

## Minutes

### HUMAN RESOURCES COMMITTEE

May 8, 2013

Present: John Didion, Morrie Barembaum, Rosi Enriquez, Cristina Gheorghe, Mary Mettler, Aracely Mora, Linda Rose, Suzanne Stump, Victoria Williams, John Zarske

Absent: Judy Chitlik, Diane Kincheloe

1. Welcome/Introductions: John Didion welcomed the returning members and the new members to the committee.
2. Election of Co-Chair: The District Planning Design Manual calls for one of the classified representatives on the committee to serve as the co-chair. After discussion, Victoria Williams was elected as the co-chair.
3. Committee Responsibilities: The committee responsibilities listed in the Planning Design Manual were reviewed. Discussion ensued regarding these responsibilities:
  - Evaluate the effective use of human resources – This will be a useful activity for the colleges' self-evaluations. Nga Pham will be invited to a subsequent meeting to discuss possible evaluation strategies.
  - Review human resources policies and procedures and recommends changes – The proposed revisions to the HR Policy Section are on the agenda for review and discussion.
  - Evaluate workplace safety and emergency preparedness plans and procedures – Don Maus will be invited to a subsequent meeting to review District-wide procedures and how they relate to college plans and procedures.
  - Evaluate policies and procedures related to employment equity – The evolution of the Title 5 EEO regulations was discussed. The HR committee will be responsible for drafting the District's EEO Plan. Discussion ensued regarding our current EEO monitoring activities and several suggestions for review and improvement were made:
    - Offer additional EEO training/resources for EEO reps such as a standard script to use during committee orientations or an orientation video that can be shown during orientations.
    - Review and update District hiring regulations.
    - Review annual report to Chancellor's Office on hiring diversity and include data on hiring committee composition/diversity,

- Evaluate iGreentree system – consider having committee members use system as applicants/screening committee members. Ensure that system works with assistive technology for disabled applicants.
- Monitor diversity of RSCCD employees – In addition to earlier suggestions, review annual staff demographic data.
- Monitor compliance using human resources metrics -- In addition to metrics reviewed in the past (Full-time/Part-time Faculty ratio, Full-time Faculty Obligation and Classified staffing ratios, review data on annual turnover ratios for various staff categories.
- Develop recommendations to ensure ongoing compliance with human resources requirements.
- Plan and evaluate professional development activities.
- The role of the 5 District governance committees with respect to District Council and the planning/budgeting process was reviewed.

In addition to the responsibilities in the Planning Design Manual, the committee will also assist each college with the human resources section of their accreditation self-evaluation. It was suggested that the committee members review the Standard IIIA-Human Resources section of the accreditation guidelines. The chair will email that section to the committee members.

4. In the interest of time, the update on Full-time Faculty hiring, the update on the Employee Satisfaction Survey and the review of the revised HR policies were deferred to the next meeting.
5. Meeting Schedule – It was agreed that the committee should meet once a month during the fall/spring semesters. Wednesdays appears to be the optimal day for meetings. It was suggested that District Council be asked to coordinate specific dates for these governance meetings since some members serve on more than one committee and conflicts may occur.

The meeting was adjourned at 3:30 pm.