



HARTNELL COLLEGE

DIVERSITY/EEO COMMITTEE

Minutes

November 4, 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. Priorities for 2024-2025

Jennifer shared the senate report they highlighted the process tied to hiring. Jennifer reached out to them as there are things that overlap with the EEO/Diversity Committee. Suggested creating a bank of interview questions, structure of questions, learning what to look for in a candidate. Criteria questions that were created, perhaps look back at them and make some changes as they can be time consuming and the language may not be clear to someone outside the community college system. Perhaps one of the members of the EEO/Diversity can be in the senate subcommittee to work on these items.

Need for training and resources (training on how to be on a hiring committee)
 Perhaps creating a list of what's required of you (standards) when serving on a hiring committee.



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Job Posting, Diversity Questions

Sending a group to the CCC Registry Job Fair, January 24-25, 2025.

Student recruitment is hard to fulfill on a hiring committee. Suggested part of the student worker onboarding process involves the EEO/Diversity Training and they can serve on a hiring committee.

Where are we postings: Where was the job published? We need to publish in organizations where people may be looking. Perhaps share with the list that job elephant provides to the faculty in discipline to see what would be the best place to publish. Build consultation with faculty on where to post the job postings.

Perhaps send something out internally on current job openings. Perhaps adding it to the weekly communications portion.

2. Review adjunct applicant referral process

The committee discussed the process for adjunct professor referrals.

It was brought up that a lot depends on the dean and the admin, and the frequency they visit the applicant pool. It is also dependent on the structure of the dean/department and how active the hiring is in the department.

The referral process, HR is the gatekeeper but working along with the Academic Affairs department/deans.

When interviewing adjunct faculty, the hiring committee is not receiving the applicants materials.

It was suggested that we could offer EEO Training at our student success conference.

3. Establish ERG Program

Jennifer shared the conversation with the consultant Valencya. One thing that came out of the conversation is what's the bundle of benefits? Money and perhaps Flex Time?

ERG groups are extremely active so they need help (administrative assistance) on room reservations, etc.

There will also need to be training of chairs/members.

It was discussed that perhaps sharing the ERG program at the Student Success Conference would be ideal.

It was recommended to having Valyncia do 1-2 training sessions, these will be key. The ERGs create a cause/mission and those identify with the cause. The people who are working to achieve the cause.

CARING CAMPUS COMMITMENTS: Ten-Foot Rule, Nametags, Cross-Department Awareness, Warm Referrals, Welcoming Students

HARTNELL COLLEGE VISION STATEMENT: Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.

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.



Reach out to Valencya as keynote speaker for Spring Student Success Conference. Four interested members would need to attend one of her training sessions. Two Trainings at two different times.

Having the training will assist the individuals in determining whether their idea fits into the ERG standards.

Gayle will share the form she developed to request additional funding. Gabby shared the google survey that developed the New Employee Resource Group Application. The committee went through and updated the form.

4. Establish EEO Request Funds Process

5. Pending DEII Survey Results

Kayla reached out to the office of research on the Start off broad for the college and then some focus areas with targeted presentations (student life, academic affairs).

6. Closing Comments

ADJOURNMENT Meeting adjourned at AM

Next meetings

December 2, 2024

February 3, 2025

March 3, 2025

April 28, 2025

May 5, 2025

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