

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2323 N. Broadway, Santa Ana, California 92706  
Office: (714) 480-7489 Fax: (714) 796-3937  
**Human Resources Committee**  
Decision Room – #340  
3:00 p.m. – 4:30 p.m.

**Meeting Minutes for January 13, 2016**

**Members Present:** John Didion, Victoria Williams, Amber Stapleton, Morrie Barembaum, Jeff McMillan, Diane Kincheloe, Aracely Mora, Carlos Lopez

**Members Absent:** Steve Bautista, Joe Geisler, Judy Chitlik, John Zarske

**Guest:** Elouise Marasigan, Employment Services Manager

The meeting was called to order at 3:07 p.m.

**Minutes**

Motion to approve the minutes of October 14, 2015 meeting was moved by Amber Stapleton, seconded by Morrie Barembaum. The motion carried unanimously.

**Update on Faculty Hiring**

Elouise Marasigan reported 41 faculty job announcements actively open, of the 41 there are 2 EOPS counselors, 1 still open and 1 closed. Also, of the 41 there are multiple vacancies which brings the total to 48 vacancies. These positions will be closing between February 2 and March 8. Recruitment is closing 4 jobs every other day.

Executive Vice Chancellor Didion brought up the fact that there is an unprecedented amount of hiring going on this Spring semester. Recruitment has 116 positions posted and a number of positions waiting to be posted. Human Resources is not staffed at a level that would allow the handling and processing of this volume of work in an effective manner. Judy Chitlik and Elouise are currently looking at the optimal number of positions to have open simultaneously at one time that can effectively be managed.

**Final Review Administrative Regulations**

AR 7120.3 Management Recruitment and Selection document was not taken to District Council in December because there were a number of corrections that needed to be made to the document. The committee reviewed and made corrections to the final draft. Discussion ensued regarding Section 3, Screening Committees – Scheduling. The issue was brought up on the wording of the second paragraph as to whether the word “may” had been changed or edited at the last Human Resources meeting. The recordings of the October and November meetings will be reviewed to verify if the changes were made to the word “may”. If no evidence of these changes are found, the committee agreed to move forward with the changes and take AR7120.3 to District Council at their February meeting. Motion to approve with the edits made was moved by Jeff McMillian, seconded by Amber Stapleton. The motion carried unanimously.

**Other**

None

**Next Meeting**

February 10, 2016

The meeting adjourned at 3:53 pm.

draft