System), and a revised page and addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held December 8, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.15 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

### 3.1 Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists”

The board approved the agreement with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California.

### 3.2 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Villa Esperanza Services

The board approved the agreement renewal with Villa Esperanza Services in Pasadena, California.

### 3.3 Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian

The board approved of the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.

### 3.4 Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for Santa Ana College Community Services Program

The board approved the Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District (RSCCD) on behalf of the SAC Community Services Program.

### 3.5 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Deferred Entry of Judgment Deferred Dismissal Drug Program)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

### 3.6 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Drug and Alcohol Awareness)

The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

1.6 Approval of Consent Calendar – (cont.)

3.7 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)

The board approved the Santiago Canyon College (SCC) Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers during the month of November 2014.

4.3 Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts

The board adopted Resolution No. 15-01 regarding separate bank and investment accounts as presented.

4.4 Approval of City of Garden Grove Successor Agency Property Transfer Compensation Agreement

The board approved the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.

4.5 Approval of Nonresident Fees for 2015-2016

The board established the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-2016 as presented.

4.6 Approval of Agreement with Onuma for Districtwide Work Order Tracking System

The board approved the agreement with Onuma for a districtwide work order tracking system as presented.

4.7 Approval of Agreement with WLC Architects, Inc. for Professional Design Services for American with Disabilities Act (ADA) Compliance and Tenant Improvements at District Office

The board approved the agreement with WLC Architects, Inc. for professional design services for ADA compliance and tenant improvements at the district office as presented.

4.8 Approval of Amendment #1 with HPI Architecture for Professional Design Services for Johnson Student Center Project at Santa Ana College

The board approved the amendment with HPI Architecture for the Johnson Student Center Project at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.9 Approval of Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Science, Technology, Engineering and Math (STEM) Project at Santa Ana College  
The board approved the contract with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the STEM project at SAC as presented.
- 4.10 Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College  
The board ratified award of Bid #1249 to JB Bostick Company, Inc. as presented.
- 4.12 Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H (Humanities), and Building SC (Science Center) at Santiago Canyon College  
The board ratified the award of Bid #1231 to A Good Sign and Graphics Co. as presented.
- 4.13 Approval of Independent Contractors  
The board approved the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$16,000.
- 4.14 Approval of Independent Contractors  
The board approved the following independent contractor: Jennifer Walswick for consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start standards for RSCCD Child Development Services at the rate of \$50 an hour. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$21,000.
- 5.1 Approval of Resource Development Items  
The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Child Development Training Consortium (SAC/SCC) \$ 17,000
  - Faculty Entrepreneurship Champion Mini-Grant (CEC) \$ 5,000
  - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,158,027
  - Student Success and Support Program – Non-Credit (OEC) \$ 554,479

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Children’s Hospital of Orange County (CHOC)/Help Me Grow for Early Head Start Program

The board approved the amendment to the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.3 Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) Partnership Colleges in Los Angeles and Orange County

The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

5.4 Approval of RSCCD Equal Employment Opportunity and Human Resources Plan

The board approved the Equal Employment Opportunity and Human Resources Plan and authorized transmittal of the plan to the State Chancellor’s Office.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board which included informing board members that he attended the Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting last week in Sacramento. He indicated he recused himself from the presentations/discussions related to Dr. Martinez’ and Dr. Weispfenning’s presentations on behalf of SAC and SCC.

Mr. Solorio arrived at this time.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Dr. John Weispfenning, President, Santiago Canyon College

Dr. Martinez reported that after months of preparing for the accreditation team’s visit to the college, she was given five minutes to address the Commission. She stated that the presentation was crucial in giving the accrediting commission something to consider regarding the accreditation status for SAC. She believes the exit report was more favorable than the written report that was received, and it was worth the time/expense of the trip to present evidence of the facts, and render her professional opinion as someone who has been

2.2 Reports from College Presidents – (cont.)

with institutions for over 30 years. Dr. Martinez indicated that the commission will advise the college of its accreditation standard by the end of January or beginning of February. She reported that her testimony will be posted on the SAC website under accreditation standards.

Dr. Weispfenning reported that he addressed the Commission last week by expressing his concern over inconsistencies in the accreditation teams' report and the inconsistent interpretations of technical issues. He indicated that the Commission asked targeted questions at the end of his presentation. He noted that Dr. Martinez and he did not discuss their presentation beforehand, but afterwards, they discovered both presentations were in alignment with one another. He is hopeful that the outcome will be reaffirmation of accreditation, but if it is a warning, staff is confident that they will be able to take care of any issue within the one-year timeframe.

2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, did not provide a report to the board due to her absence.

2.4 Reports from Student Presidents

Since Ms. Raquel Manriquez, Student President, Santa Ana College, arrived late to the meeting due to an intersession class, Mr. Hector Soberano, Student President, Santiago Canyon College, provided a report to the board on behalf of SAC and SCC Associated Student Governments.

Ms. Mendoza Yanez arrived at this time.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Mr. John Zarske, Academic Senate President, Santa Ana College

2.6 Informational Presentation on the Budget

Mr. Hardash provided an informational presentation on the budget. Board members received clarification on items related to the budget.

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; Mr. Omar Torres, Vice President, Academic Affairs, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, provided a report on the 2014 Student Success Scorecard for Santa Ana College and Santiago Canyon

2.7 Informational Presentation on Student Success Scorecard – (cont.)

College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist, Mr. Torres, and Mr. Voelcker reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student information (FTES); course sections (credit and non-credit); median credit section size; the percentage of full-time faculty; and student counseling ratio. They also reviewed the five performance indicators: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work.

