



**HUMAN RESOURCES COMMITTEE**  
**Executive Conference Room – District Office**  
**3:30 – 5:00 p.m.**  
**Meeting Minutes for March 11, 2020**

Members Present: Tracie Green, Alistair Winter, Elouise Marasigan, Melissa Govea, Denise Bailey, Maria Garcia, Adam O’ Connor, Jarek Janio, John Zarske, Jonae Varela, Zina Edwards, and Dr. Marilyn Flores.

Members Absent: Dr. Jeffrey Lamb and Dr. Narges Rabii-Rakin

Guests: Morrie Barembaum, Amber Stapleton and Roy Shahbazian

1. Welcome

Meeting was called to order at 3:35 pm.

2. Approval of Minutes – February 12, 2020 Meeting

It was moved by Mr. Zarske, seconded by Ms. Govea to approve minutes as presented.

3. COVID-19

a. Ms. Green briefed the committee with the following:

- i. The District is taking the threat of the virus very seriously, have been updating their pandemic plan and providing HR guidance to managers which has been circulated to the management team.
- ii. Orange County CCD’s are closely working together to understand their unique relationship and the proximity of location.
- iii. State of Emergency had to be called to allow the state to leverage finance and assistance from the federal government.
- iv. Possibility of moving all face-to-face classes to on-line to limit the number of students on the campuses.
- v. Looking into options for staff, to limit contact or in the event we are ordered to close campuses (i.e., split work schedules, 4/10-hour shifts, etc.).
- vi. Guidance has been sent to all staff in how to avoid exposure and what to do if you are experiencing any symptoms.

b. Ms. Flores shared California Community Colleges Chancellor’s Office (CCCCO) guidance regarding moving instructional classes to an on-line format.

4. Accreditation

- a. Dr. Flores and Mr. Winter both discussed about the upcoming accreditation preparation, particularly the Standard III A (Human Resources).
- b. Committee agreed draft reports and associated evidence will be reviewed by HRC.
- c. Ms. Green stated as we move forward, accreditation will be a standing item on the agenda.

5. HRC Committee in Strategic Planning Design Manual

- a. Ms. Green reviewed and discussed the purpose and responsibilities of the Human Resources Committee as set in the manual. Also, she will try to contact SAC and SCC student representatives, and ask if there is an interest in having student representation in HRC.
- b. Mr. O’Connor requested that the evaluation and/or review of hiring forms and human resources processes as relevant to the Board Policies and Administrative Regulations be added to the responsibilities of HRC.
- c. Discussion ensued in regards to adding Ms. Marasigan as a permanent member and adding on a representative from Risk Management to HRC.

- d. Ms. Green suggested to have a written purpose for HRC and asked the committee members to draft purpose statements and be sent to the committee for review.
6. Sabbatical Leave Committee
    - a. Ms. Green stated it was discussed as a committee, with a view of the Sabbatical Leave Committee reporting to HRC, but it has been met with disagreements as this is an Academic Senate function.
    - b. Mr. Barembaum mentioned there is one Sabbatical Leave Committee, with Senate and FARSCCD representatives, representing the District, and it should report directly to the Board of Trustees.
    - c. Dr. Flores suggested the Sabbatical Leave Committee should report to the Academic Senates and then to the Board of Trustees through the senate presidents. Discussion ensued. Committee did agree to Dr. Flores suggestion.
  7. Other
    - a. Professional Development
      - i. Ms. Green reported meeting with the Professional Development representatives from SAC, SCC and the Management Team Association (MTA), in an effort to coordinate and not duplicate endeavors.
      - ii. Intent to have two advisory committees from both colleges and report to a professional development subcommittee of HRC.
    - b. Equivalency Process
      - i. Dr. Bailey discussed the equivalency process as it stands particularly concerning screening committees. Discussion ensued.
      - ii. Ms. Marasigan stated the instruction sheet for screening committees does not comply with the Administrative Regulation, AR 7120.1 – Full-Time Faculty Recruitment and Selection (i.e. interview questions being completed at the same time as the screening criteria are set).
      - iii. Dr. Flores reported that a conversation with both academic senates had taken place in regards to reviewing the Request for Equivalencies to Minimum Qualifications (Form I) for accuracy and compliance, since some of the equivalencies had been establish some years ago.
      - iv. Dr. Shahbazian mentioned that the Senate at SAC would agree in reviewing all existing Form I's.

**Next HRC Meeting:**

Wednesday, May 13, 2020  
Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 5:15 p.m.

Minutes Approved: May 13, 2020