

**Rancho Santiago Community College District
HUMAN RESOURCES COMMITTEE**

October 17, 2018 Meeting

District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Agenda

1. Welcome
2. Open Issues/Continue Discussion
 - a. Reference Letters
 - b. Reference Checks
3. Classified/Adjunct Issue – Update
4. EEO Training for Spring Flex Week
5. Other
6. **Next HRC Meeting: Wednesday, November 7 or 14, 2018**
Executive Conference Room #114, 3:30 – 5:00 p.m.

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.

**Rancho Santiago Community College District
HUMAN RESOURCES COMMITTEE**

September 12, 2018 Meeting

District Office – Executive Conference Room 114
3:00 – 4:30 p.m.

Agenda

1. Welcome/Introductions (3:03 pm)

2. HRC Charge
 - Appendix: 3 – District-level Participatory Governance Committees per RSCCD Planning Design Manual (handout)

Handouts were provided to the committee. Tracie reminded the charge of the committee talks about advisory and process to ensure participatory governance over our programs and departments this committee will report to the District Council. (i.e., policy changes (law has change or is new)

- HRC Responsibilities/Membership per RSCCD Planning Design Manual (handout) page 29

To work to get district wide consistency legally appropriate employment practice.

3. Open Issues/Continue Discussion
 - a. Reference Letters
 - SCC will no longer be requesting for the reference letters/letter of recommendation.
 - Mr. Zarske mentioned that the campus chair can decide to have letters as an option. Mr. Zarske and Ms. Guzman will consult with the Academic Senate at SAC and provide feedback on the next meeting.
 - Ms. Edwards will also consult with the classified group and provide feedback on the next meeting.

 - b. Reference Checks
 - Alistair presented a telephone reference checks survey and findings from twelve (12) community college districts. The survey showed the colleges that have either one or more reference check forms based on classification such as classified, faculty, management.
 - After discussion, Tracie decided that human resources will provide a draft of the reference check form for each group as a starting point. The drafts will be presented on the next meeting

- c. Numerical Rubrics for Screening Committees
 - Committee decided to have topic tabled.
4. On-boarding Software in HR

Mr. Birk presented the GreenTree Onboarding (GO) system and discussed the implementation for new hires. He mentioned that Human Resources will probably “go live” in about a month or so. The “go live” date is tentative. Human Resources will determine how the
5. Classified/Adjunct Issue

Tracie informed the committee this matter has been an on-going issue and is working with identifying employees working both positions (i.e., classified and adjunct).
6. EEO Training

Elouise informed the committee that the EEO trainings has been scheduled for Wednesday, September 26th at the District Offices from 8:30 -11:30 am and at SCC from 1:30 – 4:30 pm and on Thursday, September 27th at SAC from 8:30 – 11:30 am and 1:30 – 4:30 pm. Employees will be required to be trained every two (2) year, thereafter. John asked if a training could be scheduled on Spring flex week to accommodate faculty. Alistair will work with Elouise to schedule the next trainings. Update will be provided on next meeting.
7. HRC 2018-2019 Meeting Schedule

Committee reviewed the 2018-2019 schedule and agreed to change the meeting time from 3:00 – 4:30 to 3:30 – 5:00 to accommodate John and Kristen. In addition, changing the October 10 meeting to October 17, since Tracie and Alistair will be attending ACHRO during the week.
8. Other

None to report.
9. **Next HRC Meeting:**
Wednesday, October 10~~17~~, 2018
Executive Conference Room #114, 3:00 – 4:30 3:30 – 5:00 p.m.

Adjourned: 4:49 pm