



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for September 14, 2022

Members Present: Cheng Yu Hou, Alistair Winter, Jennifer De La Rosa, Sil Han Jin, Nancy Tanner, Rene Beiza, Denise Salcido, Charlie Malone, Zina Edwards, Morrie Barembaum, Dr. Annebelle Nery, Dr. Jeffrey Lamb, Dr. Merari Weber, John Zarske, Gayane Khechoomian, Tommy Patikamanant, and Jonae Varela

Members Absent: Enrique Perez, Jose Vargas and Maria Garcia

Guests: Roy Shahbazian and John Nguyen

1. Welcome
 - a. Meeting was called to order at 3:30 p.m.
2. Approval of the Minutes from May 11, 2022 Meeting

It was moved by Ms. Varela, seconded by Ms. Salcido to approve the May 11, 2022 minutes.
3. Proposed 2022-2023 HRC Meeting Schedule

It was moved by Ms. Tanner, seconded by Dr. Nery to approve the 2022-2023 HRC meeting schedule.
4. Information on People & Culture Operations
 - a. Hiring/Onboarding Issues

Sil Han provided a short presentation on the issues that have been brought forth to the department regarding the hiring of part-time faculty. Currently, reviewing our workflow and processing to resolve these issues.
 - b. Issues Related to Affects of Prolonged Vacation Time

The District has started to enforce the classified and the management team to bring their vacation accrual down. Discussion ensued regarding the impact it has caused district-wide.
 - c. EEO Training

Mr. Winter reported the training has been made more practical and more focused on the process of the screening committee. Next schedule meeting will be Thursday, October 13, 2022 from 9:00 a.m. – 12:00 p.m.
5. Civil Rights Process & Reporting
 - a. Draft Employee Complaint Form

Ms. De La Rosa provided a short presentation. The form will be used to report workplace violation and civil rights concerns as well as Title IX. Committee was welcome to provide feedback.
 - b. Employee Complaint Flowchart

Ms. De La Rosa provided a short presentation of the complaint process. Committee was welcome to provide feedback with the expectation to take it back to their constituencies for their feedback as well.

6. Management Coaching Studio
Due to time constraint this agenda item will be discussed on another time.
7. AR 7120.1 Full-time Faculty Recruitment and Selection
Committee to review the draft and provide their feedback within a week to Mr. Winter, in order to finalize it.
8. AR 7120.4 Part-time Faculty (Credit & Non-Credit) Recruitment and Selection
Committee to review the draft and provide their feedback within a week to Mr. Winter, in order to finalize it.

Adjourned at 4:56 p.m.

Next HRC Meeting:

Wednesday, October 12, 2022

Via Zoom, 3:30 – 5:00 p.m.