

**HUMAN RESOURCES COMMITTEE**

February 8, 2017

**MINUTES**

**Members Present:** Judy Chitlik, Alistair Winter, Victoria Williams, Morrie Barembaum, Joe Geissler, Marilyn Flores, Diane Kincheloe

**Members Not in Attendance:** Julie Vercelli, John Zarske, Amber Stapleton, Carlos Lopez

**Alternates/Guests Present:** Elouise Marasigan

1. **Welcome/Introductions** – Ms. Chitlik called the meeting at 3:04 p.m.
2. **Approval of Minutes**  
Ms. Chitlik called for a motion to approve the Human Resources Committee Minutes of November 9, 2016 and December 14, 2016 meetings. The minutes for November 9, 2016, a motion was made by Ms. Williams, seconded by Alistair Winter and approved unanimously. The minutes for December 14, 2016, a motion was made by Mr. Geissler and Mr. Barembaum and approved unanimously.
3. **SCC Accreditation Recommendation/Review and Evaluate the Effectiveness of the Process for Updating Job Descriptions**  
Joe Geissler and Marilyn Flores are task to document progress and gather evidence in relationship to Actionable Improvement Plan #7 (*in conjunction with the Rancho Santiago Community College District Human Resources Department, Santiago Canyon College will review and evaluate the effectiveness of the process for updating job descriptions to ensure that they are reviewed and updated on a more frequent basis*). Ms. Chitlik stated the faculty do not have job descriptions but announcements. The accreditation will probably be referencing to the classified service. Mr. Geissler informed the committee the self-study referenced to a classified position (Administrative Clerk). Ms. Chitlik mentioned that HR does engage with the union about job descriptions during their meetings. Therefore, Human Resources will assist on this matter with the assistance of Ms. Carol Perez, Human Resources Analyst. For the next meeting, the committee will review and discuss a document that will detail the process of job description.
4. **SCC Presidential Search (Update)**  
The committee recommended training the faculty in what are they to do or not to do with students that have medical issues.
5. **Title IX**  
Ms. Chitlik discussed that in a week, nine (9) complaints were received in Human Resources bringing a total to thirty (30) complaints in a semester. It was recommended that staff be trained in Title IX. Since other universities and colleges have a Title IX Officer, Ms. Chitlik has recommended to the Chancellor to make a commitment in hiring a Title IX Officer separate from the Vice Chancellor of Human Resources.
6. **HRC Goals for 2016/2017**  
HRC is meeting the goals.
7. **Cancellation of HRC Meeting Scheduled for January 11, 2017**  
It was moved by Mr. Barembaum, second by Mr. Geissler and carried unanimously.
8. **Other**  
Recommendation to add training for new managers (i.e. administrators and classified evaluations, tenure process, and progressive discipline.
9. **Future Agenda items**  
Accreditation follow-up report in regards to job descriptions.
10. Next Meeting Date: February 8, 2017

Meeting adjourned 4:22 p.m.