



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

September 15, 2021

Via Zoom, <https://cccconfer.zoom.us/j/92754766557>

Meeting ID #927-5476-6557

3:30 – 5:00 p.m.

AGENDA

1. Welcome & Introduction Hou
2. Approval of Minutes – **ACTION** Hou
 - a. May 12, 2021 Meeting
3. RSCCD Equal Employment Opportunity (EEO) Plan – **DISCUSSION** Winter
 - a. Link: https://www.rsccd.edu/Departments/Human-Resources/Documents/EEO_Plan/RSCCD_EEO_Plan_2021_2024.pdf
4. RSCCD Employment Reference Checks - **DISCUSSION** Winter
 - a. Classified
 - b. Faculty
 - c. Management
5. Other

Next Meeting:

Wednesday, October 13, 2021

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 12, 2021

Members Present: Dr. Jeffrey Lamb, Alistair Winter, Denise Salcido, James “Jim” Isbell, Maria Garcia, Jonae Varela, Martin Stringer, Scott Howell, René Beiza, Dr. Narges Rabii-Rakin, and John Zarske

Members Absent: Nancy Tanner, Zina Edwards, and Jarek Janio

Guests: Morrie Barembaum

1. Welcome
 - a. Meeting was called to order at 3:46 p.m.
2. Approval of Minutes – April 14, 2021 Meeting
It was moved by Ms. Varela, seconded by Dr. Lamb to approve minutes.
3. RSCCD Equal Employment Opportunity (EEO) Plan
It was moved by Dr. Lamb, seconded by Mr. Isbell to approve the EEO Plan
4. RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Certification Form Fiscal Year 2020-2021
It was moved by Dr. Lamb, seconded by Ms. Varela to approve RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Certification Form Fiscal Year 2020-2021.
5. Proposed 2021-2022 HRC Meeting Schedule
It was approved by Mr. Stringer, seconded by Mr. Zarske to approve the 2021-2022 HRC Meeting Schedule.
6. Board Policy 7120 – Infusing Equity in Our Hiring Process
Mr. Winter reported that at the Board Policy Committee meeting they asked for the District to bring forward any ideas for changes. It was suggested that the committee review the board policy, bring any recommendations and be prepare to discuss on the next meeting.
7. Other
None

Next HRC Meeting:

Wednesday, June 9, 2021
Via Zoom, 3:30 – 5:00 p.m.

Minutes Approved: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

INSTRUCTIONS TELEPHONE REFERENCE CHECK

I. REFERENCE SOURCE

Select the appropriate individual you will be calling as a reference source, from the application materials submitted by the candidate. If the candidate did not provide a reference or has indicated on his/her application that he/she does not wish current supervisor contacted, the candidate should be informed that he/she is one of the finalists and *must* provide a job related supervisor as a reference source to complete the process.

II. REFERENCE CHECK QUESTIONNAIRE

A standard reference check form is provided by Human Resources Department. Additional questions may be added to the form by the screening committee, as long as the question(s) is/are asked of all finalist references. In such cases, all additional questions shall be reviewed and approved by the Equal Employment Opportunity Officer or designee prior to any checking. Any proposed substantive changes to the additions by the Equal Employment Opportunity Officer shall be reviewed by the screening committee. The appropriate chair/co-chair or program administrator shall be responsible for the reference check process.

III. INTRODUCTION

Properly introduce yourself as an employee of Rancho Santiago Community College District. Explain that the purpose of your call is to conduct a reference check for a candidate who has been selected as a finalist for a position for which you are the chair/co-chair of the selection committee or the program administrator of the position.

Ask the questions and take notes as precisely as possible, as the form will become part of the recruitment file.

Encourage the person to give as much information as possible, since it will help you in making the selection decision.

Thank the reference person for the information that they have provided, and assure them that the information will be kept confidential.

