RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

September 14, 2022
Via Zoom, https://us06web.zoom.us/j/88183907524
Meeting ID #881-8390-7524
3:30 – 5:00 p.m.

REVISED AGENDA

1. Welcome Hou

2. Approval of Minutes – ACTION Hou
   a. May 11, 2022 Meeting

3. Proposed 2022-2023 HRC Meeting Schedule – ACTION Hou

4. Information on People & Culture Operations Jin/Winter/DeLaRosa
   a. Hiring/Onboarding Issues
   b. Issues Related to Affects of Prolonged Vacation Time
   c. EEO Training

5. Civil Rights Process & Reporting De La Rosa
   a. DRAFT Employee Complaint Form (maxient.com)
   b. Employee Complaint Flowchart

6. Management Coaching Studio Nguyen

7. AR 7120.1 Full-time Faculty Recruitment and Selection – DISCUSSION Winter

8. AR 7120.4 Part-time Faculty (Credit & Non-Credit) Recruitment and Selection – DISCUSSION Winter

Next Meeting:
   Wednesday, October 12, 2022
   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
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for May 11, 2022

Members Present: Roy Shahbazian, John Zarske, Jonae Varela, Denise Salcido, Kimberly Johnson, Zina Edwards, Morrie Barembaum, Alistair Winter, Nancy Tanner, Sil Han Jin, Rene Beiza, Dr. Jeffrey Lamb, Dr. Pamela Ralston, Marilyn Martinez-Flores, Cheng Yu Hou, Jennifer De La Rosa, Dr. Narges Rabii-Rakin and Maria Garcia

Members Absent: Dr. Annebelle Nery

1. Welcome
   a. Meeting was called to order at 3:30 p.m.

2. Approval of the Minutes from April 13, 2022 Meeting
   It was moved by Mr. Winter, seconded by Ms. Edwards to approve the April 13, 2022 minutes. Mr. Hou and Ms. De La Rosa abstained.

3. Approval of EEO Fund Multiple Method Allocation Certification Form for Fiscal Year 2020-2021
   It was moved by Ms. Edwards, seconded by Ms. Johnson with amendments.

4. RSCCD Employment Reference Check Forms
   It was suggested to document our practice in order to move the process. Have it memorialized in the administrative regulations to conduct reference checks only for the top candidates, the minimum of references to conduct and how many to reach out to when the applicant has more than three references.

5. Other
   None.

Adjourned at 5:06 p.m.

Next HRC Meeting:
   Wednesday, June 8, 2021
   Via Zoom, 3:30 – 5:00 p.m.
Rancho Santiago Community College District
Proposed 2022 – 2023 Human Resources Committee Meetings

Human Resources Committee meetings are normally held the second Wednesday of the month from 3:30 – 5:00 p.m. Meetings will not schedule during the months of June, July and August.

**FALL 2022**

- September 14
- October 12
- November 9
- December 14

**SPRING 2023**

- January 11
- February 8
- March 8
- April 12
- May 10

*The schedule may be subject to change under certain circumstances.*