



HUMAN RESOURCES COMMITTEE
Executive Conference Room – District Office
3:00 – 4:30 p.m.
Meeting Minutes for October 11, 2017

Members Present: Judy Chitlik, John Zarske, Seth Daugherty, Jarek Janio, Joe Geissler, Adam O'Connor, Kristen Guzman, Sheryl Martin, Diane Hill, and Amber Stapleton

Members Absent: Dr. Linda Rose, Alistair Winter, Dr. Marilyn Flores

Alternates/Guests Present: Breanna Ceja, ASG Student Representative

1. Welcome

Ms. Chitlik called the meeting at 3:08 p.m. and introduced ASG Student Representative, Ms. Breanna Ceja to the committee.

2. Approval of Minutes of September 13, 2017 Meeting

It was moved by Ms. Stapleton, seconded by Mr. Geissler and carried unanimously to approve the minutes of the September 13, 2017 meeting.

3. Discussion – Based on EEO Training by Liebert Cassidy Whitmore (LCW)

a. Parameters, if any, to update job descriptions (i.e. "preferred").

The committee continued to discuss suggestions/recommendations from the EEO training by LCW. LCW suggested that the term "preferred" or "preference" was used in past job descriptions but should be changed to "desirable". Ms. Chitlik stated that Ms. Marasigan carefully reviews the job descriptions/announcements to avoid using the term "preferred". The committee agreed that "desirable" be used rather than preferred or preferable in future job postings.

b. Eliminating letters of recommendation across the board.

The committee discussed that eliminating letters of recommendation for potential candidates. After considerable discussion pro and con, the committee agreed to continue discussion for next meeting.

c. Conducting a reference check for a finalist after the final interview and not before.

It was discussed that this might be less disruptive for potential candidates. However, it can be helpful to have some knowledge if there is a problem. Ms. Chitlik suggested and the committee agreed to continue discussion for the next meeting.

d. Exploring "blind" screening and interviews (i.e. eliminating the names of the applicants and assigning a number to each applicant).

To be discussed at the next meeting.

e. How to market the colleges to attract more candidates.

To be discussed at the next meeting.

4. Future EEO Training

- a. LCW has agreed to conduct further trainings. The first training is scheduled for Thursday, November 9, 2017 at SAC and SCC. The second training is scheduled for January 30, 2018 during flex week at SAC and SCC.

Ms. Chitlik mentioned that we are trying to come into compliance with Title V, which says that if you are in a hiring committee it is mandatory. She also informed the committee that HR is tracking the employees that are attending the EEO trainings.

Mr. Zarske mentioned that the "word" has been passed around to the faculty about the upcoming trainings. Ms. Guzman suggested having more clarity in the e-mail announcement that if an employee/faculty will be in a hiring committee in Spring 2018, they must attend the upcoming trainings and to add to the reminder that being on a hiring committee is an important part of a faculty member's professional duty.

5. Other

Mr. O'Connor requested to have another EEO training besides the dates indicated.

Mr. Zarske suggested discussing the FON for the next meeting so he can present information to the academic senates thereafter.

6. Next HRC Meeting

The next meeting will be held on Wednesday, November 8, 2017 in the Executive Conference Room #114 from 3:00 – 4:30 p.m.

The meeting was adjourned at 4:27 p.m.

Approved: November 8, 2017