



District Planning and Advisory Council

Human Resources Subcommittee

Minutes of the Meeting
February 27, 2018

I. **Call to Order/Introductions**

The meeting was called to order at 1:35 p.m.

II. **Committee Members**

<u>Academic Senate</u>	<u>Administration</u>
Jason Beardsley	Wendi DeMorst
Ian Colmer	Tre'Shawn Hall-Baker, Co-chair

<u>CSEA</u>	<u>Faculty Association</u>	<u>Management</u>
Leyla Arenas	Kymerlyn McBride, Co-chair	Carol Long
Lina Ladyzhenskaya	Michael Strathearn	Stacy Neal
Olga Vasquez		

HR Resource Staff: Laurie Heyman, Recording Staff Assistant

III. **Review and Approval of Minutes from Prior Meeting**

Minutes of April 25, 2017

Motion to Approve: Michael Strathearn

Seconded: Kymerlyn McBride, Leyla Arenas

Vote: Aye: 5
 No: 0
 Abstain: 3

IV. **Business**

1. Campus Climate Survey Update.

- a. Survey was distributed during the Fall 2017. Raw data is being converted to a narrative report and per Hannah Lawler, should be ready for the March 2018 DPAC-HR meeting.
- b. Areas of concern will be
 - i. reported to the Vice President of the area; and
 - ii. focus groups may be formed if the committee feels that the concern needs to be addressed.

2. Board Policy and Administrative Regulation Revision Update.

- a. All board policies are being revised per the Community College League of California guidelines.
- b. Co-chair Hall-Baker recommends that the Committee wait until the revisions to the Board Policies are completed before revising Administrative Regulations.

3. EEO Plan and EEO Advisory Committee.
 - a. EEO Plan was approved by the Board of Trustees in September 2017.
 - b. The EEO Advisory Committee members shall include:
 - i. EEO Officer or designee
 - ii. Compliance Administrator/Title IX Coordinator
 - iii. Director of Classified Personnel
 - iv. Dean of Human Resources
 - v. ADA Officer*
 - vi. Faculty member appointed by Academic Senate President*
 - vii. Classified staff member appointed by the CSEA President*
 - viii. Student recommended by the Associated Students*
 - ix. One community representative appointed by the Superintendent/President.*
 - c. Requests for participation on the EEO Advisory Committee have been sent to the Faculty Association, CSEA, Academic Senate, etc., but no responses have been received to date. Co-chair Hall-Baker asked the Committee members to work with their respective bargaining units to refer a representative for membership to the Committee.
 - d. EEO Multiple Methods Allocation Model Certification Form ("EEO MM form")
 - i. Bring the EEO MM form to the next Committee meeting.
 - ii. Email the EEO MM form to Committee members
 - iii. Regarding upcoming negotiations with the Faculty Association and the CSEA: request consideration of including the EEO MM equity question in the performance evaluation process.
 1. Equity Question: "Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?"
4. Other Business:
 - a. Equity language must be included on all job descriptions and job announcement brochures.
 - b. DPAC-HR alternate date is the 2nd Tuesday of each month
 - c. Re-evaluate DPAC-HR and its goals
 - d. Report on DPAC meeting at next DPAC-HR meeting
 - e. Review draft board policy that HR is working on.

V. Dates for Next Meetings

Tuesday, March 27, 2018	1:30 p.m. – 3:00 p.m.	Library Conference Room
Tuesday, April 27, 2018	1:30 p.m. – 3:00 p.m.	Library Conference Room
Tuesday, May 22, 2018	1:30 p.m. – 3:00 p.m.	Library Conference Room

VI. Adjournment

Motion to adjourn

Motion to Approve: Mike Strathearn

Seconded: Olga Vasquez

Vote: Aye: 11

No: 0

Abstain: 0

Meeting adjourned at 2:25 p.m.