



**HUMAN RESOURCES COMMITTEE**  
**Executive Conference Room – District Office**  
**3:00 – 4:30 p.m.**  
**Meeting Minutes for January 10, 2018**

Members Present: Judy Chitlik, Dr. Linda Rose, Dr. Marilyn Flores, Alistair Winter, John Zarske, Seth Daugherty, Jarek Janio, Kristen Guzman, Diane Hill, Adam O'Connor, Sheryl Martin, Elouise Marasigan, and Amber Stapleton

Members Absent: Joe Geissler

1. Welcome

Ms. Chitlik called the meeting at 3:07 p.m.

2. Approval of Minutes of November 8, 2017 Meeting

It was moved by Dr. Rose, seconded by Ms. Stapleton and carried unanimously to approve the minutes of the November 8, 2017 meeting.

3. FON Calculation for 2018

Ms. Chitlik informed the committee that the college presidents have reviewed their priority list and will be hiring in spring 2018 based on their actual replacements and operational needs. At this moment, SAC is anticipating to hire eleven (11) new faculty and SCC one (1). FON calculation might be recalculated in spring.

4. RSCCD EEO and Human Resources Plan (revised December 1, 2017)

Mr. Winter informed the committee that the existing EEO and Human Resources Plan last revision was about three years ago. In order to continue to receive equal opportunity funds from the State Chancellor's Office, the existing plan was reviewed, revised and submitted to the committee to review and approve, as the committee is considered an Equal Opportunity Advisory Committee. After review and discussion, the committee agreed for the revised plan to be brought to the next meeting for approval. Upon approval, the plan will move to the next phase for approval at the next District Council meeting.

5. Assembly Bill

a. AR 168 – New Law Bans Employers from Seeking Salary History Information

Mr. Winter informed the committee this new law bans the District from asking new applicants about their salary history information. This will only apply to the new classified and management employees and not the faculty. The RSCCD applications will be modified to comply with the new law but will not change Human Resources process.

6. Discussion – Based on EEO Training by Liebert Cassidy Whitmore (LCW)

a. Conducting a reference check for a finalist after the final interview and not before.

After considerable discussion pro and con, Ms. Chitlik suggested that Human Resources will re-evaluate the reference check and will take under advisement.

b. Exploring "blind" screening and interviews (i.e. eliminating the names of the applicants and assigning a number to each applicant).

After considerable discussion pro and con, the committee agreed to reject the suggestion.

- c. How to market the colleges to attract more candidates.  
No action. Any ideas regarding advertisement could be submitted to Ms. Marasigan.
7. Other  
None.
8. Next HRC Meeting  
Ms. Chittlik inquired about the committee's need to meet on February 14, 2018 as scheduled. After discussion, it was agreed to cancel the February 14, 2018 HRC meeting. The RSCCD EEO and Human Resources Plan will be submitted to the committee by email for review and approval.

The next meeting will be held on Wednesday, March 14, 2018 in the Villa Park Conference Room #230 from 3:00 – 4:30 p.m.

The meeting was adjourned at 4:24 p.m.

Approved: February 23, 2018