



HARTNELL COLLEGE

DIVERSITY/EEO COMMITTEE

Minutes

September 16, 2024, 9:00 - 11:00 a.m., D-128

NAME	REPRESENTING	PRESENT	ABSENT
Kayla Valentine	CHRO; co-chair	X	
Jennifer Taylor	Faculty, co-chair	X	
Augustine Nevarez	Administrative		X
Gabriela Lopez	Administrative		X
Corina Vasaure	Faculty	X	
Lluvia Del Rio	Classified (CSEA)	X	
Gayle Pitman	Administrative	X	

CALL TO ORDER AND INTRODUCTIONS

ACTION ITEMS

1. Adopt Agenda (Minutes approved)
2. Approve Minutes (Minutes approved)

DISCUSSION ITEMS

1. Committee Membership Terms

Kayla spoke on the terms for membership committee members.

Lluvia would like to have another CSEA member join the committee.

Kayla will follow up with L-39 to appoint a member.

Kayla will reach out to Brenda Jones to see about getting a community member appointed to the committee.

Spring 2024 reached out to the academic senate to let them know about openings for Fall 2025 committees. Will be announced at the spring student success conference.

2. Follow-Up on Affinity Groups

Gayle spoke about the discussions that occurred at the Equity Assurance Council and the proposal she and Gabby presented. Created a google form for people to fill out if they want to participate in a group. A OM draft was created to memorialize the group. We

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HARTNELL COLLEGE MISSION STATEMENT: Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (baccalaureate degrees, associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.



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decided to go with “Employee Resource Groups” that are specifically and intentionally DEI focused and groups that are supposed to be an identity group (LGBTQ, Latinx) where affinity groups are more broad (knitting, hiking). We want it to be more DEI focused which is why we went with the employee resource group. EAC supported the use of Employee Resource Groups as the name.

EAC has approved the documents, the OM needs to be approved by cabinet and it's scheduled to be on cabinet agenda for 9/17/24 for approval.

Knowing that budget fluctuates we can set a baseline amount, if groups would like to request additional money there should be a mechanism to do that.

Kayla will bring back to the next meeting how much money is available for this, (EEO funds). Gayle will share with the cabinet on the funding.

When do we hit the go live button? Once the cabinet approves the OM and we designate the funding we are good to go.

Perhaps setting a deadline for each academic year to ensure appropriate funding each year.

Gayle will add language to the OM to reflect a deadline and the amount of money that will be available to each group.

Will bring back at the next meeting to see how much can be allocated.

3. Appendix 13

Kayla spoke on the Year 1 (Addressing diversity issues in a transparent and collaborative fashion). Kayla mentioned the data right now shows it takes 118 days from day one of recruitment to when the person is hired. This does not include the applicant pool. Plan is to work together to look at the applicant metrics: # of applicants, # of applicants referred. Being that we only have one year of data we can't do a trend analysis.

Gayle agreed to showing the data and having the data. Jennifer agreed and added that we can then strongly push for where the job openings are being posted. Corina added that if there is something where HR can checklist that we are advertising in the appropriate location and then go back and check that it is actually posted.

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Corina asked about PT faculty that apply for positions, when does it go to the dean? Part of the difficulty is when there is a new applicant the dean doesn't necessarily know if there is a new person (are not moved over) for the dean to see the new applicant.

Lluvia spoke of her experience in hiring adjuncts and working with the dean and looking at the needs but always knew they had to have a healthy adjunct pool. Every semester they would reach out to HR to open PT positions. She would then check every 2 weeks and when she would see she would reach out HR to release them (check for min quals) for the department to reach out to them. It did take collaboration and communication between the dean and their administrative assistant and HR. There were some hiccups You could onboard an adjunct in 21-days with no hiccups.

Jennifer and Corina liked the structure Lluvia spoke on in having the administrative assistants look every semester to see what's available in the pool and forward the new applicants to the dean/faculty to review and contact. Perhaps the way the job is posted the applicant will know that they will only be contacted when there is a need.

Corina spoke of having a better system to hire, maybe as faculty we need to reach out more to our dean. Perhaps there was a system where they can be alerted on a new applicant. Or perhaps HR can regularly look at the applicant pools and move those applicants over.

Lluvia added that the system does send a message to the dean and assistant when a new applicant is referred to the pool. Lluvia mentioned they would be onboarded until they were ready but they already had an ID and email and were ready to go when a class became available. Jennifer mentioned perhaps having training with the administrative assistants to have the same process.

Kayla spoke on how to build a timeline and structure for the departments. Will bring it back at the next meeting and invite Miriam Contreras to the meeting. Kayla mentioned her previous college developed an AP that would add faculty to be on a qualified list. She will bring it back to the next meeting. There is constantly room to grow and the adjunct hiring process we want to work on. Will be brought back at the next meeting.

- Maintain updated job descriptions and job announcements:
Committees not giving true value to diversity statements. Year 2: Implement DEI template job announcement. Can't just have criteria and that they are putting weight and creating rubrics. Make sure we have clear guidelines.

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- Assess “sensitivity to diversity” of all applicants: The way the chancellor’s office promotes it is that it’s part of minimum qualifications. Develop guidelines and have standards on how each committee uses the rubric table. Would it be appropriate to designate the weight of percentage when scoring, regardless of how the committee does their scoring. Work on rubric and guidelines.
- Conduct campus climate surveys & use this information: The data has not come back to be able to evaluate.
- Conduct exit interviews and use this information: We have a current survey that is sent out upon their exit. It’s hard to capture the exit interviews as they are exiting out. Jennifer asked if it could be part of their checkout sheet? Kayla mentioned perhaps sending it out later to their personal email? Jennifer mentioned it would be less likely for them to fill out. **Add exit survey to checkout sheet. Add disclosure to survey say “this information will remain confidential and in the office of human resources”**

4. EEO Certification Update

Kayla is working on the EEO Certification Update, it’s not ready to share because part of the challenge is having to report employee data. The chancellor’s office was gracious to extend the deadline to Sept. 30th to work with the governance groups but the reality is that the deadline is only a few weeks after the start of the semester.

The applicant data for 2023-2024, show our EEO funds and expenditures, let them know what we are doing and what has changed, reporting harassment and discrimination claims. The concern is to share the harassment/discrimination does go to the board and it is a public item and because we are a small district and it can cause some anxiety to the complainant as it is very revealing.

Will bring this to the next meeting.

ADJOURNMENT Meeting adjourned at 10:48 a.m.

Next meetings

October 7, 2024

November 4, 2024

December 2, 2024

February 3, 2025

March 3, 2025

April 28, 2025

May 5, 2025

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