Ms. Barrios asked for clarification of the meaning of "4 levels below" pertaining to English, math, and English as a Second Language (ESL) courses for the remedial education progress rates. Mr. Voelcker indicated that it means four levels below college level.

Mr. Labrado asked for clarification of "unprepared." Mr. Voelcker indicated it stands for the students who are not taking college-level courses, but the lowest level of math/English courses.

Ms. Barrios asked if Mr. Voelcker was surprised that the data from both colleges was almost identical. Mr. Voelcker indicated he was not surprised since last year's figures were similar.

Ms. Alvarez asked if the persistence figures increase every year. Mr. Voelcker indicated that last year's cohorts pertained to a different time period (2007/2008 to 2013/2014); therefore, the figures would not increase every year. He stated that the State Chancellor's Office began defining the metrics for use with the 2013 and 2014 scorecards, and it is possible to review data as far back as 2003/2004. Mr. Voelcker reported that overall the district has improved its scorecard figures.

In response to Ms. Alvarez earlier email request regarding ways the colleges are trying to improve the success rate in the areas that need the most improvement, Mr. Torres stated that the colleges use many strategies, such as accelerating entry into a particular program of study; minimizing the time necessary for students to become college-ready; ensuring students know the requirements needed for their course of study; customizing and contextualizing instruction; integrating student support with instruction or academic affairs; monitoring student progress; alerting students when



## 2.7 Informational Presentation on Student Success Scorecard – (cont.)

they are not doing well through systems such as “Early Alert;” rewarding behaviors that lend support and promote completion; and utilizing technology to promote and support instruction to ensure that RSCCD students are successful.

The Student Success Scorecard is one tool, among many, that the district uses to assess the effectiveness of its institutions. The district also uses comprehensive and continuous assessment which includes data from different local sources and different perspectives, such as on-going classroom assessment; on-going planning and program review; and on-going research conducted by the District Research Department.

Ms. Alvarez asked how the colleges are publicizing the accolades of student success at the colleges. Mr. Torres indicated the SAC Academic Affairs website is being renovated to include updates to the departments’ pages and student success information. In addition, staff is working with the public relations department at the district to publicize student opportunities. He explained that due to limited marketing funds, other ways to reach the community involve the ¡Adelante! and Freshman Experience programs with Santa Ana Unified School District.

Mr. Yarbrough asked what the legislature plan to do with the information on the student success scorecard. Dr. Lundquist indicated the scorecard results challenge districts to apply resources in the best possible way for student success. Mr. Yarbrough asked if the legislature is comparing the results of the student success scorecard with other districts, and if so, how does RSCCD compare to other college districts? Dr. Lundquist indicated SAC and SCC perform above the statewide average in the student success scorecard.

Referring to the Remedial ESL figures given in the presentation, Mr. Yarbrough asked if demographics are considered regarding the difference in ESL figures at SAC (25.2%) and SCC (66.7%). Mr. Voelcker indicated the expansion of the cohort term may be an explanation of the high figures for SCC. In the past the Accountability Reporting for the Community Colleges report used a 3-year period and the scorecard uses a 6-year period. Mr. Voelcker stated next year the scorecard will include the number of students within the cohort. Since the SCC population for non-credit ESL has dwindled at SCC, another explanation for the large fluctuation in numbers is the sample size.

In response to Mr. Yarbrough’s inquiry regarding the legislation, Mr. Torres indicated that AACJC requires colleges to set “institution set standards” for terms of success, completion, persistence, and the number of students that have completed the CTE programs and secured jobs in their respective fields.

## 3.0 INSTRUCTION

All items were approved as part of Item 1.6 (Consent Calendar).

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1 through 4.10, 4.12, 4.13, and 4.14 were approved as part of Item 1.6 (Consent Calendar). (Item 4.11 was removed from the agenda in error.)

##### 4.15 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the purchase order listing for the period November 20, 2014, through December 13, 2014. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

#### **5.0 GENERAL**

Items 5.1, 5.2, 5.3, and 5.4 were approved as part of Item 1.6 (Consent Calendar).

##### 5.5 Reports from Board Committees

Mr. Solorio provided a report on the January 8, 2015, Board Facilities Committee meeting.

##### 5.6 Board Member Comments

Mr. Yarbrough expressed optimism regarding the upcoming year as being a good year for opportunities for the students at both colleges.

Ms. Alvarez received clarification that the District Safety Officer positions listed on the Human Resources Classified Addendum are additional temporary positions. As chairperson of the Board Safety & Security Committee, Ms. Alvarez indicated she is ready to call another meeting for this committee if changes have occurred that need to be reported.

Board members wished everyone a “Happy New Year.”

Mr. Hanna, Ms. Mendoza Yanez, and Mr. Solorio expressed appreciation to staff for the Student Success Scorecard presentation. Mr. Solorio indicated he was in the legislature when the Student Success Scorecard was approved and it was hopeful that this scorecard would increase the efficiency in taxpayers’ dollars being spent wisely. He reported other items were included in the legislation such as creating priority enrollment for veterans/others and the advantage of districts throughout the state collaborating on best practices from each district to better serve students and taxpayers.

Mr. Solorio reported he was recently appointed to the California Student Aid Commission and offered his services regarding Cash for College, Cal Grants, etc.

## 5.6 Board Member Comments – (cont.)

Mr. Hanna asks that the Board Policy Committee meet within two months to discuss public/private partnerships and issues relating to 30-hour-per-week employees. Mr. Hanna asked for an update on the standards/criteria for 30-hour positions at the meeting. In addition, Mr. Hanna asks that the policy and administrative regulation for the student trustee be reviewed by the Board Policy Committee during the summer.

Mr. Solorio asked that Townsend Public Affairs assist the trustees by providing a list of items to advocate for and recommending legislative meetings for trustees to attend during the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C. in February.

