



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for January 13, 2021

Members Present: Dr. Jeffrey Lamb, Nancy Tanner, Zina Edwards, John Zarske, Alistair Winter, Denise Salcido, Jarek Janio, James “Jim” Isbell, Jonae Varela, Martin Stringer, Jean Estevez, and Maria Garcia

Guests: Dr. Narges Rabii-Rakin

Members Absent: Scott Howell, Tracie Green

1. Welcome
 - a. Meeting was called to order at 3:35 pm. Mr. Winter informed the committee that he will be the Chair of the meeting as Ms. Green will be working remotely for the rest of the semester on projects for the Chancellor. Therefore, Ms. Estevez and Mr. Winter will be dividing her responsibilities in order to run the day-to-day operations in human resources.
2. Approval of Minutes – December 9, 2020 Meeting

It was moved by Dr. Lamb, seconded by Mr. Isbell to approve minutes.
3. RSCCD Equal Employment Opportunity (EEO) & Human Resources Plan

Ms. Estevez plan is to create a taskforce for the EEO plan to create revisions, forecast to what recruitment should be doing such as exit surveys. Volunteers were requested. Dr. Lamb, Ms. Tanner, Ms. Edwards, and Dr. Rabii-Rakin volunteered to serve. Ms. Estevez will connect with Mr. Rutan and Mr. Shahbazian of the academic senates and ask if they would like to participate.

The goal is to bring in a diversity component through Dr. Rabii-Rakin office in ODEI in order to create a robust plan. Adding on: revising some of the classified administrative regulations for clarity, streamline the recruitment process, and bringing the feedback from committees in relation to NEOGOV.

Discussion ensued regarding equivalencies.

Ms. Estevez and Dr. Rabii-Rakin are working together in reviewing the EEO training for staff, possible creating an online module. Looking into having appointed EEO Monitors who will have a separate training to discuss bystander intervention and implicit bias in order to be productive and in an inclusive manner. In addition to creating a handbook. An email will be sent district-wide for volunteers who would like to serve as EEO monitors and thereafter, have a running list. And also, implementing a representative from either the office of Human Resources, ODEI, or Title IX at the beginning of a job search.

4. Accreditation

Dr. Lamb reminded the committee that the EEO plan is link to the accreditation efforts and referenced in the POE committee. Mr. Winter reported that the draft is completed.

5. Other

Mr. Winter reminded the committee of the upcoming LCW EEO Trainings taking place on February 2 and February 3, 2021.

Next HRC Meeting:

Wednesday, February 10, 2021

Via Zoom, 3:30 – 5:00 p.m.

Meeting Adjourned at 4:01 p.m.

Minutes Approved: February 10, 2021