IV. REFERENCE CHECK FORM

Reference check forms shall be completed and submitted with the application packets of the recommended finalists to the appropriate President, Chancellor or Vice Chancellor and Human Resources Department.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASSIFIED REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____ Current/Previous Employer (Agency) Phone Number: _____

Current/Previous Employer (Agency): _____

Person Providing the Reference and Relationship to Applicant:

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

2. GENERAL WORKPLACE BEHAVIORS

Could you rate for me the following?

| | ABILITIES/SKILLS | Above Standard | Standard | Below Standard |
|-----------|---|----------------|----------|----------------|
| A | Attendance/Punctuality | | | |
| Comments: | | | | |
| B | Initiative & Aptitude (<i>a natural ability to do something</i>) in the work place | | | |
| Comments: | | | | |
| C | Adaptability (<i>ability to know new skills</i>)/Flexibility | | | |
| Comments: | | | | |

| ABILITIES/SKILLS | | Above Standard | Standard | Below Standard |
|------------------|--|----------------|----------|----------------|
| D | Analytical Reasoning/Problem solving | | | |
| Comments: | | | | |
| E | Communications (<i>listening, oral, written</i>) | | | |
| Comments: | | | | |
| F | Follow-through | | | |
| Comments: | | | | |
| G | Quality of Work | | | |
| Comments: | | | | |
| H | Organizational Skills (i.e. setting objectives, establishing priorities and meeting deadlines) | | | |
| Comments: | | | | |
| I | How well does this person manage stressful situations and/or workplace challenges? | | | |
| Comments: | | | | |
| J | How would you rate this person as an employee? | | | |
| Comments: | | | | |

3. WHAT ARE THE APPLICANT'S WORKPLACE STRENGTHS?

4. GIVEN THE NATURE OF THE POSITION, WHAT DO YOU SEE AS THE APPLICANT'S GREATEST CHALLENGES IN PERFORMING THE PRIMARY DUTIES OF THE POSITION?

5. CAN YOU PLEASE DESCRIBE THE CANDIDATE'S INTERPERSONAL RELATIONSHIPS WITH OTHERS (i.e. communication, working with students, public, supervisors, and colleagues, team player)?

7. GIVEN THE OPPORTUNITY WOULD YOU REHIRE THIS CANDIDATE?

8. ANYTHING YOU WOULD LIKE TO SHARE THAT MAYBE I DID NOT COVER IN MY QUESTIONS.

Reference Check Completed By (please print name): _____

Position Title: _____

Signature: _____ Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

INSTRUCTIONS TELEPHONE REFERENCE CHECK

I. REFERENCE SOURCE

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Ask the questions and take notes as precisely as possible, as the form will become part of the recruitment file.

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IV. REFERENCE CHECK FORM

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FACULTY REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____ Current/Previous Employer (Agency) Phone Number: (____) _____

Current/Previous Employer (Agency):

Person Providing the Reference and Relationship to Applicant:

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment: _____

Job Duties: _____

Reason for Separation (if not candidate's current employer):

2. KNOWLEDGE BASIS OF REFERENCE

How long have you known the candidate? In what capacity have you known the candidate?

3. CONTENT KNOWLEDGE

What were the candidate's primary duties?

Describe the candidate's mastery of the knowledge of the discipline required of the position.

Describe the candidate's familiarity with current developments in the field or discipline of the position.

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4. APPROACH TO TEACHING OR STUDENT SERVICES

Please comment on the candidate's interactions with students. Would you describe the candidate as Approachable? Available? Explain.

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5. WORK STYLE

Please comment on the candidate's interactions with colleagues, peers and supervisors in the workplace. Explain.

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How does the candidate respond to criticism or constructive feedback?

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6. PROFESSIONALISM

Please comment on the candidate's professional responsibility and contributions to the workplace (i.e., curriculum development, participating on committees, etc.).

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In the position, this candidate has applied for, he/she is expected to work effectively with a diverse group of individuals. How has the applicant shown his/her commitment to diversity, equity and inclusion?

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Does the candidate participate in professional development activities?

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7. GENERAL WORK BEHAVIORS

| A. | Attendance / Punctuality | Above Standard | Standard | Below Standard |
|------------------|--------------------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| B. | Meeting Deadlines | Above Standard | Standard | Below Standard |
|------------------|-------------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| C. | Follow-through | Above Standard | Standard | Below Standard |
|------------------|----------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| D. | Adaptability | Above Standard | Standard | Below Standard |
|------------------|--------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| E. | Initiative | Above Standard | Standard | Below Standard |
|------------------|------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| F. | Leadership | Above Standard | Standard | Below Standard |
|------------------|------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

8. WHAT ARE THE CANDIDATE'S STRENGTHS AND AREAS FOR DEVELOPMENT

Strengths:

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Areas for development:

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Given the opportunity would you rehire this candidate?