Mr. Labrado asked staff to complete the “Impact of Federal Education Dollars on Your Campus” form provided by ACCT to assist the trustees in meetings with legislators.

Mr. Labrado asked that Townsend Public Affairs assist the trustees during the upcoming Sacramento and Washington, D.C. conferences.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 6:40 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services  
Employee Organizations: California School Employees Association, Chapter 888  
Continuing Education Faculty Association

Mr. Hanna left the meeting at this time.

## **RECONVENE**

The board reconvened at 6:40 p.m.

### Closed Session Report

Ms. Alvarez reported the board discussed public employment and labor negotiations, and that the board took no reportable action during closed session.

### Public Comment

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Job Descriptions
- Approve Permission to Accept Outside Assignments
- Approve Extension of Interim Assignments
- Approve Adjusted Hourly Rates for Interim Assignments
- Approve Adjusted Hourly Rates for Short-term Assignments
- Ratify Resignations/Retirements
- Approve FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015
- Approve FARSCCD Part-time Column Changes Effective January 1, 2015
- Approve Hiring of Temporary Long-term Substitutes per E.C. 87481 and 87482
- Approve Final Salary Placements
- Approve Changes of Classification
- Approve Additional Contract Extension Days for 2014-2015
- Approve Stipends
- Approve Adjusted Column Placements
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

### **6.2 Classified Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve 2014-2015 CSEA Permanent Salary Schedules
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments

6.2 Classified Personnel – (cont.)

- Approve Temporary to Hourly On Going Assignments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-02. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on February 2, 2015.

There being no further business, Mr. Labrado declared this meeting adjourned at 6:51 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: February 2, 2015

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Office of the Vice Chancellor - Business Operations/Fiscal Services*

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2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7340 – Office  
(714) 796-3935 – Fax

**Date:** January 12, 2015

**To:** Dr. Raúl Rodríguez

**From:** Peter J. Hardash

**Subject:** Responses to Board of Trustees Requests/Questions

*From Trustee John Hanna*

**4.15(4) 15-P0034160 \$12,000 for Nixon Peabody. What was this legal expense? What office is handling this for the firm?**

- Nixon Peabody is the district bond counsel for Measure Q bonds. The U.S. Securities and Exchange Commission's (SEC) Municipalities Continuing Disclosure Cooperation (MCDC) Initiative, launched in March of 2014, required municipal bond issuers and underwriter's to self-report any past violations of Rule 15c2-12 (continuing disclosure requirement). Through the MCDC initiative, the SEC offered amnesty for entities that self-report past violations by the deadline of December 1, 2014. The district engaged the services of Nixon Peabody to review all Measure E bond issuances and refundings to evaluate and verify continuing disclosure compliance and the need to report any deficiencies to the SEC. As bond counsel, they coordinated their evaluation with The Dolinka Group evaluation in reviewing and verifying any reportable items and any disclosures that were necessary in the Official Statement for the issuance of Series A of Measure Q bonds. The legal services necessary in reviewing and researching all Measure E bonds and refundings were outside of the scope of work included for bond counsel services for Measure Q. The purchase order was issued in the amount of \$12,000. The cost of this service, year to date, was \$6,119.50.

Lisalee (Lisel) Wells from the Los Angeles office services as bond counsel to the District.



# **Rancho Santiago Community District Report on Faculty Diversity**

**August 2016**

Prepared by:

Judyanne Chitlik  
Interim Vice Chancellor, Human Resources



## Rancho Santiago Community College District Report on Faculty Diversity

In early 2016, the Assistant Vice Chancellor of Human Resources met with the Chancellor to discuss faculty recruitment efforts and RSCCD's commitment to improving its rate of faculty diversity. Included as Attachment #1 to this report is a graph which was presented to the Board of Trustees showing the percentages of non-white full-time faculty hired for the fall 2014 and served as the basis for the discussion. While RSCCD had a reasonable percentage of hiring diverse faculty for 2014, it was clear that other districts were able to effectively recruit and hire larger percentages of diverse faculty in 2014.

After meeting with the Chancellor, the Assistant Vice Chancellor of Human Resources completely reviewed RSCCD's faculty hiring procedures with RSCCD's Recruitment Manager and a meeting was convened with the Chancellor to discuss these procedures and, in particular, agencies and sources, etc. where the district was placing information about faculty job opportunities.

RSCCD practices and procedures appeared sound. However, in an effort to improve RSCCD's faculty diversity, it was decided to contact a number of the colleges that had higher rates of success as indicated on the chart for 2014 to discuss their recruiting strategies. Of particular interest was Pasadena City College with a 76.7% rating which was the most exceptional by all measures of any other community college in the state. Also contacted were Rio Hondo College (49.2%), Citrus College (41.8%) and Santa Monica College (41.1%). Los Angeles CCD (51.4%) was not contacted because that district is so unlike any other district in the state with nine (9) separate colleges spread over an enormous area and wasn't comparable to RSCCD. Contact was made with the Human Resources Departments at the four (4) colleges indicated above to set up interviews with their key human resources personnel. Pasadena City College, Rio Hondo College and Santa Monica College all responded to the request to discuss faculty hiring practices. Citrus College never responded, even after repeated outreach.

### Rio Hondo College

Staff first interviewed Ms. Yolanda Emerson, Director of Human Resources at Rio Hondo College. She indicated that when she became Director, their faculty diversity numbers were very low. However, the Board of Trustees took this on as a goal and she was given monetary and personnel resources to begin to change these numbers. She reported that the most important step was a change in the College Mission Statement that included the high value the district placed on diversity and embracing the idea that "Hiring the best faculty for the position" was important, but that diversity added a dimension to the educational experience that was essential to the community and the district. Ms. Emerson stated that she then proceeded to build a relationship with the Academic Senate with the purpose of having the Senate embrace the importance of faculty diversity and partnering with them to promote this in their hiring practices.

