



**Human Resources Advisory Council  
Minutes  
Wednesday, October 26, 2022  
(1:30 – 3:00 pm)**

Chair: Aimee Gallagher – Vice Chancellor, Human Resources

~~Bernadette Black~~  
Cindy Hall  
Colleen Parsons  
~~Craig Leedham~~  
Denise Schulmeyer  
Katie Cabral  
Manuel Mancillas-Gomez  
~~Michael Copenhaver~~

Nashona Andrade  
Nicole Conklin  
~~Nicole Salgado~~  
Pearl Lopez  
Sahar Abushaban  
Guests: Karen Marrujo  
Sharon Sampson &  
Taneisha Hellon

Recorder: Jane Galarneau

Topic	Notes
<p>Suggestions for Changing the Charge of the Committee</p>	<p>The committee looked at the membership of the committee and made the below suggestions for change:</p> <ul style="list-style-type: none"> <li>• Add Nashona Andrade, Director of HR and the new Title IX EEO position once that individual has been hired.</li> <li>• Add a Classified Senate and District Services representative</li> <li>• Adding EEO and Site leads, possibly adding as a placeholder for now. Pearl also suggested doing a yearly assessment of the composition of the group so that adjustments could be made, as needed.</li> <li>• Cindy said that we used to have 2 classified representatives and Colleen added that we also used to have 2 AFT representatives.</li> <li>• Manuel asked about adding Moriah to the composition, Aimee suggested adding her in an “Advisory” position and asked if the group agreed to cap the advisory positions at 2, Pearl said that was fine.</li> <li>• Aimee asked who the faculty reps should be and/or who they were in the past, Nashona said it was Denise Schulmeyer and Kim Dudzik in the past, before that possibly Tate Hurvitz.</li> </ul>

	<ul style="list-style-type: none"> <li>• Katie suggested adding the names of those representing certain groups onto the agenda, the group agreed.</li> </ul> <p>The committee also looked at the Charge and made the below recommendations:</p> <ul style="list-style-type: none"> <li>• Manuel said that the words “promote” and “develop” were questionable and suggested finding alternate words.</li> <li>• Aimee said she would take a stab at creating a more robust charge and sending it out to the group for input and track changes.</li> <li>• Nashona said that the EEO report is informed by 9 multiple methods so we should include those bullets in the charge.</li> </ul>
<p>Presidents Selection AP/BP Review</p>	<p>Aimee suggested adding “or designee” after the first bullet (Co-Chair – A cabinet-level administrator.</p> <p>Katie shared her screen with some suggested edits by Classified Senate including having 2 community reps and 2 reps from Classified Senate, she also suggested changing the wording “Employment Services Dept”, link to that document below:</p> <p><a href="https://docs.google.com/document/d/107bcq37aPOvEC2eO8C33N4rrfSdCocWy/edit?usp=sharing&amp;oid=115111690832262458743&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/107bcq37aPOvEC2eO8C33N4rrfSdCocWy/edit?usp=sharing&amp;oid=115111690832262458743&amp;rtpof=true&amp;sd=true</a></p>
<p>Reclassification Reviews</p>	<p>Aimee reported that they had agreed with the unions that the current process outlined in the CBA will continue until commission rules are in place.</p>
<p>Updates on EEO</p>	<p>Aimee reported that they are in the process of planning a half-day retreat sometime in December to look at what is working and what is not with regards to committees. She added that they intend to have a speaker on equity attend as well as a current EEO officer who can speak to best practice and the “nuts and bolts” of how EEO reps operate on committees.</p>
<p>US Surgeon General’s New Framework for Mental Health and Wellbeing in the Workplace</p>	<p>Katie reviewed the US Surgeon General’s new framework for Mental Health and stated that many of these items may relate to EEO work they are currently working on.</p>
<p>Group Updates</p>	<p>Sharon and Karen said that they are hoping to have more resources in order to get some EEO trainings planned, they had submitted a proposal and are waiting to hear back on whether it was approved.</p>

	<p>Cindy asked if anyone was doing exit interviews with folks as they leave the District. Nashona said that it was at the discretion of the Manager, some do it, and some do not. Aimee said that eventually that would be incorporated into Workday. Cindy also requested some kind of exit checklist. Nicole showed Cindy where there was a checklist in forms depot but said they could work together to update or customize it, if needed.</p> <p>Katie asked if the Equity in Employment Taskforce would be reconvening in November but Manuel said that he thought the Chancellor just reported that the committee would reconvene after the beginning of the year. Aimee will connect with the Chancellor to confirm.</p> <p>Pearl said that she would like to have some education for the hiring Chairs because they are not asking for the correct number of representatives, she wasn't sure of the process but thought it might be helpful to have someone attend the Chairs and Coordinators meetings to educate them on the process.</p> <p>Katie asked what the process was for failed searches, she was hearing that the Chairs were sometimes using the same committee members. Taneisha said that there are no guidelines forbidding this to take place but that sometimes it may be better to assemble a new committee.</p>
<p>Next Meeting – November 23, 2022</p>	<p>The group agreed to move the next meeting to Wednesday, November 30<sup>th</sup> instead since the 23<sup>rd</sup> is the day before Thanksgiving and many in the group would be absent.</p>