**Combined HRAC/DDEAC Meeting**

**November 17, 2016**

**Human Resources Conference Room FH 5971**

**2PM**

Members present: Adrienne Hipolyte, ~~Andrew LaManque~~, Carolyn Holcroft, ~~Christopher Dubeau~~, John Bartch, David Marasco, ~~Dorene Novotny~~, ~~Edmundo Norte~~, Elaine Kuo, ~~Eric Jenkins~~, ~~Gracian Lecue~~, ~~Irma Rodarte~~, ~~Kamara Tramble~~, Marietta Harris, ~~Mayra Cruz~~, ~~Micaela Agyare~~, ~~Monica Garcia~~, Myisha Washington, Nicole Gray, ~~Paul Starer~~, ~~Scott Olsen~~, Veronica Neal, William Baldwin

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| Item | Topic | Notes |
|  | Welcome | Meeting began at 2:13PM. Pat welcomed attendees. |
|  | Retreat reactions | * Comments:
	+ Retreat seemed for Nani to take stock, learn about FHDA culture, needs assessment. Appreciated style, approach. Question about what will be different going forward? We seem to be back to beginning again.
	+ Looking forward to hearing Nani’s feedback, learning what her assessments/interviews have surfaced. Would like to know more about the charge of this committee (DDEAC/HRAC). Pat made clarifications:
		- HRAC shared governance, to give input on district policy/procedure. Does have seat
		- DDEAC acknowledged as an advisory group, is in place as result of E/O plan (state requires us to have this group). No seat on Chancellor’s advisory Committee. Charge: equitize institution. Identify strengths/areas for growth.
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|  | Nani to present to DDEAC/HRAC | * Nani has been doing one-on-one interviews, gathering student achievement data, etc. Wants to meet with us in early December.
* Doodle survey results: 9 People can make Monday, Dec. 12th; 9 People can make Wednesday, December 14th; 7 People can make Thursday, December 15th. Among those present, 12/14 seems best.
* Nani will also make a presentation to senior staff. Seems that it will not happen until January ’17, complex scheduling restrictions.
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| 4. | Suggestions for Equity Funding Use – We have approximately $40K | * District received additional $40K b/c we submitted a validated E/O plan last year. Likely to be one-time.
* Question: what has funding been used for in the past? A: Historically so little money available (e.g. $6K per campus) sometimes for travel/conferences, bring in speakers, recruitment/outreach efforts.
* Suggestions:
	+ Send folks to NCORE, Courageous Conversations Summit.
	+ Develop/implement Diversity Internship Program similar to [Peralta’s](http://web.peralta.edu/facultydiversity/). Involves pairing individuals with mentors.
	+ Work with Kimberly Papillion to develop bias tool for us to use locally with our hiring committees – Elaine to follow up with Thuy.
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| 5. | Spring Convocation featuring Tim Wise | * April 28, 2017. All-day retreat for entire district. Not mandatory. Can get subs for classes if desired. Have asked us (HRAC/DDEAC) to come up with proposal to “round out” the day.
* Tim Wise is speaker. Message is about white privilege. Concern that our district is not ready. Need to share district demographics with him, coach him with some background beforehand. Suggestion to ask college community to all read one of his books to prepare. Must be willing to move forward in face of generalized resistance, anger. Need to have support, follow up. Counter-balance? Have him co-facilitate discussion? Socratic approach? Model Courageous Conversation? Kimberly Papillion? Angela Davis? Melanie Turvalon (but Veronica thinks she is not available right now). Shakti Butler? Show part of her new film? Veronica and Pat to start exploring additional speakers.
* Action items: VN to give low/med/high risk action items. Check with Shaki Butler for availability 4/28. Pat to ask Dorene to think about negotiating for full flex day.
* What outcomes do we want?
	+ People to feel like they are still willing to come back again.
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| 6. | Report on 1st Foothill Hiring Committee Training Session | * Pat and Elaine presented on Monday, three-hour session, 52 people attended. Three additional dates coming up.
* Good feedback overall. Working to incorporate feedback to revise future sessions.
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| 7. | Follow up on teams working on hiring procedures | * Faculty: District academic senate and several additional college academic senate reps have been working to propose revisions. Current draft in De Anza’s hands, their reps are reviewing this week. Question regarding inclusion of procedures for hiring part-time faculty? Holcroft to follow up with subcommittee. Clarification that non-tenure track faculty do fall into this area of the procedure. Holcroft to follow up with district academic senate and reps to explore how to incorporate part-time faculty hiring into the procedure.
* Classified Staff – Pat to follow up with subcommittee members (Myisha Washington with Irma Rodarte and Chris Dubeau). Clarified that this section also covers hiring confidential employees.
* Administration: Pat Hyland, Dorene Novotny, Nicole Gray, others have been reviewing.
* Action Plan: Pat Hyland will compile each subcommittees’ recommendations and distribute to HRAC/DDEAC for review. Then will be distributed to various constituencies for feedback before bringing forward to CAC.
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| 8. | Other items? | Foothill considering having college convocation February 3, 2017. Thuy has been talking with professional development committee about what it might look like. Theme “Equity Begins with Me”?  |