Subsequently, Human Resources and the Academic Senate put in place a practice that required all members of a faculty hiring committee be EEO/Diversity trained each time they serve on each committee. In addition, initially the requirement was put in place for placement of an EEO Monitor from Human Resources on each hiring committee. So, Human Resources did all the EEO monitoring on the faculty hiring committees. This practice was not sustainable and they now train all members of their management team to be EEO monitors. They do not allow faculty to serve as EEO monitors on faculty hiring committees. In addition to all the required training for committee members, the EEO monitor on each hiring committee must further advise and admonish the entire committee about what they can and can't do in the hiring process before the committee can begin screening applications.

Questions were posed to Ms. Emerson about the Rio Hondo College advertising budget and advertisement placements to insure as diverse a pool as possible. The list of Rio Hondo College advertisement placements was compared with the RSCCD list and the lists were nearly identical. Ms. Emerson also indicated that participating in the traditional job fairs did not produce much benefit, which is consistent with RSCCD's experience as well.

Finally, Ms. Emerson reported that "It took a lot of years to change the numbers. It will not happen overnight." She further reported that without the commitment of appropriate monetary and personnel resources, they would not have had the tools needed to make a difference.

### Santa Monica College

Staff next interviewed Ms. Sherri Lewis, Dean of Human Resources for Santa Monica College. She reported that the Board of Trustees made a commitment to increase faculty diversity but that commitment included appropriate staffing for Human Resources and additional \$50,000.00 to augment their advertising budget. According to Ms. Lewis "this made a world of difference" which allowed her to "dig deeper into diversity in our hiring process."

Santa Monica College advertises in the same places that RSCCD does, but Ms. Lewis began working with the Academic Senate to involve faculty in helping find places to advertise. Through the faculty and their networking, the college has connected with graduate programs at many of the universities/colleges in their area and this has been very effective in recruiting recent graduates directly out of those programs. Also, faculty attend and network at conferences such as the Hispanic Association of Colleges and Universities or National Black Association, etc. and this has proven to be an effective recruitment strategy.

One unique strategy employed by Santa Monica College is that recruitment begins in August for the following academic year. This means that they are recruiting year round to staff for the following academic year.

Similar to what Rio Hondo College requires, everyone on the faculty hiring committee must participate in EEO training prior to serving on a committee to insure that the interview pool



is diverse. At Santa Monica College, once a screening committee is identified, the entire committee is brought together for a detailed training session. The EEO monitors are separately trained in addition to the committee training.

Finally, it is interesting to note that Santa Monica College has evidence that supports their belief that requiring two (2) letters of recommendations in the application process creates an artificial barrier for diverse candidates. They have stopped this practice and the number of diverse candidates applying for faculty positions has increased.

### Pasadena City College

The final interview conducted was with Ms. Annette Loria, Executive Director of Human Resources at Pasadena City College (PCC). As illustrated in Attachment #1, in 2014 PCC had an astounding hiring rate of diverse faculty of 76.7%. There are numerous reasons for their success, but the most compelling factor is that they have allocated significant monetary and staff resources to support their recruitment effort. They have a substantial outreach effort which includes partnering with local four year colleges and universities to market to their recent graduate students. This includes having appropriate deans and lead department faculty directly making contact with the various departments within the four-year institutions and creating on-going relationships that they tap into to recruit for the department/discipline that is hiring.

Pasadena City College holds their own job fairs on the college campus which is heavily advertised to the surrounding community. At these on-site job fairs, the deans and faculty are available to meet with prospective applicants to answer questions about new faculty positions and encourage community members to apply. Workshops on how to write resumes, how to navigate the application process and how to interview are also conducted by the college. Again, these activities are all heavily marketed to their surrounding community, which is significantly diverse, and this results in a larger diverse applicant pool.

In addition, Pasadena City College participates in the Registry Job Fair and they sponsor a hospitality suite where the deans and faculty leadership promote the college and encourage prospective faculty members to apply.

All of these strategies allow for Pasadena City College to connect with their own community and/or promote the college to a broad-based diverse applicant pool.

Another area where Pasadena City College been aggressive is in the training of their EEO monitors and all the faculty who sit on the hiring committees. All faculty must go through EEO diversity training every two years. PCC conducts these training sessions every fall and spring semester and faculty members cannot participate in a faculty hiring process unless they are up to date with their training certification. This rigorous training requirement is outsourced to Liebert, Cassidy and Whitmore who conducts these training sessions twice a year.

In addition to the Liebert, Cassidy and Whitmore trainings, Pasadena City College has an on-going lecture/workshop program throughout the year. The spring 2016 semester training and lectures that were provided to the academic faculty and management team and also offered to anyone who wanted to attend is included as Attachment #2 to this report.

The institutional intention is to provide a systemic culture of inclusivity and diversity that reflects the community that they serve. This necessitated a commitment from the Board and President/Superintendent to promote and implement this institutional goal and provide money and staff resources to allow for the implementation of the activities described above.

## Analysis

In the 2014 graph depicting the success percentages in hiring diverse faculty (Attachment #1), Pasadena City College, Rio Hondo College and Santa Monica College were shown as more successful than the Rancho Santiago Community College District. The purpose of contacting other institutions was to find out why this was occurring and what RSCCD could use as takeaways to better its success in attracting a more diverse pool of faculty applicants. All three of the organizations interviewed were adamant that change in this area took time and patience and that sufficient monetary resources were essential. Two areas became the focus for improvement:

1. More aggressive marketing strategies which allowed for extensive and direct interaction and recruitment within the diverse communities that each college served.
2. An aggressive cultural shift within the institution itself, which included significant changes in EEO/Diversity and cultural competency trainings. Not only were faculty expected to attend and be routinely trained in their roles and obligations on a hiring committee but they also were expected to participate in activities that promoted inclusivity and a more open perspective on diversity and inclusivity.

