



HUMAN RESOURCES COMMITTEE
Santa Ana Conference Room – District Office
3:30 – 5:00 p.m.
Meeting Minutes for January 9, 2019

Members Present: Tracie Green, Alistair Winter, Adam O'Connor, Diane Hill, Elouise Marasigan, Dr. Marilyn Flores, Dr. Jeffrey Lamb, Kristen Guzman, Jarek Janio, and Amber Stapleton

Members Absent: Seth Daugherty, Joe Geissler, Zina Edwards, John Zarske and Dr. Linda Rose

1. Welcome

Meeting was called at 3:35 p.m.

2. Approval of Minutes of December 12, 2018 Meeting

It was moved by Ms. Stapleton, seconded by Mr. Winter and carried unanimously to approve the minutes of the December 12, 2018 meeting.

3. Administrative Regulations/Board Policies

Ms. Green informed the committee the updates were just legal requirements, section changes.

a) AR 3435 – Discrimination and Harassment Complaints and Investigations

Discusses the filing of informal and formal complaints. Formal complaints can be filed with the California Community Colleges office or the Vice Chancellor of Human Resources.

b) AR 3540 – Sexual and Other Assaults on Campus
Deals with Title IX.

c) AR/BP 3550 – Drug Free Environment and Drug Prevention Program
AR 3550 – Changes to code sections.

BP 3550 – “What was the impact” statement was added.

d) AR 3810 – Claims and Actions Against the District

“If a claim is not submitted on the designated form, it will be returned to the individual. Any claim returned may be resubmitted using the proper form” was added.

After review, the committee moved to approve the Administrative Regulations and Board Policies. It was moved by Ms. Stapleton, seconded by Ms. Guzman.

4. Continue – Reference Check Forms

- a) draft of management reference check form
Mr. Winter will meet with Mr. O'Connor and Dr. Flores for overview and report back on the next meeting.
- b) draft of classified reference check form
After review and discussion, committee approved with revisions.
- c) draft of faculty reference check form
After review and discussion, committee approved with revisions.

Committee agreed and voted to revisit the forms after a year of usage, in order to provide input. Human Resources will coordinate to create a survey, in order to receive input of how effective the reference forms were. Ms. Green encouraged the committee to bring a bank of questions on the next meeting and begin to work on a survey format.

5. Chancellor Search - Update

The board will be meeting with PPL, Inc. to finalize the input (i.e., candidate profile, characteristics and timeline) from the constituency groups. After approval, recruiting will begin. Ms. Green will meet with the constituency leaders to seek representatives to sit in the screening committee to finalize the screening participation, as per AR 2431.

Anyone interested in participating must have attended an EEO training. For those that have not attended, the next EEO training will be held on February 5, 2019 at Santiago Canyon College in the morning and at Santa Ana College in the afternoon.

6. Other

None.

7. Next HRC Meeting: Wednesday, February 13, 2019
Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:42 pm

Approved: 03/13/2019