



HARTNELLCOLLEGE

EQUITY ASSURANCE COUNCIL and STUDENT SUCCESS EQUITY COMMITTEE

Minutes

May 3, 2024, 11:15 a.m., Building E, Room 112

MEMBERS	Constituent Group	Present	Absent
1. Dianna L Rose	Administration	X	
2. Senorina "Nina" Vazquez	Faculty	X	
3. Julia Silveira	Classified (CSEA)	X	
4. Jackie Cruz	Administration		X
5. Jackie Flores	Confidential		X
6. Brenda Jones	Classified (CSEA)		X
7. David Jones	Classified (L39)		X
8. Gabriela Lopez	Administration	X	
9. Peggy Munoz-Meador	Faculty	X	
10. Kristalee Peoples	Student		X
11. Elizabeth Weist	Classified (CSEA)		X
12. Gayle Pitman	Administration	X	
13. Tracy Gomez	Administration	X	
14. Janet Flores (Alternate) (EAC & SSEC)	Faculty	X	
15. Cheryl O'Donnell	Faculty	X	
16. Jennifer Taylor	Faculty	X	
17. Corina Vasare	Faculty	X	

Guests:

1. Call Meeting to Order - 2 min

Meeting called to order at Meeting called to order at 11:23 p.m.

2. Approval of May 3, 2024 Agenda - 5 min

MSC: Julie Silveria (first), Janet Flores (second)

3. Approval of April 19, 2024 Minutes - 3 min

MSC: Jennifer Taylor (first), Cheryl O'Donnell (second)

4. Approval of SSEC Priorities - 5 minutes

MSC: Janet Flores (first), Ana Gonzalez (second) to approve goals for the next 2-years, total of 3-years.

Nina proposed that the priorities be approved for 2-years. The committee agreed with the proposal, perhaps moving forward it would be good to set goals for the year based on the priorities and have a responsible party to help carry these through.

5. Approval of Equity Framework - 15 minutes

Motion to table the equity framework for next meeting (Fall 2024) Corina, Janet



Jackie and Gayle have been working with Richard to develop the visual for the framework. More work still needs to happen, the original image was shared along with the feedback that the council shared. Richard worked up a draft visual, further conversations need to occur. Meeting is scheduled for the 2nd week of May to get further clarity. Will have something ready to present in the fall.

Item was tabled to next meeting.

6. Update: Creating Employee Affinity Groups - 5 min

Gabby gave an update, they are on the agenda for the EEO/Diversity Committee. Jennifer shared how Kayla shared some materials with the group. The EEO/Diversity Meeting will be held May 14, 2024.

Cynthia shared a plenary presentation that she attended and how Sierra College shared their plan. Cynthia will share the plenary presentation with Jennifer Taylor, Gabby Lopez and Gayle Pitman.

7. Course Audit Update, Religious Holidays Update - 5 min

8. Review: Vendor Info Form Captures Business Ownership Data - 5 min

Julie shared the vendor information data that tracks the specific ownership of businesses such as: disabled veteran owned, minority owned, LGBTQ+, etc.

Jennifer asked if we could get a total number of vendors to be able to have a better idea of percentages. Julie will follow up and see about a multiple business category and have a grand total of expenditures.

Ana asked if we could access a list of approved vendors prior to selecting a vendor to use. Julie did state that this tracking information is relatively new. Julie will request to have a list of vendors available.

9. Framework for Calendaring Events (TV monitors as calendar advertisement) -15 min

Corina shared how important events on campus that we should all be aware of and ones that occur on a yearly basis. How can we create ONE calendar for campus-wide use. She presented a rough draft of the template and shared how this is a institutional-wide effort.

Perhaps we can pass it to all committee chairs to add things that we are already doing. The goal of these events is to include the community and community organizations. We could include the goal and intention of the calendar.

Cynthia shared the library is aware of events and will do displays related to the events happening that month.

Julie shared the conversation she had with the Marketing and Communications team on using our digital displays to showcase the events happening on campus.



Jennifer shared perhaps having a working group that would collaborate (students, faculty, staff) to coordinate efforts, avoid overlap, and spread out the events throughout the month.

This could tie nicely with the employee resource groups and essentially sponsor these types of events.

Nina shared perhaps the cafeteria could also participate in having a “special” that relates to the events happening on campus. Perhaps we can also bring food trucks or pop-ups for the designated group such as Women’s History Month we could have women owned pop-ups, etc.

Gayle suggested developing a workgroup to take on this task, it requires collaboration from different departments. It needs to be something that is established and there is direction and a point person. Sounds like the Communications/Marketing department could be the one to facilitate.

10. Ownership for Raising Bias Awareness - 15 min

Nina shared the plan on raising bias awareness and stated the utilization of existing resources so as not to overburden the committee with leading and caring them out. The big event that was proposed is having a Diversity Festival on October 11th instead of Columbus Day. Or, we can do it in November, “Thankful for Our Differences”.

What can we do to get this started? Narrowing down the details, gathering a committee/task force to help make it happen. Part of the new area Institutional Equity and Success is tasked with how we can create a plan for this kind of equity programming.

Could we just designate the weeks and set up the framework but let each group take care of the events. How do we advocate for a person to go back to a role?

How can we be more proactive in getting this info out? better communication and getting the word out. If there is something that we value and want to see happen, how can we re-allocate our resources (time, energy, money).

Focus on cultural diversity festivals on a smaller scale and solidify the calendar, bringing it to the councils and have recognition and appreciation for each of those months.

The committee agreed to present the idea to HCC to propose the development of a committee to calendar the events and solicit call-for departmental participation.

Richard Morales, Communications & Marketing

Tracey Gomez, Director of Institutional Equity

Augustine Nevares, Student Life

Nina proposed selecting a date for a Cultural Diversity Festival. Tracey shared that we should pick a date to start with the planning throughout the summer. Nina suggested a November date. Week of November 18, 2024. If anyone is available and interested in meeting over the summer, reach out to Tracey Gomez.



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Gayle mentioned that something that the group can take up is make a commitment to revisit and make a plan to bring forward or to talk through on what direction we want to take.

11. Approve updated problem statement behind the PTF recommendations - 15 min

Gayle gave a quick update and shared that she'd like to coordinate with a few people who served on the PTF to help clarify the problem statements. In some cases, the problem statement is clear (such as for the ZTC recommendation - because textbooks are expensive). But there are others where I need a little more background information. Gayle would like to bring back to the first EAC meeting in the fall, and by that time we should have clear problem statements.

12. Approve Tasks/Charges: Deliverable - 30 min

Item tabled for Sept. 20, 2023

13. Closing Comments/Adjournment

The meeting adjourned at 12:58 p.m.

NEXT MEETING(S)

September 20, 2024