



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Human Resources Advisory Council**

Meeting Notes  
September 27, 2023

Agenda Item

A. Policies

1. BP & AP 7600 – Linda Beam asked the group if this had been discussed at the last meeting and if anyone had notes. Katie Cabral will email her notes to LINDA BEAM and Kimberly. Linda Beam will update and bring back to the next HRAC meeting for review.

B. EEO

1. EEO/Title IX Director - Linda Beam introduced Michael Salvador, EEO/Title IX Director, and he shared his diverse experience with the council.
2. Establish EEO Advisory Council - Linda Beam began a discussion addressing the HRAC Charge and proposed bifurcation of Paragraph 2 with the upcoming formation of the EEO Advisory Committee. A robust discussion was had with many members feeling it should be kept or possibly rephrasing the reference, the Council will make suggestions and/or recommendations to the new EEO Advisory Council.

Michael Salvador shared with the committee the rational, resources, and guidelines used in developing the EEO plan. Comparing our district EEO plan with outside HR offices can be intertwined in advocacy and DEI efforts. He had many in depth conversations with the State Chancellor’s Office who strongly recommended the separation but suggested some overlap in committee members and charge. As well as, using EEO models and plans as guides provided by the State Chancellor’s Office.

Pearl Lopez mentioned that the HRAC Charge had been under revision a few meetings back when Aimee Gallagher was still here. Moriah shared that Aimee had combined HRAC and Equity in Employment Taskforce together since the latter rarely met, she also wants the councils to be intentional in not losing focus on the Governing Board’s directive. It was suggested that possibly the EEO filters up into HRAC. Some voiced ideas of keeping an overlap and accountability measures looking into bylaws, collaborative in creating. If student do participate, it was brought up that they should receive compensation.

Michael Salvador noted that the State model outlines the committee’s membership which also includes students. Keeping in mind that the EEO plan will be adopting new rules and regulations with the formation of the Merit System, voted in by the

Classified employees in early 2022. Upon completion of the EEO plan, Linda Beam will share with the HRAC Council.

The EEO/Title IX Office will provide policies, investigate complaints, ADA with an emphasis on workforce, under-represented groups to focus on goals for the next 3 – 5 year.

Jane Kennington spoke of many facets of the Merit System and the duties of the Personnel Commission in conducting technical testing with questions suggested by outside subject matter experts, interview panels, and more. She referred to the “Rule of 3” - examination, oral technical interview and apps. The rankers will receive EEO training and be from another Merit District. She touched on the scoring system and the additional points given to Veterans, in-house applicants and others; the “blind” screening process reduces any unconscious bias when selecting qualified applications. The 3 top ranked candidates will move forward to a District Screening Committee for 2<sup>nd</sup> interviews and completion of the hiring process.

Katie Cabral voiced her concern that the subject matter experts might not be diverse. Jane Kennington explained that the best practice is to have a diverse expert panel, as well as, making it defensible. Linda Beam noted that we would continue to strive to meet our diversity goals consistent with the requirements of the Ed Code regarding the Merit System.

Linda Beam reminded the committee that the Merit System had been voted in by a passing majority of Classified employees and that the Merit System is governed by Ed Code which the District must follow. She also mentioned that she and Jane Kennington have been working on the creation of the GCCCD Personnel Commission Rules and Regulations for many weeks and working towards an acceptable process for both parties. Once completed, Kimberly will send them out to the council.

#### C. Human Resources Operations

1. Flexible Work Policy Update - Linda reminded everyone that the Flexible Work Schedule can be withdrawn if a department decides it cannot support and operate with employees working remotely.
2. Recruitments Update - Linda mentioned that she'd authorized job postings prior to the screening committee's initial meeting due to the fact some departments i.e. HR are understaffed by 48% and in dire need of positions filled. This was not done to slight the process but to fulfill our continued support of students and staff.
3. Workflow - Linda is reviewing our processes to better understand areas that need to be revised to allow for better efficiency. She gave a recent example of the discontinuation of College President's approving all student hourly hire forms. She

also report that she is working with other district personnel and an outside consulting agency assisting us in better leveraging Workday. Sharon Sampson voiced her concern for the lack of collaboration in this process.

#### D. Group Updates

1. Moriah Gonzalez-Meeks expressed concern over the follow-up EEO Summit meeting, proposed in late August/early September, was cancelled and never rescheduled.
2. Moriah Gonzalez-Meeks suggested that Taneisha Hellon and Michael Salvador connect to review the PE 2, 9, and 12 that a task force had been working to finalize them.