During the past two years (2015/2016 and 2016/2017) the RSCCD Human Resources Department has become more systematic in EEO monitor training and two or three sessions are held each academic year. RSCCD numbers have improved significantly in regard to hiring diverse faculty at both colleges and within the Continuing Education Division as well. Included as Attachment #3 of this report are the results of RSCCD faculty hiring for 2015/2016 (50%) and for the just completed 2016/2017 hiring (53%). While there is significant improvement since 2014, there are a number of things RSCCD can do to maintain and exceed its current rate of diverse hiring.

## Recommendations

1. Human Resources should partner with the Academic Senates to put in place a program that includes connecting with departments at four year institutions for the express purpose of creating faculty-to-faculty relationships for marketing RSCCD faculty positions to their recent graduates.

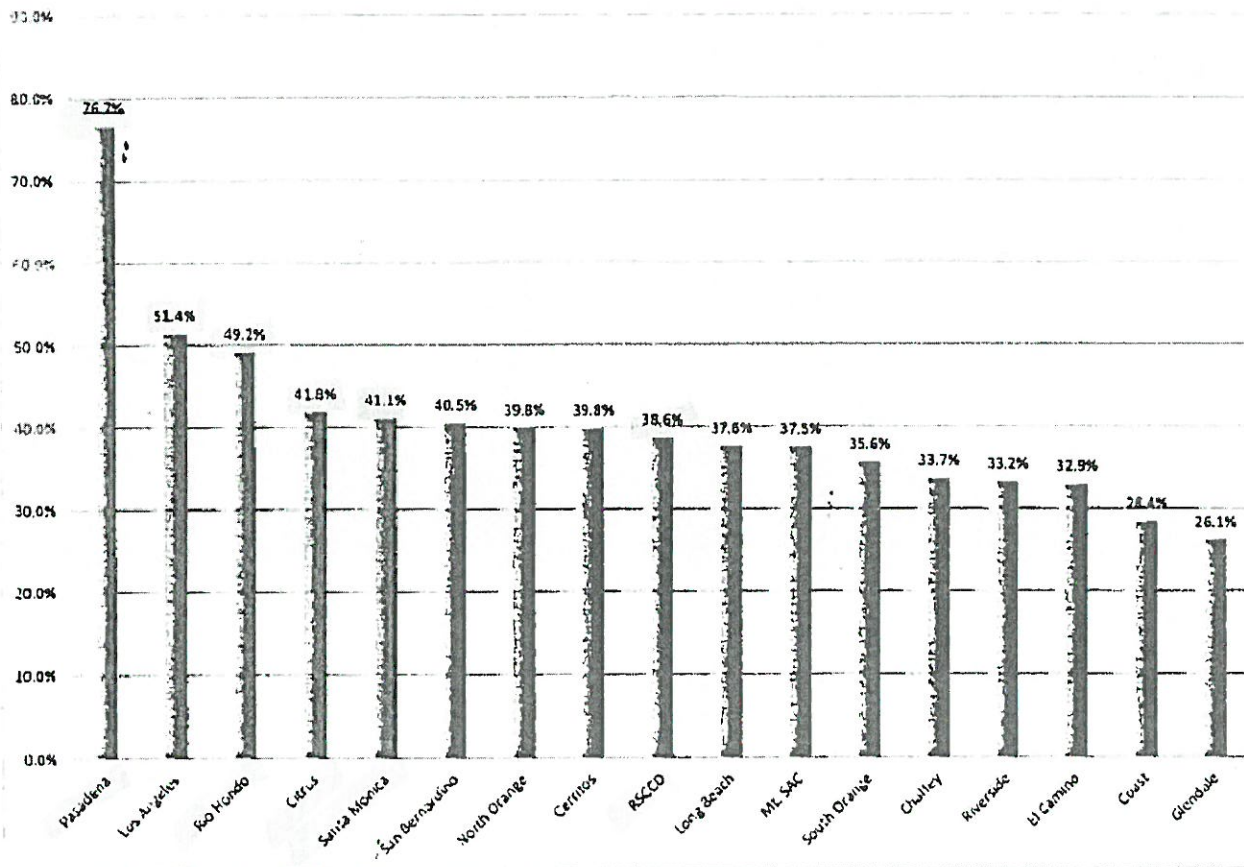


2. Consider holding job fairs on the college campuses, heavily marketed to the RSCCD community and staffed with the dean/faculty from each department/discipline who are hiring for that academic year. RSCCD should partner with the Academic Senates to begin a dialogue about the scope of this activity.
3. Consider having a lecture/training program similar to Pasadena City College, bringing professional speakers to the colleges to talk about the cultural, social, and psychological issues that are topical today and which have broad implications for faculty hiring and the shaping of the colleges and district. The Academic Senates are central to these discussions.
4. Consider a more intense and aggressive EEO/Diversity monitor training, ensuring that all employees who serve in this role are well trained and able to provide this vital leadership in the faculty hiring process.
5. Consider, as well, requiring all faculty who serve on a faculty hiring committee go through the same training as the EEO monitor, ensuring that all members of faculty hiring committee are equally responsible for delivering a fair and equitable screening and interviewing process.
6. Integrate training in cultural competency into the RSCCD Faculty Institute and all faculty orientations.

