**HUMAN RESOURCES COMMITTEE**

**Santa Ana Conference Room – District Office**

**3:30 – 5:00 p.m.**

**Meeting Minutes for May 8, 2019**

Members Present: Tracie Green, Amber Stapleton, Alistair Winter, Adam O’Connor, Elouise Marasigan, John Zarske, Kristine Guzman, Dr. Marilyn Flores, Seth Daugherty, and Zina Edwards

Members Absent: Dr. Linda Rose, Dr. Jeffrey Lamb and Jarek Janio

1. Welcome

Meeting was called at 3:34 p.m.

1. Approval of Minutes of March 13, 2019 Meeting

It was moved by Ms. Stapleton, seconded by Mr. Winter and carried unanimously to approve the minutes of the March 13, 2019 meeting with additions.

1. Proposed 2019 – 2020 Human Resources Committee Meetings

It was moved by Ms. Stapleton, seconded by Mr. Daugherty and carried unanimously to approve the proposed 2019 – 2020 Human Resources Committee Meetings with deletion of the April 8, 2020 meeting due to Spring Break.

1. Equal Employment Opportunity Fund Multiple Method Allocation Certification Form

It was moved by Ms. Flores, seconded by Mr. Zarske and carried unanimously to approve the Equal Employment Opportunity Fund Multiple Method Allocation Certification Form.

1. Continued - EEO Monitor Role in a Hiring Committee

Mr. Winter provided the committee the EEO Monitor Role in a Hiring Committee. The committee will review, mark any suggestions and continue discussion on the next meeting.

1. (Revised) California Community Colleges Fair Chance Hiring Best Practices

Tabled to next meeting.

1. Orange County CCD’s Best Practices – Diverse Faculty

Tabled to next meeting.

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1. Number of Finalists to Send Forward

Ms. Guzman’s questioned, “What are the best practices in the number of finalists and how are they being handled.” Mr. Winter responded the guidelines to the selection of finalists are found in Board Policy 7120 and AR 7120, depending on classification. In this case, Mr. Winter reference to AR 7120.1, Full-Time Faculty Recruitment and Selection which states *“Upon completion of the interviews, the committee will recommend up to 5 finalists to the College President…If the committee cannot recommend at least two finalists, it will provide the President with a written rational for its recommendation.”*

1. Other

Mr. O’Connor recommended to have the agenda and minutes in advance to give the committee the suitable time to review the agenda materials.

Next HRC Meeting: Wednesday, June 12, 2019

Executive Conference Room #114, 3:30 – 5:00 p.m.

Adjourned: 4:57 pm

Minutes Approved: June 12, 2019