



HARTNELL COLLEGE

**EQUITY ASSURANCE COUNCIL**

**Minutes**

**December 14, 2023, 9:00a.m., Building E, Room 112**

<b>MEMBERS</b>	<b>Constituent Group</b>	<b>Present</b>	<b>Absent</b>
1. Dianna L Rose	Administration	X	
2. Senorina "Nina" Vazquez	Faculty	X	
3. Julia Silveira	Classified (CSEA)	x	
4. Jackie Cruz	Administration		
5. Jackie Flores	Confidential		
6. Brenda Jones	Classified (CSEA)		
7. David Jones	Classified (L39)		
8. Gabriela Lopez	Administration	X	
9. Peggy Munoz-Meador	Faculty		
10. Kristalee Peoples	Student		
11. Elizabeth Weist	Classified (CSEA)		
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		

**Guests:** Kayla Valentin-presented EEO/ Employment Diversity Plan PPT

**1. Call Meeting to Order**

Meeting called to order at Meeting called to order at 9:05 a.m.

**2. Approval of Agenda**

The committee approved the agenda as presented.

**3. Approval of Minutes**

The committee approved the minutes from Nov.17, 2023...with one edit of adding Corina Vasaura on roster as council member

**4. Review/approve District draft EEO Plan**

Kayla presented plan to adhere to Chancellors request to focus on equity, diversity and inclusion:

Pre-Hiring:

Year 1: Implementing new hiring software Neo Ed

Year 2: conducting education and training for hiring manager

Year 3: Begin implementing of plan developed in year two

*Cheryl suggested redoing the hiring form. Dianna went over the purpose and use of the forms,*

*specifically the MQs and equivalency and meeting minimal standards and how they are used for screening and to determine candidates for hire. Corina clarified by example how this applies and the purpose of it. Question on how candidates know that they have a right to ask for an equivalency screening and how this can be more implied as an option. Gayle suggested a proposal plan be developed to change the process of the equivalency process and who should determine- HR or Academic Senate.*

Maintain updated jobs descriptions and job announcements

Year 1: Review the Diversity , Equity, and Inclusion initiatives such as DEI statement on jobs announcements

Year 2: Continue to implement DEI template job announcement

Year 3: Review and evaluate DEI initiatives for all jobs

Assess “sensitive to diversity” of all applicants

Year 1: review and revise diversity rubric

Year 2” Implement revise diversity rubric table and provide training to search committee members

Year 3: Assess and Evaluate effectiveness of diversity rubric table for search committee

Post Hiring:

Conduct campus climate survey and use the information:

Year 1: Spring 2024 DEII, Diversity equity and inclusion

Year 2: develop activities ad opportunities to address campus climate and focus on retention

Year 3: conduct DEI surveys for consecutive times

Conduct Exit interviews and use this information:

Year 1: evaluate and review current exit interviews

Year 2: evaluate alternate surveys tools available

Year 3: develop alternate surveys

\*\*Plan should be submitted to Chancellors office by Feb 2024

Recommendation: to invite Layheng to explain the EEO Plan from a data perspective. Cheryl clarified if she should she take recommendations to senate for having expertise on equivalency on the team to help identify a person.

**5. Council Community Guidelines ([PTF Norms](#)). Add to Council Handbook (?)**

Motion from Gayle recommend that these norms be reviewed by HCC to establish these as norms for all councils. —all in favored.

**6. Update Charge with recommendations**

Revise statement: EAC will hear Issues from any stakeholders and will recommend to HCC. Ideas to developed a flier that will get students involved in the new Councils. The issue has been brought up that it is hard to have students attend meetings. Gayle suggested to include the councils into the students work schedule as an applied participation to have it more institutionalized and more guidance for students. Charge approved with the edit of recommendations.

**7. Council Task: Identify three tasks:**

Tasks:

- \* Identify and synthesize statements and unify it to one general statement.
- \* Implement Presidents Task Force recommendations- 27, 18-identify those that we can gain traction in the spring. --- deep dive reach out to responsible parties-Motion approved to adopt.

Terms: Gayle suggested they offer 2-3-year terms. Additionally, it was added that the reason being to have more continuity of the process and allowing members to get more familiar with the purpose.

**8. Update DEI Survey, textbook**

DEI Survey will open in February 2024 to go out to students no update. and employees. Survey closes in April '24. Data available in May '24. Textbook update: Follet's process is not an easy process and can be confusing for students and can cost students more money than needed.

**9. Update Development of Land Acknowledgement toolkit**

*didn't get to this one*

**10. Update President Task Force and Student Equity Plan and the crosswalk**

*didn't get to this one*

**11. Closing Comments/Adjournment**

The meeting adjourned at 11:03 a.m.

**NEXT MEETING(S)**

February 16, 2024