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Anything you would like to share that maybe I did not cover in my questions.

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Reference Check Completed By (please print name): _____

Position Title: _____

Signature: _____ Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT MANAGEMENT REFERENCE CHECK FORM

Today's Date: _____

Name of Applicant: _____

Position Applied To: _____

Job #: _____

Person Providing the Reference and Relationship to Applicant:

Current/Previous Employer (Agency): _____

Current/Previous Employer (Agency) Phone Number: _____

1. VERIFICATION OF EMPLOYMENT

Title of Position Held: _____

Dates of Employment in this position: _____

2. KNOWLEDGE BASIS OF REFERENCE

a) How long have you known the applicant?

b) In what capacity have you known the applicant?

3. JOB DUTIES

a) What were the applicant's primary duties?

b) Did the applicant have supervisory duties? If yes, how many employees were under the applicant's supervision?

c) Was the applicant responsible for conducting evaluations? If so, were they timely, complete and accurate?

4. GENERAL WORK BEHAVIORS

a) Please rate the following:

| A. | Attendance / Punctuality | Above Standard | Standard | Below Standard |
|------------------|--------------------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| B. | Accuracy | Above Standard | Standard | Below Standard |
|------------------|----------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| C. | Establish Priorities / Meeting Deadlines | Above Standard | Standard | Below Standard |
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| <u>Comments:</u> | | | | |

| D. | Follow-through | Above Standard | Standard | Below Standard |
|------------------|----------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| E. | Adaptability | Above Standard | Standard | Below Standard |
|------------------|--------------|----------------|----------|----------------|
| | | | | |
| <u>Comments:</u> | | | | |

| F. | Initiative | Above Standard | Standard | Below Standard |
|------------------|------------|----------------|----------|----------------|
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| <u>Comments:</u> | | | | |

b) Can you describe their general interpersonal relationships with others such as students, public, supervisors, co-workers, subordinates?

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c) How would you describe the applicant’s leadership style and skills?

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d) How would you rate the applicant’s ability to?

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| A. | Motivate and Assist Others to Reach Professional Goals | Above Standard | Standard | Below Standard |
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| <u>Comments:</u> | | | | |
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|------------------|--------------------------------------|----------------|----------|----------------|
| B. | Encourage Collaboration and Teamwork | Above Standard | Standard | Below Standard |
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| <u>Comments:</u> | | | | |
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5. WORK STYLE

a) Would you describe the applicant as working best when able to work alone or in a team environment?

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b) How does the applicant work under stress?

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c) How does the applicant handle situations where he/she made a mistake?

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d) How does the applicant respond to criticism or constructive feedback?

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e) Was the applicant responsible for administering discipline? If so, did the applicant address the need for discipline in a timely, well-documented and consistent manner?

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6. PROFESSIONALISM

a) Can you provide examples of the applicant's involvement and contributions to the college/district?

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b) Did the applicant participate in appropriate professional development activities?

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7. OVERALL PERFORMANCE

a) What were the applicant's overall performance ratings and were you aware of any performance problems?

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8. STRENGTHS AND WEAKNESSES REGARDING THE POSITION APPLIED FOR

a) This applicant has applied for the position of _____.
Primary duties of the position include _____. Given the nature of this position, what do you see as the applicant's strengths that he/she would bring to the position?

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b) Given the nature of the position, what do you see as the applicant's greatest challenges in performing the primary duties of the position?

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c) In the position applicant has applied for, he/she is expected to work effectively with a diverse group of individuals in the following way(s): [insert how interacting with a diverse group arises for this specific position] Describe how you would anticipate the applicant performing in such an environment.

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9. CLOSING INFORMATION

a) Given the opportunity, would you rehire this applicant?

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Reference Check Completed By (print name): _____

Position: _____

Signature: _____ Date: _____