At least some of these recommendations will require additional funding and a significant institutional commitment. It is critical that the management team be trained and comfortable with articulating a consistent message of inclusivity and cultural competency to faculty and staff in our hiring process. The district has already made some adjustments to its hiring process in the area of EEO training; but, by incorporating some of the strategies used by other institutions, there is the opportunity for even more success in hiring faculty who more closely reflect the district's students and community.

Most recently Human Resources reviewed, rewrote, and re-rated the Manager of Employment Services position and created the new position of Director of Employment Services, Equity, and Diversity, consistent with what many other Districts have been doing around the state. This latter position includes job duties that include planning, organizing and providing leadership for programs and activities designed to foster a district climate of respect, equity, inclusion and diversity, which will then provide the foundation for conducting Screening Committee, Diversity, and EEO trainings. This updated position will help insure that the values of diversity and inclusivity are valued and promoted within the institution and are appropriately reflected in the district's hiring procedures, underscoring the RSCCD's belief that faculty diversity adds an important dimension to the educational experience and is an essential value for the students and community that we serve.

Full-time Faculty – Percent of Non-White Employees – Fall 2014



**Chitlik, Judy**

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**Subject:** Faculty Diversity report

Hi Judy,

It was a pleasure speaking with you this morning regarding our faculty hiring practices and procedures. Both Juli and I were delighted to learn that Pasadena City College has the highest ranking in terms of faculty diversity. I look forward to receiving a copy of the report from you so that I may share with others at PCC. Here is also a list of the trainings on campus that have occurred or scheduled to occur this semester:

Diversity Training

Presenter: Diane Goodman  
January 26 – February 1, 2016

Unintentional Bias

Presenter: Dr. Pedro Noguera  
February 16, 2016

Criminalization of Youth and Incarceration

Presenter: Victor Rios  
February 25, 2016

Faculty Hiring Committee Training

Cultural Competency in Questions and Evaluation

Presenter: Cris Cullinan  
March 18, 2016

Entrepreneurship and Business in the Art world

Presenter: Jeremy Quant/RedDot  
March 2016

Evaluating the course syllabi for equity

Presenter: Cristina Salazar-Romo  
April 2016

Please let me or Juli know if you have any questions or need additional information, we are glad to help.

Annette  
Interim Executive Director, Human Resources  
Pasadena City College



New Hires 3 FY as of 7/27/16

**FACULTY (Excluding CDC)**

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	34	13	36	18	47	25
		38%		50%		53%

**FACULTY (Including CDC)**

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	34	13	43	23	51	28
		38%		53%		55%

**MANAGEMENT**

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	14	7	15	9	5	4
		50%		60%		80%



# Santiago Canyon College

DEPARTMENT OF WOMEN'S STUDIES

*With the Office of Student Equity and Success is Proud to Present:*

## MUJERES DE MAIZ

*Presents:*

**"'Movmynt' Pains: Dealing with Sexism and Fleshing Feminism in Social Justice Circles"**

**WHEN?**

WEDNESDAY, MARCH 29<sup>TH</sup>

1:00-2:30 P.M.

**WHERE?**

SCC, Room H-106

**Questions? Contact:** [Govea\\_Melissa@sccollege.edu](mailto:Govea_Melissa@sccollege.edu)



*Since 1997*

*Spiritual ARTivism*

This workshop is a beginning dialogue regarding sexism, gender politics, and issues within movement organizing, as well as sharing of resources to begin to not only challenge patriarchy, but also to flesh out and embody feminism and create spaces of healing and empowerment of all peoples.



# BLACK HISTORY AWARENESS MONTH



## FEBRUARY EVENTS



**FEB. 14-15: BLACK HISTORY MONTH KICKOFF EVENT**

**TAKE A PICTURE WITH A 3-D ART AND  
ENTER FOR AN OPPORTUNITY DRAWING  
ROSE GARDEN, 9:00 AM - 2:00 PM**



**FEB. 21: KNAPSACK DISCUSSION + EQUITY PANEL**

**TAKE THE PEGGY MCINTOSH PRIVILEGE TEST AND  
THEN DISCUSS + HAVE YOUR QUESTIONS ANSWERED  
STRENGER PLAZA, 9:00 AM - 2:00 PM**



**FEB. 22: DEBUNKING STEREOTYPES**

**PARTICIPATE IN THE DEBUNKING  
STEREOTYPES AWARENESS ACTIVITY. FREE FOOD!  
ROSE GARDEN, 9:00 AM - 2:00 PM**



**MAR. 2: MOVIE NIGHT**

**WATCH A MOVIE COMMEMORATING  
BLACK HISTORY MONTH  
E-203, 6:00 PM - 9:00 PM**

**"Darkness cannot drive out darkness;  
only light can do that.  
Hate cannot drive out hate;  
only love can do that."  
- Dr. Martin Luther King, Jr.**

**FACULTY INSTITUTE**

Fall 2016 – Spring 2017

**FLEX WEEK AUGUST 15 – 19, 2016**

**Monday, August 15, 2016**

**DISTRICT OFFICES**

8:00 a.m. – 12 Noon District Office/Board Room 107

**District Orientation**

Judyanne Chitlik, Vice Chancellor, Human Resources

- **Welcome by Chancellor** – Dr. Raúl Rodríguez
- **HR Orientation**
- **Payroll Process**, Diane Kincheloe, Payroll Manager
- **Benefits**, Diane Loya, Benefits Analyst
- **District Safety and Security/Title IX**, Alistair Winter, Assistant Vice Chancellor, Human Resources
- **SchoolsFirst Federal Credit Union**
- **Tour of the District Offices**

