



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Human Resources Advisory Council

Meeting Notes
October 25, 2023

Agenda Item

A. Policies BP/AP 7600 Public Safety Department

1. Linda Beam asked the council for any feedback that should be taken into consideration for these board policies and bring to the next meeting so this can be finalized and moved forward. Linda will contact Nicole Conklin to confirm that these have been vetted properly. Katie questioned that CAPS was reassigned from Business Services to Human Resources. The CAPS department has shared duties with both Risk Management and Business Services. Currently CAPS is reporting to VC Abushaban. There might be a reorganization in the works to clarify the reporting structure.

B. EEO

1. Feedback

On 10/11/23, Michael Salvador emailed the council the draft EEO Plan for review. A discussion ensued regarding comparison data and the data source. Michael assured the council that he'd been working with Dr. Buul and Alina Quintana from the State Chancellor's Office to create the EEO Plan within the State regulations, as well as, input from other EEO Officers within the Association of Chief Human Resources Officers and Equal Employment Officers organizations. The new data set with two changes appears to be student demographics and elimination of the Middle Eastern designation. The Caucasian designation contains Middle Eastern and asked for the data to be separated. Michael is seeking more information regarding the data, for Middle Eastern students and residents; does this inclusion skew the "Caucasian" category? Moriah mentioned that Katie has been gathering information/data from the county. Cuyamaca College disaggregates Caucasian from Middle Eastern, but other areas don't and it influences the comparison. Among the questions raised: what is the primary data from the county, census or student data? Can we use updated census data? The EEO plan is addressing workforce availability using census data, availability, over or under representation ethnicities as recommended by Dr. Buul and Alina Quintana. Linda Beam stated that whatever is submitted to the State

Chancellor's Office will be vetted and reviewed. Linda shared that she understands both sides, internal and state. Moriah Gonzalez-Meeks asked that we be mindful of this work's purpose which was to change equity in hiring and address the disproportion of staff to our students. Linda will look into something that remains compliant and also best reflects the Governing Board's charge, as well as, assuring it meets the State Chancellor's regulations. Michael was asked to contact Dr. Buul seeking guidance regarding data, ways to represent all mutual interest to reach consensus for the EEO Plan. Michael mentioned that the EEO Plan is much broader and the importance to move forward with the determination of analysis, preamble, and other work. The document is fluid and reflects identified priorities to date.

C. Human Resources Operations

1. Recruitments update/Personnel Commission

Linda announced that on October 17th the Personnel Commission Executive Director, Jane Kennington, brought forward the 1st Draft of the Personnel Commission Rules and Regulations. The Personnel Commission will be up and functioning in the near future. We will see significant changes in the way we do business with regards to Classified staff and Classified managers. The Personnel Commission will oversee the Recruitment Assessment and first round interviews for upcoming vacant Classified, out-of-class, and substitution positions. The first round interviews will be focused on skills assessments, hard skills and experience skills. Linda will continue to work with Jane Kennington as the transition progresses and continues to work collaboratively, professionally and in a cooperative spirit. Linda shared that PE-12, will no longer be in effect and the current recruiting process will be replaced by the Personnel Commission Rules and Regulations. The Faculty process using the PE as a guide will remain in effect. Jane Kennington assured everyone that the Personnel Commission Rules and Regulations is a living document, with regular review of the processes, Education Code and Human Resource practices. Pearl Lopez asked to be notified of when faculty call out is not needed for Classified screening committees. When we hire other positions, faculty will continue to be recruited to participate on screening committees. Moriah inquired about the 2nd round interview process which Jane Kennington shared with the Council. Call out, skills assessments, points given to years of service, etc. were discussed. The top three ranks of candidates will move forward to interview with the hiring manager. The hiring manager will create the interview questions and the recruiters will coordinate the interview schedule. A suggestion was made to possibly review and update the PE 12 to accommodate the new Personnel Commission. No illegal questions regarding race, ethnicity, etc. will be allowed. A question was asked about a failed search. What would that look like in this new process? By Personnel Commission Rules and Regulations, three viable candidates will move forward with every intention that one of the three will be selected. If the choice is made that the position cannot be filled then any interim or

substitute in said position would have to vacate and the position would be vacant. Eligibility list remains viable for 6 months. A failed recruitment is not the same with the Personnel Commission. Wayne Branker proposed a taskforce or committee to look at this possibility. Processes must be handled in accordance with the Rules and Regulations which are governed by Education Code and not up for debate. Linda announced that she was bring on a consultant, Marcy Wade, who has many years of experience working in the Santa Monica Community College District which is a merit district. The consultant will assist Human Resources in the transition of Classified hiring moving over to the Personnel Commission. Marcy Wade will also present the processes of the Merit System and Personnel Commission by hosting “Road Shows” on both campuses. The remedies will be remain the same. Employees are District employees.

Moving forward Michael Salvador will continue to investigate any EEO, Title IX or ADA matters. Moriah Gonzalez-Meeks inquired about updating the job descriptions which was a concern of the Equity in Hiring Taskforce. Personnel Commission will work to update job descriptions which need to be refreshed and will be placed on a rotating calendar for review. This is work in progress. Both the District and Personnel Commission will work collaboratively to update job descriptions. Significant changes will have to be brought to appropriate collective bargaining units. A comment to include equity mindfulness or be included into the updates was suggested.

2. Linda discussed utilizing Workday’s automation to launch evaluations rather than the manual process now used to initiate each and every classified evaluation.

D. Group updates

Linda will work with Kimberly to revise the HRAC Charge and share with the Council. Moriah asked if the EEOAC Charge was ready to be shared. Linda stated that nothing put was together but when completed it would be shared at HRAC.

HRAC Charge to membership will be updated to include EEOAC representative as a dedicated member or guest. Either one is possible. A request for a meeting to compare the HRAC and EEOAC Charges was requested.