



HARTNELLCOLLEGE

EQUITY ASSURANCE COUNCIL

Minutes

November 17, 2023, 9:00 a.m., Building E, Room 112

MEMBERS	Constituent Group	Present	Absent
1. Dianna L. Rose	Administration	X	
2. Senorina "Nina" Vazquez	Faculty	X	
3. Julia Silveira	Classified (CSEA)	X	
4. Jackie Cruz	Administration		X
5. Jackie Flores	Confidential		X
6. Brenda Jones	Classified (CSEA)		X
7. David Jones	Classified (L39)	X	
8. Gabriela Lopez	Administration	X	
9. Peggy Munoz-Meador	Faculty		X
10. Kristalee Peoples	Student		X
11. Elizabeth Weist	Classified (CSEA)	X	
12. Gayle Pitman	Administration	X	
13. Tracy Gomez	Administration		X
14. Janet Flores (alternate)	Faculty	X	
15. Cheryl O'Donnell	Faculty		X
16. Jennifer Taylor	Faculty	X	

Guests: (if any) Marianne Fontes, Jason Garrett, David Beymer

1. Call Meeting to Order

Meeting called to order at 9:10 a.m.

2. Welcome and Introductions

The committee introduced themselves and their council positions.

3. Consider Approval of Agenda

The committee approved the agenda as presented.

4. Consider Approval of October 20, 2023 minutes

The committee approved the minutes as presented.

5. Professional Advancement

David Beymer shared to the council his concern on the difficulty of faculty advancing to management. Adding how it's even harder for classified staff to apply for higher positions. He came to the council to present his concern in hopes of developing ways for classified staff to advance and/or create a pathway for advancement.

As for faculty, perhaps there can be ways for faculty to have the opportunity to oversee staff or budget. Perhaps through special project agreements that oversee grant funding. It was shared



that even lower level administrators are having a hard time with obtaining experience to be eligible to apply for higher level positions. Jennifer shared the missed opportunity to have department chairs to serve as a stepping stone toward the supervisory role.

Gayle shared how some positions have a more strict minimum qualifications than others based on the chancellor's office criteria which can present some challenges when internal employees apply for higher level positions. Dianna added the Title 5 requirements for all colleges to do open recruitments for vacancies not allowing for preferential treatment for current employees.

Julie mentioned how sometimes the comments within our own organization can be discouraging to applying to positions of a higher level. She shared the assessments that are made when on a hiring committee to see if being a Hartnell employee with experience to get a certain priority when screening for applicants. Dianna will look into it, Dianna spoke on wanting to implement an EEO Rep that sits on the hiring committee to watch out for bias either for or against a particular person.

David Jones shared that in the maintenance department we are not in the position of the most. For most of us it's by performance and if you are a go-getter when a promotion comes, they present themselves as someone that goes the extra mile to show your interest in a promotion.

Dianna spoke on the Professional Development for faculty and classified staff. We want to watch how we word the MQs for current positions.

Dianna shared with the council how HR is working on providing feedback to the internal candidates who have applied for open positions and were unsuccessful. The goal is not to discourage but give positive feedback for future opportunities.

Nina acknowledged David, Elizabeth and Julie's concerns and spoke on not only listening but coming up with ideas on how to help. Perhaps by providing workshops for those interested in applying for internal positions, helping them write their diversity statements, creating their application, or interview techniques. Many of us are first timers at applying to these positions and it would be helpful to have mentor/guidance support.

The council also discussed renewing the monthly email with all available positions, to encourage current employees to apply; as well as, getting the word out externally.

Dianna requested this item to be brought back to the December meeting and asked to continue the discussion and follow up on the items mentioned. David was asked to return to the next meeting.

Dianna shared with the council that for the Student Success Conference one of the breakout sessions will be workshops to help with the diversity statements and applying for jobs.

David Beymer mentioned that he would be willing to do workshops on budgeting.



6. Equity in Communication

Marianne Fontes and Jason Garrett presented to the council on MailChimp a tool that is being used to promote equity in communication. Marianne shared the feedback we received by Swim Digital on the communication issues. Therefore, MailChimp is an app which Jason Garrett has been using and where the programs have had success and has increased engagement and participation.

Jason shared how the app is used, how the messages are presented to the students and the analytics of how students are engaging. Jason has partnered with other departments more recently with spring registration on notifying students when their priority registration dates are. There was a significant increase in enrollment. Over 10k students have been affected by mailchimp this semester.

Jason and Marianne requested the support of the council in getting MailChimp adopted by the college. They have yet to present at the technology council and the Hartnell council. The approval of this app to use college-wide would address the priority recommendation of SwimDigital; as well as, authenticating our email server making it more official.

The cost, \$400/month for 15 users.
Currently, the cost is being covered by SEP funding.

The audience is being maintained by Jason Garrett but it is proposed we integrate it with our information systems for more automated updates and to ensure accuracy in the data.

Nina spoke on restrictions on access, her concern with that is just like with Canvas, not able to use the technology to the extent it has the power to be used because of the restrictions. How do we deal with those equity issues? Jason elaborated on the issue of just like with colleagues, you can get some information but not all, for example, social security numbers due to security.

Nina also spoke on the excessive emails being sent to students and over communicating which turns students off. Jason spoke on sending different emails to different populations with similar information directed towards the correct audience.

Gayle shared her support of using MailChimp and expressed the importance of providing the correct training when acquiring new systems to ensure we are using them to the fullest.

MSC: Jennifer Taylor (first), Nina Vazquez (second) to support use of MailChimp across campus with the intention of revisiting the process to review and approve technology solutions. In recognition of the current inequitable access to students.

7. Charge/Member Roles

Nina shared the document that was reviewed as a group and what was to be reviewed by the council. The charge was read out loud by Nina to the council for approval. The council made some adjustments to the statement and finalized the charge of the council.



MSC: Nina Vazquez (first), David Jones (second)

8. Charter and Handbook (moved to the next meeting)

9. Council Community Guidelines (moved to the next meeting)

10. Update DEI Survey

Gayle presented the discussion that occurred with the research team that met with the survey developers, and we asked the questions that the EAC had posed. One was regarding the terminology for ethnicity, and another was about adding questions. They were open to both, and we can add up to five questions. Based on the conditional approval of the survey by EAC, we will be moving forward with this. Our research team will meet with the survey developers after the Thanksgiving holiday, and survey administration will begin in February.

11. Development of Land Acknowledgement (moved to next meeting)

12. Update President Task Force and Student Equity Plan and the crosswalk (moved to next meeting)

13. Closing Comments/Adjournment

The meeting adjourned at 11:06 a.m.

NEXT MEETING(S)

December 15, 2023