



HUMAN RESOURCES COMMITTEE
Executive Conference Room – District Office
3:00 – 4:30 p.m.
Meeting Minutes for November 8, 2017

Members Present: Judy Chitlik, Dr. Linda Rose, Dr. Marilyn Flores, John Zarske, Seth Daugherty, Jarek Janio, Joe Geissler, Kristen Guzman, Diane Hill, and Amber Stapleton

Members Absent: Adam O'Connor, Sheryl Martin, and Alistair Winter

Alternates/Guests Present: Breanna Ceja, ASG Student Representative

1. Welcome
Ms. Chitlik called the meeting at 3:01 p.m.
2. Approval of Minutes of October 11, 2017 Meeting
It was moved by Mr. Geissler, seconded by Mr. Zarske and carried unanimously to approve the minutes of the October 11, 2017 meeting.
3. Faculty Hiring – Diversity Number 2017
Ms. Chitlik provided the committee with the diversity number for 2017. This year 62% of the faculty that were hired were diverse candidates.
4. FON Calculation for 2018
Continue discussion for next meeting.
5. Review of Administrative Regulations
 - a. AR 7120.1 – Full-time Faculty Recruitment and Selection
 - b. AR 7120.2 – Classified Employee (CSEA Bargaining Unit) Recruitment and Selection
 - c. AR 7120.3 – Management Recruitment and Selection
It was moved by Mr. Zarske, seconded by Ms. Stapleton and carried unanimously to move forward with all administrative regulations.
6. Discussion – Based on EEO Training by Liebert Cassidy Whitmore (LCW)
 - a. Eliminating letters of recommendation across the board.
After considerable discussion pro and con, the committee agreed to continue discussion until Spring 2018, after everyone has had a chance to attend the EEO training.
 - b. Conducting a reference check for a finalist after the final interview and not before.

Ms. Chitlik suggested and the committee agreed to continue discussion for the next meeting. Ms. Chitlik will invite Ms. Marasigan, Director of Employment Services, Equity and Diversity to attend and explain the process.
 - c. Exploring “blind” screening and interviews (i.e. eliminating the names of the applicants and assigning a number to each applicant).

To be discussed at the next meeting.

d. How to market the colleges to attract more candidates.

To be discussed at the next meeting. Ms. Chitlik will research what other colleges are doing.

7. Future EEO Training

- a. LCW has agreed to conduct further trainings. The trainings will be held on Tuesday, November 14, 2017 at SCC (Room E-306, 8:30 – 11:30 a.m.) and SAC (Room I – 101, 1:30 – 4:30 p.m.) and Tuesday, January 30, 2018 during flex week at SAC and SCC.

8. Other

Mr. O'Connor requested to have another EEO training besides the dates indicated.

Mr. Zarske suggested discussing the FON for the next meeting so he can present information to the academic senates thereafter.

9. Next HRC Meeting

The next meeting will be held on Wednesday, December 13, 2017 in the Executive Conference Room #114 from 3:00 – 4:30 p.m.

The meeting was adjourned at 4:28 p.m.

Approved: January 10, 2018