



**Human Resources Committee  
MINUTES  
December 3, 2025, 3:30 PM – 5:00 PM  
In Person – District Office Room 114**

**Members:**

**Chair, Kristin Olson, Vice Chancellor,  
Human Resources, District  
Co-Chair, Zina Edwards**

**Santa Ana College**

**Dr. Annebelle Nery, President**

**Dr. Jeffrey Lamb, Vice President,**

**Academic Affairs (delegate in  
absence of President and regular  
guest)**

**Dr. Merari Weber, Academic Senate  
Representative**

**John Zarske, Academic Senate  
Representative**

**Jessica Avalos, Classified  
Representative**

**Santiago Canyon College**

**Dr. Jeannie Kim, President**

**Dr. Jason Parks, Vice President,**

**Academic Affairs (delegate in  
absence of President and regular  
guest)**

**Denise Salcido, Academic Senate  
Representative**

**Charlie Malone, Academic Senate  
Representative**

**Zina Edwards, Classified  
Representative**

**Tiffany Gause, FARSCCD  
Representative**

**District Office**

**Kristin Olson, Vice Chancellor,  
Human Resources**

**Alistair Winter, Assistant Vice  
Chancellor, Operations**

**George Williams, Assistant Vice  
Chancellor, Human Resources,  
Investigations, & Equity**

**Maria E. Garcia, Classified  
Representative**

**Jasmin Hudson, Diversity, Equity,  
and Inclusion Coordinator**

**Emelyne Camacho, Diversity, Equity,  
and Inclusion Coordinator**

**Student Representative**

**Viviana Pedraza (SAC)**

**Members Present:** VC Kristin Olson, Zina Edwards, Dr. Annebelle Nery, Dr. Jeffrey Lamb, Dr. Merari Weber, Dr. Jason Parks, Denise Salcido, Charlie Malone, Tiffany Gause, Alistair Winter, George Williams, Maria Garcia Jasmin Hudson, Emelyne Camacho.

**Members Absent:** Jessica Avalos, Dr. Jeannie Kim, John Zarske.

**Guest(s):** Rene Beiza, Sonia Leticia Veléz, Bryson Thrift, Erin Villalobos (ASL Interpreter), Christopher Johnson (ASL Interpreter)

The meeting was called to order at approximately 3:30 p.m.

**1. Welcome and Introductions of Members and Guests (VC Kristin Olson)**

VC Kristin Olson thanked the Committee for their hard work thus far this year.

**2. Approval of the Minutes from November 12, 2025 (Zina Edwards)**

It was moved by Alistair Winter and seconded by Dr. Merari Weber to approve the November 12, 2025 minutes.

Announcement: Zina Edwards' last meeting as co-chair as she will be retiring. The Committee acknowledged Ms. Edwards' commitment to the District and congratulated her on her retirement.

**3. Report on District Council Meeting (VC Kristin Olson)**

The District Council Meeting was held on December 1, 2025. At this meeting, two (2) job descriptions were reviewed and were approved. ITS provided an activities update: there has been a District wide TOPS code change and a workgroup has been created. ITS will hold their next meeting on January 26, 2026.

Agenda item #6 was moved to #4. Moved by Ms. Edwards and seconded by Mr. Winter.

**4. Recruitment: Job Announcement & Timeline Review, Process, & Applicant Identity Discussion (VC Kristin Olson)**

Rene Beiza reported on this item. Mr. Beiza communicated that after researching other local District's best practices, an analysis was performed for the District's job announcement. The section "About the Department and College" is not utilized at other Districts. Tiffany Gause stated department information is vital and helpful for candidates. Mr. Beiza stated this section can be required or optional. VC Olson recommends it should be required. Mr. Beiza explained the required documents and timelines.

Mr. Beiza reviewed and explained that the EEO statement helps

demonstrate our commitment as a District to best practices. The committee decided that this item should come back as an agenda item in the spring for additional review and discussion.

Ms. Edwards inquired about screening out applicant names. Mr. Beiza stated that right now this would not be feasible in practice as all identifying information would have to be redacted by hand, as there are some features in NEOED to allow for this but in a very limited fashion. VC Olson asked for a request to be submitted to NEOED for enhancement. Mr. Beiza stated he would follow up on this matter and bring information to the group.

Dr. Weber asked about the development of a diversity statement for the job announcement. Emelyne Camacho communicated this was still in process and student input has been difficult to obtain.

Dr. Weber communicated that there should be more distinction between coordinator positions and instructor positions. VC Olson indicated greater clarity between the roles can be part of the new templates. Dr. Jeff Lamb commented upon some sections being open for feedback and some being standard language. VC Olson communicated the recruitment team can develop guidance on what sections of the job announcement is standard language, and what sections can be modified.

The timeline for faculty hiring was reviewed. Dr. Annabelle Nery stated the preference and need for hiring faculty as early in the semester as possible, and stated she would work with the management chairs on this. Ms. Gause commented on the hiring timelines, and the need for more flexibility. Dr. Weber suggested moving Continuing Education positions to the first phase of recruitment, due to earlier schedules compared to the credit calendar.

The upcoming job fair for faculty positions was reviewed.

VC Olson provided a review of the items that had been discussed, and communicated some of the phases would be changed, from the discussion, and timelines would be tightened. For this recruitment cycle, the District will stick with the current job announcement template and will bring this item back in the spring for additional review and input to finalize updates in the future. Finally, other districts will be surveyed to see if they are using non-identifying information and how.

## **5. Climate Survey Report (Kristin Olson)**

Sonia Leticia Veléz reported on this item. Ms. Veléz reported on action items from last discussion within HRC and reviewed 2023 climate survey for feedback. Dr. Weber and Ms. Gause want to see percentages of who responded and to add the language "Survey Respondents".

Ms. Veléz reviewed that the climate survey would remain a standing item to allow for HRC to have an opportunity for ongoing feedback, that future climate surveys would be calendared well in advance so that HRC was more involved in the planning and roll out phases, the use of videos as a marketing tool will be an item that will come back to the committee for review prior to any subsequent surveys, results for the current survey will be shared first at HRC prior to roll out/sharing with the District, the confidentiality component of the survey was emphasized in greater detail and with more visibility, more information was shared on the survey timeline with survey respondents. Ms. Veléz reviewed that it is anticipated that the survey analysis will be completed in March 2026.

Ms. Gause requested that the data is broken down into colleges.

VC Olson recommended that the 2023 survey information be reviewed at the next meeting due to time constraints. Ms. Veléz requested that if anyone had questions related to that survey to send them to her.

**Agenda item #4 EEO Plan Review: Module 5, 8, & 9**

This item was tabled to the February meeting, due to time constraints.

**Committee Agenda Reminder for 2025-2026 (VC Kristin Olson)**

VC Olson reviewed that the February meeting would mostly be focused on the EEO Plan so that HRC can continue to work through the material and meet the necessary deadlines for updating our EEO Plan. The meeting will be a hybrid meeting at Santa Ana College. Because HRC would be focusing on the EEO Plan during the February meeting, the BP and AR review would move to the March meeting.

**Adjournment (Zina Edwards)**

The meeting was adjourned at 4:58 p.m.