



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES COMMITTEE

February 12, 2020
District Office – Executive Conference Room 114
3:30 – 5:00 p.m.

Committee Members

Tracie Green, Chair
Vice Chancellor,
Human Resources/DO

Jonae Varela
SAC Classified Representative

Alistair Winter
Assistant Vice Chancellor
Human Resources/DO

Adam O'Connor
Assistant Vice Chancellor
Fiscal Services/DO

Elouise Marasigan,
Director, Employment Services,
Equity & Diversity/DO

Maria E. Garcia
District Classified Representative

Dr. Linda Rose (alternate)
President, SAC

Dr. Jeffrey Lamb
Vice President,
Academic Affairs/SAC

John Zarske
SAC Academic
Senate Representative

Jarek Janio
SAC Academic
Senate Representative

Dr. Narges Rabii-Rakin
FARSCCD Representative

Dr. Marilyn Flores
Vice President,
Academic Affairs/SCC

Melissa Govea
SCC Academic
Senate Representative

Dr. Denise Bailey
SCC Academic
Senate Representative

Zina Edwards
SCC Classified Representative

AGENDA

1. Welcome
 - a. Introduction of SAC and District CSEA Representatives
2. Approval of Minutes January 8, 2020 Meeting
3. Faculty Recruitment Update – Elouise Marasigan
4. Title IX – Jean Estevez
5. Other

Next Meeting:

Wednesday, March 11, 2020
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.



HUMAN RESOURCES COMMITTEE
Executive Conference Room – District Office
3:30 – 5:00 p.m.
Meeting Minutes for January 8, 2020

Members Present: Tracie Green, Alistair Winter, Elouise Marasigan, Dr. Jeffrey Lamb, Dr. Narges Rabii-Rakin, Melissa Govea (arrived 3:40), Denise Bailey (arrived 4:06), Dr. Marilyn Flores, and John Zarske

Members Absent: Theresa Hagelbarger, Adam O'Connor, Dr. Linda Rose, Jarek Janio, and Zina Edwards

1. Welcome
Meeting was called to order at 3:35 p.m.
2. Approval of Minutes – December 11, 2019 Meeting
It was moved by Dr. Winter, seconded by Dr. Flores with an abstention from Mr. Zarske to approve minutes as presented.
3. Professional Development
 - a. Dr. Flores stated that both SAC and SCC have two different systems being used for professional development. In the past year and a half, all constituent groups have discussed about researching a product from Cornerstone made available through the California Community Colleges Chancellor's Office (CCCCO).
 - b. Ms. Green suggested of having a district-wide committee to work on professional development. It would allow better coordination of identified needs, calendars, requests and to ensure consistency. Discussion ensued.
 - c. Dr. Lamb suggested to provide professional development more regional than by campus. Announcements should be sent district-wide.
4. EEO Monitor and Hiring Packets
 - a. Ms. Marasigan provided the committee with copies of the updated hiring packets that includes the new reference check forms, new EEO Monitor Role Script and procedures.
 - b. The new reference check forms will be used from this day forward.
 - c. Committee agreed a survey will be completed by each hiring manager in regards to the new reference check forms. Survey results would be reviewed by the committee on Fall 2020.
5. Future Topics
 - a. Ms. Green asked the committee if they had anything to add or discuss for future meetings. Members are welcome to email her directly or to Ms. Garcia of any topics for the upcoming meetings.
 - b. Dr. Lamb shared he is working with the Academic Senates and Human Resources to create a working group in regards to minimum qualifications.
6. Other:
None.

Next HRC Meeting:

Wednesday, February 12, 2020
Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:20 pm

Minutes Approved: _____