

**District Planning and Advisory Council**

**Human Resources Planning Subcommittee**

Minutes of Meeting

December 12, 2022

Zoom/Virtual

**Members Present**: Vicenta Arrizon (Co-Chair),Christina Gabler, Joan Kang, Carol Long, Kymberly McBride, Rebecca Romo, Debra Willoughby, Lisa Winter

HR Resource Staff: Diana Pennington, Recording Staff Assistant

Absent: Wendi DeMorst, Anisha DiGregorio, Esmeralda Hernandez, Sherri Lee-Lewis, Denise Liu

**Interested Party:**

1. **Call to Order**

The meeting was called to order at 1:05 p.m.

1. **Agenda Amendment for 12/12/2022**

Motion to Approve: Carol Long

Seconded: Kymberlyn McBride

Vote: Aye – 8 No – 0 Abstain – 0

1. **Public Comments**

None

1. **Chair Updates**

None

1. **Approval of Minutes from 11/14/2022**

Motion to Approve: Kymberlyn McBride

Seconded: Lisa Winter

Vote: Aye – 6 No – 0 Abstain – 2

1. **Old Business**
2. Review Diversity Best Practices Handbook
3. Revised AR 3435 Discrimination, Harassment Complaints, and Investigations will go to Big DPAC on 12/14/2022 for approval
   1. If approved, it will then move on to board approval
4. **New Business**
   1. EEO Advisory Committee 12/12/2022 Meeting Report
   2. Subcommittee of DPAC HR
      1. Members (inclusivity): HR, Personnel Commission, Classified, Faculty, Community Member (vacant), Student Representative (vacant)
         1. Co-Chairs: Tre’Shawn Hall-Baker, Cindy Ordaz
         2. Tasks: Advise on EEO Best Practices, grants, EEO in all stages of hiring (pre-hiring, hiring, post-hiring), compliance
         3. Handbook to be reviewed in Spring 2023
            1. Date of next report will be confirmed
5. Review Equity Audit Findings Report
   1. Development – internal process and guide on inclusive and equitable hiring practices that become the base of how to prepare, chair, and participate on a committee, through an equity-minded lens
   2. EEO Representatives in Interviews
      1. Faculty & Administration (falling under Faculty) – required
      2. Confidential Staff – is being looked into but not required
      3. Discrimination – having an EEO representative in interviews can prevent discrimination complaints
      4. Impartiality – EEO representative must be impartial and from different departments
      5. Debriefing Meetings – debriefing meetings are held with interview panels to ensure the process is equitable. The Personnel Commission has the authority to remove panel members
   3. Job Descriptions – should be equal across all functions and areas
6. Equal Employment Opportunity (EEO) Innovative Best Practices Grants
   1. Hiring for Faculty – making the application process more accessible
   2. Robust Training – provide more training and preparation in hiring for all participants (especially, students)
   3. Provide tools on how to apply – at upcoming job fair, workshops, and other events
   4. Recruitment videos
   5. Faculty & Staff involvement
   6. Release time or stipends for all staff to be trained on EEO without losing hours (especially for PT and Classified staff)
   7. Consolidate equity statements and make them more visible
   8. Clear equity statements in job descriptions

d. Internship Programs for Faculty

e. Staff Development Program

f. Mentoring and Onboarding

1. **Agenda for Next Meeting**
   1. Old Business
      1. EEO Best Practices Report
         1. Development of Report and next due date
         2. EEO Representatives in Classified interviews
         3. Students Representation in interviews
         4. Faculty Association hosted Application workshops prior to COVID-19
2. **Adjournment**

Motion to Adjourn: Joan Kang

Seconded: Kymberlyn McBride

Vote: Aye – 8 No – 0 Abstain – 0

Meeting ended at 2:12 p.m.

**Future Meetings**

*Tentative – Spring*

February 27th 1:00pm – 2:30pm

March 13th 1:00pm – 2:30pm

April 17th 1:00pm – 2:30pm

May 15th 1:00pm – 2:30pm

June 12th 1:00pm – 2:30pm