



**HUMAN RESOURCES COMMITTEE**  
**Via Zoom – District Office**  
**3:30 – 5:00 p.m.**  
**Meeting Minutes for February 10, 2021**

Members Present: Dr. Jeffrey Lamb, Nancy Tanner, Zina Edwards, John Zarske, Alistair Winter, Denise Salcido, Jarek Janio, James “Jim” Isbell, Jonae Varela, Martin Stringer, Jean Estevez, Scott Howell, and Maria Garcia

Guests: Dr. Narges Rabii-Rakin and René Beiza

1. Welcome
  - a. Meeting was called to order at 3:35 p.m.
2. Approval of Minutes – January 13, 2021 Meeting

It was moved by Ms. Edwards, seconded by Mr. Janio to approve minutes.
3. Office of Diversity, Equity, & Inclusion (ODEI)

Ms. Rabii-Rakin presented on the initiatives ODEI is doing and data that has been collected on hiring and recruitment. In addition, to running an academy (10-week program) for candidates who are interested in teaching in community college. Mentors are welcome, open to anyone who is available; will be paired based on their major and what the candidate’s degree will be in. Provided details on the Rancho Santiago Community College District Board of Trustees Diversity Award.
4. RSCCD Equal Employment Opportunity (EEO) and Human Resources Plan

Ms. Estevez met with the EEO taskforce and will be reviewing the current EEO plan to compare it with other community colleges. Will meet again to develop goals in order to achieve an inspiration document based on the data that the office of ODEI shared. End goal is to have a draft for the committee to review on the next meeting.
5. AR 7131 – Salary Placement for Management Personnel and Classified Bargaining Unit Employees

Ms. Estevez is recommending to revise section C-3, under New Employee Placement on AR 7131 to say, “...advanced approval by the Chancellor or designee.” Committee did not oppose. Therefore, it will be presented on the next District Council meeting.
6. Forms

Mr. Beiza, Interim HR Analyst of Recruitment presented an outlined of the new recruitment process/workflow since moving to NEOGOV/NEOED; screening committee forms have been updated with new language and aligned with human resources administrative regulations; approval process of the EEO certification is being updated as well as the confidentiality forms.

7. Recruitment

a. Updates –Move as many recruitments over to NEOGOV/NEOED whether it is internal or external postings to be better documented.

b. NEOGOV – new recruitment software replacing iGreentree.

8. Unions (Negotiations/Updates/Other)

a. CEFA – non-credit calendar 2021/2022 will be created and prepare for March 22, 2021 board approval

b. CSEA 579 – nothing to report

c. CSEA 888 – nothing to report

d. FARSCCD – nothing to report

Next HRC Meeting:

Wednesday, March 10, 2021

Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:26 p.m.

Minutes Approved: 03/10/2021