



**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:**

**I. Call to Order**

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

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

Motion to Approve: Carol Long

Seconded: Kymberlyn McBride

Vote:       Aye – 8           No – 0           Abstain – 0

**III. Public Comments**

None

**IV. Chair Updates**

None

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

Motion to Approve: Kymberlyn McBride

Seconded: Lisa Winter

Vote:       Aye – 6           No – 0           Abstain – 2

**VI. Old Business**

1. Review Diversity Best Practices Handbook
2. Revised AR 3435 Discrimination, Harassment Complaints, and Investigations will go to Big DPAC on 12/14/2022 for approval
  - a. If approved, it will then move on to board approval

## **VII. New Business**

1. EEO Advisory Committee 12/12/2022 Meeting Report
  - b. Subcommittee of DPAC HR
    - i. 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
        - a. Date of next report will be confirmed
3. Review Equity Audit Findings Report
  - a. 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
  - b. EEO Representatives in Interviews
    - i. Faculty & Administration (falling under Faculty) – required
    - ii. Confidential Staff – is being looked into but not required
    - iii. Discrimination – having an EEO representative in interviews can prevent discrimination complaints
    - iv. Impartiality – EEO representative must be impartial and from different departments
    - v. 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
  - c. Job Descriptions – should be equal across all functions and areas
4. Equal Employment Opportunity (EEO) Innovative Best Practices Grants
  - a. Hiring for Faculty – making the application process more accessible
  - b. Robust Training – provide more training and preparation in hiring for all participants (especially, students)
  - c. Provide tools on how to apply – at upcoming job fair, workshops, and other events
  - d. Recruitment videos
  - e. Faculty & Staff involvement
  - f. Release time or stipends for all staff to be trained on EEO without losing hours (especially for PT and Classified staff)
  - g. Consolidate equity statements and make them more visible
  - h. Clear equity statements in job descriptions
  - d. Internship Programs for Faculty
  - e. Staff Development Program
  - f. Mentoring and Onboarding

## **VIII. Agenda for Next Meeting**

1. Old Business
  - a. EEO Best Practices Report
    - i. Development of Report and next due date
    - ii. EEO Representatives in Classified interviews

- iii. Students Representation in interviews
- iv. Faculty Association hosted Application workshops prior to COVID-19

**IX. 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 27<sup>th</sup> 1:00pm – 2:30pm

March 13<sup>th</sup> 1:00pm – 2:30pm

April 17<sup>th</sup> 1:00pm – 2:30pm

May 15<sup>th</sup> 1:00pm – 2:30pm

June 12<sup>th</sup> 1:00pm – 2:30pm