



**District Diversity and Equity Advisory Committee /
Human Resources Advisory Committee
November 10, 2021
3 PM Via Zoom**

Attendees:

AGENDA

1. **Introductions**
2. **Mission/Charge - DDEAC**

PURPOSE

Title 5, Section 53305 - Advisory Committee "Each community college district shall establish an Equal Employment Opportunity Advisory Committee to assist the district in developing and implementing the plan required under section 53003. This advisory committee shall include a diverse membership whenever possible."

In addition to implementing the Equal Employment Opportunity plan for the District, the District Diversity Advisory Committee is responsible for developing, implementing and coordinating district-wide diversity training, plans and activities consistent with the Diversity Vision Statement. The District Diversity Advisory Committee receives reports from both the De Anza Diversity Advisory Committee and the Foothill Diversity Advisory Committee.

The Committee disburses the Equal Employment Opportunity fund allocation, implements appropriate sections of the State Chancellor's Equity and Diversity Task Force Report and completes required reports.

3. **MEMBERSHIP - DDEAC**

Central Services	
Director of Equity and Employee Relations, Chair –	Pat Hyland
Central Services (Two members) -	Becky Bartindale,
	???
Faculty Association (One member) -	Tim Shively
Association of Classified Employees (One member) –	Scott Olsen
Teamsters (One member) –	Elaine Kuo
Classified School Employees Association (One member)	Stanley Saraos
Foothill College	
--Student (One member)	???



FOOTHILL-DE ANZA
Community College District

--Faculty Equity Tri-chair (One member)	Carolyn Holcroft
--Classified Senate Equity Tri-chair (One member)	Adrienne Hypolite
--Administrator Equity Tri-chair (One member)	Ajani Byrd
--Academic Senate (One member)	David Marasco
--Part-time faculty (One member)	Stephanie King
De Anza College	
--Student (One member)	???
--Faculty (One member)	Melinda Hughes
--Classified Senate (One member)	Tony Santa Ana
--Administrator (One member)	Alicia Cortez
--Academic Senate (One member)	Cheryl Balm
--Part-time faculty representative (One member)	???

4. **Mission/Charge – HRAC**

Human Resources exists to provide services, assistance and resources to the current, future and retired employees of the Foothill-De Anza Community College District, to support those constituents in meeting their goals, to provide student learning and support student success. Human Resources is responsible for a wide variety of services and programs including employment services, diversity and equal opportunity, employee records, benefits, classification and compensation, employee/supervisor relations, performance evaluation, negotiations, policy development, shared governance, special assignments/reports/projects, implementation of contract agreements, and more. Some of these are service functions and others are control functions.

Because Human Resources exists to serve employees, it is critical that employees have the opportunity to evaluate and advise Human Resources in the development and refinement of programs and services. A Human Resources Advisory Committee can provide this important feedback.

PURPOSE

To provide input to Human Resources for continued improvement in services and programs for employees; to improve communication between Human Resources and the employees it serves.

Responsibilities of the Committee include the following:

- to identify issues of concern for response and action by Human Resources
- to evaluate Human Resources services in the following areas:
 - a) scope: what services, functions, programs should HR provide?
 - b) effectiveness: adequacy of information/services provided
 - c) quality: how well/general satisfaction services provided



- to assist in the development and ongoing review of a strategic human resources plan for the Foothill-De Anza Community College District
- to serve as a sounding board for Human Resources issues

The Human Resources Advisory Committee is not a "complaint center" nor should it be viewed as an advocacy group. It exists to provide advice on current and future endeavors of Human Resources and to provide constructive evaluation of the service provided.

5. HRAC Membership

Vice Chancellor of Human Resources and Equal Opportunity, chair	Myisha Washington
Representative, Foothill Academic Senate	Kathryn Maurer
Representative, De Anza Academic Senate	Cheryl Balm
Representative, Foothill Classified Senate	???
Representative, De Anza Classified Senate	Adriana Garcia
Representative, Foothill administration	Kevin Harral
Representative, De Anza administration	Edmundo Norte
Representative, CSEA	Stanley Saraos
Representative, Faculty Association	Tim Shively
Representative, ACE	Bill Baldwin
Representative, Teamsters	Elaine Kuo
Human Resources Representatives (2)	Monica Garcia
	???
Representative, Central Services	
Representative, Multicultural Staff Association	Claudia Guzman

6. Our existing Plan can be found here:
[https://hr.fhda.edu/FHDA%20Equal%20Opportunity%20Plan%20FINAL June%202019.pdf](https://hr.fhda.edu/FHDA%20Equal%20Opportunity%20Plan%20FINAL%20June%202019.pdf)
7. Our 20/21 [Expenditure Report](#)
8. Our 20/21 [Certification Form](#)
9. Things we have been discussing/attempting to influence
 - a. Hiring Procedures
 - b. Professional Development Global Plan
 - i. Goals
 - ii. Schedule
 - c. Data/Which Data & Board Priorities
 - d. Campus Safety
 - e. How best to engage individuals trained in Empathetic Interviewing
10. [Potential Changes governing future EEO Plans/Procedures](#)
11. Other