

**HUMAN RESOURCES COMMITTEE**

**Meeting Minutes for March 8, 2017**

Decision Room #340  
3:00 p.m. – 4:30 p.m.

Members Present: Judy Chitlik, Alistair Winter, Amber Stapleton, Morrie Barembaum, Joe Geissler, Diane Kincheloe, and Carlos Lopez

Members Not Present: Victoria Williams, John Zarske and Julia Vercelli

Judy Chitlik convened the meeting at 3:00 p.m.

1. SCC Presidential Search Update – Chitlik  
Ms. Chitlik informed the committee that the hiring committee for presidential search met on 02/24/17. A calendar has been set and the criteria will be finalized by March 30, 2017. It is a nation-wide search. The hiring committee is hoping to have a college president by July.
2. SCC Accreditation Recommendation/Review and Evaluate the Effectiveness of the Process for Updating Job Descriptions Update – Winter
  - Process for Updating Job Descriptions Handout
  - Job Description Review Workflow HandoutIt was discussed that the classified job descriptions are reviewed as needed basis. Human Resources and CSEA reviews the workflow every 3-4 years.
3. EEO Monitor Training with Liebert Cassidy Whitmore (LCW) Update – Winter  
Two training sessions is scheduled, the first on April 26, 2017 with a morning and afternoon session and August 22, 2017, during flex week, a morning session at SCC and an afternoon session at SAC. Mr. Winter will encourage faculty to attend during flex week. Liebert Cassidy Whitmore will also incorporate bias training during this training. After these trainings, Mr. Winter's plan is to create and provide a 7-8 minute video for future hiring committees. Ms. Chitlik will like to have the EEO training every year in the spring for faculty hiring in the fall and continue using Liebert Cassidy Whitmore, since they will be up to date with all laws and rules.
4. Human Resources Onboarding Software – Winter  
Mr. Winter is looking into a more professional onboarding, on-line training, changing evaluation system (not in house) and applicant tracking system. IGreentree has an onboarding system, which is one company, and Cornerstone is another company that will be looking into. The idea is to speed up the process and eliminate new applicants coming in to HR twice or more times.
5. Approval of HRC Minutes – February 8, 2017  
The minutes will be email to the committee.
6. Future HRC Meetings – Change of location to Garden Grove Conference Room #407-4  
Effective April 2017, the meetings will be held in the Garden Grove Conference Room and not in the Decision room.
7. Other  
None

**Next HRC Meeting:** 3:00 p.m. – 4:30 p.m. in the Garden Grove Conference Room #407-4 on May 10, 2017

The next meeting will be April 19, 2017 and not on April 12, 2017. May 10, 2017 meeting will need to be move to May 17, 2017. June 7, 2017 meeting will be up for discussion.

Meeting adjourned at 4:00 p.m.

Approved April 19, 2017