



**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, Kymberlyn 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 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