

**HUMAN RESOURCES COMMITTEE**

December 14, 2016

**MINUTES**

**Members Present:** Judy Chitlik, Alistair Winter, John Zarske, Amber Stapleton, Victoria Williams, Morrie Barembaum, Joe Geissler, Marilyn Martinez-Flores, Julie Vercelli, Carlos Lopez

**Members Not in Attendance:** None

The meeting was called to order at 3:05 p.m.

1. **Approval of Minutes**  
Will be provided at next meeting.
2. **SCC Presidential Search**  
Ms. Chitlik informed the committee that the Chancellor has given her the assignment and will be putting the search committee together. Ms. Chitlik has reached out to the people that help with our search. Ms. Chitlik will be looking in staffing the committee with people from Santiago Canyon College (SCC), community members and the Foundation. Ms. Chitlik will be submitting the proposal to the Board on January 9, 2017 meeting.
3. **EEO Training**  
Ms. Chitlik informed the committee the discussion has come up in the Management Council. In order to do this more effectively, Judy will recommend to the Chancellor for more funds to bring in Liebert Cassidy Whitmore (LCW) for staff training. Ms. Martinez-Flores recommended to have diversity training and to view the EEO Monitor video for employees interested in participating in a hiring committee. Mr. Zarske made a suggestion if LCW could give training during convocation in the spring.
4. **Employee Training**  
Recommendations were made for training 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 of thirty (30) complaints in a semester. It was recommended that staff be trained in Title IX. Since other universities and colleges have Title IX Officer; Judy 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.