



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for September 15, 2021

Members Present: Cheng Yu Hou, Craig Rutan, Roy Shahbazian, Zina Edwards, Dr. Jeffrey Lamb, Alistair Winter, Denise Salcido, Maria Garcia, Jonae Varela, Martin Stringer, René Beiza, Nancy Tanner, Dr. Marilyn Martinez-Flores, Dr. Narges Rabii-Rakin, and John Zarske

Members Absent: Morrie Barembaum and Jennifer De La Rosa

1. Welcome
 - a. Meeting was called to order at 3:42 p.m.
2. Approval of Minutes – May 12, 2021 Meeting

It was moved by Mr. Stringer, seconded by Mr. Winter to approve minutes; abstain by Ms. Edwards, Mr. Rutan
3. RSCCD Equal Employment Opportunity (EEO) Plan
 - i. Dr. Rabii-Rakin shared that part of the EEO Plan is to complete the EEO Fund Multiple Method Allocation Certification Form. One of the elements to work on is how we incorporate diversity to the criteria for employee evaluations and tenure review. Also, summarized the Board of Governors of California proposed regulatory changes to the EEO regulations.
 - ii. Mr. Hou reminded that the committee also serves as the EEO Advisory Committee to provide oversight to the implementation of the EEO Plan and provide guidance.
 - iii. Changes to the EEO Plan can be done at any time and be board approved.
 - iv. It is now an annual review instead of every three (3) years.
 - v. In recruitment, Simplicity will be utilized to target schools nationwide to enhance the diversity of pools.
 - vi. Dr. Rabii-Rakin will email the EEO Certification to the committee for input; have it all be incorporated and be finalized by Spring 2022.
4. RSCCD Employment Reference Checks
 - i. Mr. Winter spoke about reviewing the forms and having the committee bring their suggestions on the next meeting.
 - ii. Mr. Winter suggested in sending a survey to all hiring managers for the last two years to obtain their feedback. The responses will then be shared with the committee which will assist in revising the forms.
 - iii. Mr. Hou shared that human resources is looking into converting most of the HR forms from fillable PDF to dynamic form format. It will help with the workflow process.
5. Other
 - i. Mr. Shahbazian asked how one can verify when he/she attended the EEO Training. Mr. Beiza replied it is now being track in Ellucian Colleague (Datatel). A report will be generated and provide notification to employees who training will be expiring.
 - ii. Mr. Winter will reach out to Ms. Flores regarding Project Gateway.

- iii. Dr. Lamb complimented Mr. Beiza regarding the recruitment process he experienced.
- iv. Mr. Zarske suggested on the next meeting to discuss about the FON. Mr. Hou commented that FON function was transferred to Fiscal Services, no longer handled by Human Resources. This is the reason it is being discussed at Fiscal Resources Committee (FRC). It is a collaboration between both departments, fiscal handles the calculation and human resources provides the necessary data. Mr. Hou suggested that he will invite the Vice Chancellor of Fiscal Services at the next meeting to discuss further and continue the collaboration with HRC.
- v. Mr. Shahbazian announced that the SAC Academic Senate is working on the prioritization for faculty hiring sooner than last year. The goal is to hire the candidates into RSCCD earlier than other districts. Mr. Hou assured that human resources will be ready to support.

Next HRC Meeting:

Wednesday, October 13, 2021

Via Zoom, 3:30 – 5:00 p.m.