12 Noon – 1:00 p.m. **Luncheon with the Chancellor**

1:00 p.m. – 3:00 p.m. **Afternoon Session**

- **Welcome by College Presidents – College Mission and Goals**  
Dr. Linda Rose, Santa Ana College  
Dr. John Hernandez, Santiago Canyon College
- **Welcome by Academic Senate Presidents- Introduction to the Academic Senate/Participatory Governance**  
Dr. Elliott Jones, Santa Ana College  
Michael DeCarbo, Santiago Canyon College
- **Welcome by the Faculty Association of the Rancho Santiago Community College District (FARSCCD)**  
Narges Rabii-Rakin, President
- **Admissions and Records**  
Tuyen Nguyen, Assistant Dean of Admissions and Records/SCC  
Mark Liang, Dean of Enrollment and Support Services/SAC
  - How to Access Rosters/Grades
  - How to Add and Drop Students
  - Wait Lists

4:00 p.m. – 4:30 p.m. **Welcome Reception with the Board of Trustees** District Office/Board Room 107  
**PLEASE REMAIN AFTER THE RECEPTION TO BE FORMALLY PRESENTED TO THE BOARD OF TRUSTEES AT THE BOARD MEETING**

**Tuesday, August 16, 2016**

**Santiago Canyon College**

9:00 a.m. – 2:00 p.m. **Joint SCC/SAC Equity Institute “The Neuroscience and Psychology of Decision Making in Higher Education”**  
**with Kimberly Papillon, Esq.** Room E-204

Joseph Alonzo, Director of Student Equity and Success/SCC

Dr. George Sweeney, Student Equity Coordinator/SAC

Dr. Melinda Womack, Professor of Communication/SCC

Dr. Christine Umali-Kopp, Professor of Psychology/SCC

**Wednesday, August 17, 2016**

**ACADEMIC SENATE RETREATS**

**Santiago Canyon College** Room E – 203

9:00 a.m. – 12 Noon Senate Meeting

12:30 p.m. – 1:15 p.m. Faculty Potluck

**Santa Ana College** Location TBA

9:00 a.m. – 11:00 p.m. Research Office Open House

Janice Love, Director of Research

11:30 a.m. – 12:30 p.m. Lunch with Academic Senate and Department Chairs

1:00 p.m. – 3:00 p.m. Student Success: It's Personal: Classroom Support and Management

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

Faculty Partners

- Student Success: It's Personal and the 6 Student Success Factors
- Setting Expectations in the Course Syllabus and Course Orientation
- Keeping Students Focused/Maintaining Classroom Decorum
- Student Code of Conduct, key resources and protocols
- DSPS and VAWA Supports

#### **Thursday, August 18, 2016**

**Department/Division Meetings** (TBD by specific Departments)

Please contact your Department Chair or Division Deans for meeting time and location

#### **Friday, August 19, 2016**

#### **COLLEGE CONVOCATIONS**

##### **Santa Ana College**

8:00 a.m. – 10:00 a.m. Phillips Hall Theatre/Building P

12 Noon – 1:00 p.m. Catered Lunch Room TBA

1:00 p.m. – 2:00 p.m. **Tour of Campus and Facilities** Cesar Chavez Building/Room A-130

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

##### **Santiago Canyon College**

10:30 a.m. – 12 Noon Lunch Humanities Building/H-114

Catered Lunch to immediately follow Convocation

1:00 p.m. – 2:00 p.m. **Setting Expectations for Classroom Decorum** Room H-114

Dr. Marilyn Flores, Vice President of Academic Affairs

Ruth Babeshoff, Vice President of Student Services

- Classroom and Student Management
- Student Code of Conduct
- Disruptive Student Behavior
- Academic Dishonesty

2:00 p.m. – 4:00 p.m. **Tour of Campus and Facilities**

Ruth Babeshoff, Vice President of Student Services

#### **SEPTEMBER 2016 MEETING**

#### **Friday, September 9, 2016**

#### **DISTRICT OFFICES**

9:00 a.m. – 12 Noon District Offices/Board Room 107

##### **Tenure Review Process and Faculty Portfolios**

Judyanne Chitlik, Vice Chancellor of Human Resources

Narges Rabii-Rakin, FARSCCD President

Shelly Jaffray, Dean of Humanities and Social Sciences

Carolyn Breeden, Dean of Arts, Humanities, and Social Sciences

- **Tenure Review Process**
- **Self-Evaluation**
- **Creation of Faculty Portfolios**
- **Faculty Panel/ Q&A/ Myths and Misconceptions in the Tenure Review Process**

## OCTOBER 2016 MEETING

### Friday, October 14, 2016

#### **Santa Ana College**

9:00 a.m. – 12 Noon Cesar Chavez Building/ Room A-210

Cherylee Kushida, Coordinator of Distance Education/SAC

- **On-Line/Educational Technology/Distance Education**
- **Learning Management Systems**
- **Using Technology (Review of On-Line Resources at SAC)**
- **Blackboard**

#### **Santiago Canyon College**

9:00 a.m. – 12 Noon Room H-114

- **Discussion: Best Practices in Teaching and Learning Techniques with 2015-2016 Faculty Cohorts**  
Dr. Marilyn Flores, Vice-President of Academic Affairs/SCC  
Michael DeCarbo, Academic Senate President, SCC

## NOVEMBER 2016 MEETING

### Friday, November 18, 2016

#### **Santa Ana College**

9:00 a.m. – 12 Noon Cesar Chavez Building/Room A-210

- **Discussion: Best Practices in Teaching and Learning Techniques with 2015-2016 Faculty Cohorts**  
Carlos Lopez, Vice President of Academic Affairs/SAC  
Dr. Elliott Jones, Academic Senate President/SAC

