



HUMAN RESOURCES COMMITTEE
Executive Conference Room – District Office
3:00 – 4:30 p.m.
Meeting Minutes for May 9, 2018

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

Members Absent: Kristen Guzman

1. Welcome

Ms. Chitlik called the meeting at 3:00 p.m.

2. Approval of Minutes of April 11, 2018 Meeting

It was moved by Ms. Stapleton, seconded by Mr. Winter and carried unanimously to approve the minutes of the April 11, 2018 meeting.

3. Continue Discussion – Reference Letters / Reference Checks

a. Reference Letters – After considerable discussion pro and con, the committee agreed to continue discussion at the next meeting.

b. Reference Checks – After considerable discussion pro and con, the committee agreed to continue discussion at the next meeting and Mr. Winter will bring samples of reference checks forms from other community colleges.

4. Continue Discussion – Numerical Rubrics for Screening Committees

Mr. Zarske presented and explained the numerical rubrics to the committee. After considerable discussion, the committee agreed to continue discussion at the next meeting. Ms. Chitlik recommended that committee members bring additional samples.

5. EEO Fund Multiple Method Allocation Model Certification

Mr. Winter reported the district is required to complete the certification regarding Equal Employment Opportunity (EEO) and report back to the Chancellor's Office California Community Colleges (COCCC). The district has met the required criteria and the certification is now complete and ready to be submitted by the June 1, 2018 deadline. Mr. Winter called for a motion to approve the EEO Fund Multiple Method Allocation Model Certification. It was moved by Mr. O'Connor, seconded by Mr. Winter and carried unanimously to approve the EEO Fund Multiple Method Allocation Model Certification.

6. Other

Ms. Chitlik expressed to the committee members that it was a pleasure working with them and is looking forward to retirement.

7. Next HRC Meeting

The next meeting will be held on Wednesday, June 13, 2018 in the Executive Conference Room #114 from 3:00 – 4:30 p.m.

The meeting was adjourned at 4:15 p.m.

Approved: June 2018 (via email)