#### **Santiago Canyon College**

9:00 a.m. – 12 Noon Building B/Room 208

Scott James, Coordinator of Distance Education/SCC

- **On-Line/Educational Technology/Distance Education**
- **Learning Management Systems**
- **Using Technology**
- **Blackboard**

## DECEMBER 2016 MEETING

### Friday, December 2, 2016

#### **DISTRICT OFFICES**

9:00 a.m. – 12 Noon District Offices/Board Room 107

- **End of Semester Debrief Discussion**  
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC  
Carlos Lopez, Vice President of Academic Affairs/SAC  
Ruth Babeshoff, Vice President of Student Services/SCC  
Dr. Sara Lundquist, Vice President of Student Services/SAC  
Michael DeCarbo, President of the Academic Senate/SCC  
Dr. Elliott Jones, President of the Academic Senate/SAC
- **Turning in Grades**  
Tuyen Nguyen, Assistant Dean of Admissions and Records/SCC  
Mark Liang, Dean of Enrollment and Support Services/SAC

12 Noon – 1:00 p.m.

#### **Lunch with the Chancellor**

**FLEX WEEK FEBRUARY 6 – 10, 2017**

### Monday, February 6, 2017

9:00 a.m. – 12:00 p.m. **Santiago Canyon College** Room H-114

- **Innovative Teaching Strategies That Promote Student Success**  
Discussion of On-Course and other strategies to assist student of all levels of preparation  
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC  
Michael DeCarbo, President of the Academic Senate/SCC

- **Instructional and Student Support Services Site Visit**

Tour and learn about the following areas: MASH Center, STAR Center, Tutoring Center, Academic Success Center, Counseling, Transfer Center, Library, Writing Center and BSI.

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC

Michael DeCarbo, President of the Academic Senate/SCC

9:00 a.m. – 12 Noon **Santa Ana College** Cesar Chavez Building/Room A-130

- **Student Equity**

Dr. George Sweeney, Student Equity Coordinator

- **SSSP**

Dr. Micki Bryant, Dean of Counseling

- **Instructional Support Service**

Luis Pedroza, Librarian

Kathy Walczak, Learning Center Coordinator

- **Basic Skills Initiative and Professional Development**

Mary Huebsch, BSI and Professional Development Coordinator

**Wednesday, February 8, 2017**

**ACADEMIC SENATE RETREATS**

**Santiago Canyon College**

Building E/Room 204

9:30 a.m. – 2:30 p.m.

Michael DeCarbo, President of the Academic Senate/SCC

**Santa Ana College** Room/TBD

9:30 a.m. – 12:30 p.m.

Dr. Elliott Jones, President of the Academic Senate/SAC

**Thursday, February 9, 2017**

**Department/Division Meetings**

(TBD by specific Departments)

Please contact your Department Chair or Division Dean for time and location.

**Friday, February 10, 2017**

**COLLEGE CONVOCATIONS**

**Santa Ana College**

8:00 a.m. – 10:00 a.m.

Phillips Hall Theatre/Building P

**Santiago Canyon College**

10:30 a.m. – 12 Noon

Santiago Canyon College/Room H-106

**Department/Division Faculty Meeting**

(TBD by specific Division)

Please contact your Division Dean for time and location.

**FEBRUARY 2017 Meeting**

**Friday, February 24, 2017**

**Santa Ana College**

9:00 a.m. – 12 Noon

Cesar Chavez Building/Room A-130

**Accreditation and Institutional Effectiveness**

Dr. Bonita Jaros, Coordinator of Institutional Effectiveness/Accreditation Liaison Officer/SAC

Dr. Jarek Janio, SLO Coordinator

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

- **Faculty Role and Responsibilities**

**Santiago Canyon College**

9:00 a.m. – 12 Noon

Room H-114

**Accreditation and Institutional Effectiveness**

Aaron Voelcker, Dean of Institutional Effectiveness/Library/Academic Support/SCC

- **Faculty Role and Responsibilities**



**MARCH 2017 MEETING**

**Friday, March 17, 2017**

**DISTRICT OFFICES**

9:00 a.m. – 12 Noon District Offices/Boardroom 107

**Interdisciplinary Discussion on Integrated Learning**

Carlos Lopez, Vice President of Academic Affairs/SAC  
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC  
Michael DeCarbo, President of the Academic Senate/SCC  
Dr. Elliott Jones, President of the Academic Senate/SAC

**APRIL 2017 MEETING**

**Friday, April 21, 2017**

9:00 a.m. – 12 Noon **Santa Ana College** Cesar Chavez Building/Room A 128

**Continuation: Discussion of Best Practices in Teaching and Learning Technologies**

Carlos Lopez, Vice President of Academic Affairs/SAC  
Dr. Elliott Jones, President of Academic Senate/SAC

9:00 a.m. – 12 Noon **Santiago Canyon College** Room H-114

**Continuation: Discussion of Best Practices in Teaching and Learning Technologies**

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC  
Michael DeCarbo, President of Academic Senate/SCC

**MAY 2017 MEETING**

**Friday, May 12, 2017**

**DISTRICT OFFICES**

9:00 a.m. – 1:00 p.m. District Offices/Boardroom 107

**End of the Academic Year Debrief**

9:00 a.m. – 12 Noon **End of the Academic Year Debrief/Evaluation**

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC  
Carlos Lopez, Vice President of Academic Affairs/SAC  
Dr. Sara Lundquist, Vice President of Student Services/SAC  
Ruth Babeshoff, Vice President of Student Services/SCC  
Michael DeCarbo, President of Academic Senate President/SCC  
Dr. Elliott Jones, President of Academic Senate President/SAC

12 Noon – 1:00 p.m. **Lunch with the Chancellor**