



HARTNELL COLLEGE

## EQUITY ASSURANCE COUNCIL

### Minutes

October 18, 2024, 9:00 a.m., Building E, Room 112

MEMBERS	Constituent Group	Present	Absent
1. Kayla Valentine	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. Layheng Ting	Administration	X	
7. David Jones	Classified (L39)		X
8. Gabriela Lopez	Administration	X	
9. Corina Vasare	Faculty	X	
10. Favian Canchola	Student		X
11. Gladys Cabrera	Student	X	
12. Gayle Pitman	Administration	X	
13. Dulce Madrigal	Student		X
14. Janet Flores (alternate)	Faculty	X	
15. Cheryl O'Donnell	Faculty	X	
16. Shastina Sanchez	Classified (CSEA)	X	
17. Ana Gonzalez (alternante)	Administration		X
18. Jennifer Taylor	Faculty	X	

**Guests:** Belen Gonzales, Laura Zavala, Augustine Nevarez

**1. Call Meeting to Order**

Meeting called to order at 9:08 a.m.

**2. Welcome and Introductions**

**3. Consider Approval of Agenda**

MSC: Cheryl O'Donnell (first), Janet Flores (second)

**4. Consider Approval of September 20, 2024 minutes**

MSC: Cheryl O'Donnell (first), Julie Silveira (second), Gabby Lopez (abstained)

**5. ESCALA Servingness Institute**

Gayle, Belen, Laura and Dulce attended the ESCALA conference in the bay area.

Laura shared the three components that she observed: breakout sessions where each college could work on their own plan with the data available, each activity incorporated norms to ensure equal participation, the activities consisted of sharing personal information about their own personal journey and experiences.

Belen seconded what Laura said and mentioned it felt more like a working conference. The

activities were not terrible and got to feel what our students feel like.

Gayle echoed what Laura and Belen said on the power of the experience. It's not lecture based, there was a curriculum booklet. There is accountability built into the whole experience with a tangible work product and accountability to implementing the plan.

The group recommends the college participates in this institute with a total of about 15 participants to include: Research, HSI Director, folks across all levels, college president or VP along with a student.

The 2025 conference is scheduled to be in Chicago, IL.

## **6. Change of Leadership**

### **Motion to change tri-chair from VP of HR to VP of Equity (Gayle Pitman)**

#### **MSC: Jennifer Taylor (first), Janet Flores (second)**

Kayla spoke on the conversation and thought of the HR administrator oversees Professional Development Committee, EEO/Diversity Committee and Equity Assurance Committee. Part of the conversation is if perhaps another leader could be the tri-chair. Having one role being the same tri-chair for all those initiatives doesn't seem that diverse. Difficult for the tri-chair leadership to co-lead and feels like this proposal is a natural thing to do.

Proposal is for the tri-chair position of administration be shifted to Dr. Pitman. At the time the council composition was created, Dr. Pitman's position did not exist.

The governance council handbook indicates the membership and terms of appointment will be staggered.

Next steps: this item will be taken to Hartnell College Council for approval.

## **7. Student Equity Budget**

Gayle spoke on the committee/group that meets monthly, proposing that the committee have a home and maybe the EAC is a good place for the committee to meet.

Gayle suggested giving an update on the status of the budget every few months. It provides transparency and oversight to ensure that we are walking our talk and spending our money using it to advance our equity goals. There hasn't been great alignment between the budget decisions and the student equity plan. Because this year is the re-up of the student equity plan, it is a great opportunity to be more thoughtful and intentional about the activities and the plan and our funding decisions.

Nina asked how much money is part of this budget. Gayle mentioned it was about 3.5 million, most of it being tied to salary/benefits in student affairs. Ultimately, we would like 30% of that budget to be discretionary (travel/conference, professional development, temp. positions) and moving away from it being tied mostly to salary/benefits. Bringing that intentionality to allocating and using those funds. Not only spending the money but evaluating the effectiveness and using it intentionally.

Nina suggested having a rubric to determine what gets funded.

It was suggested to bring this item back for action at the next meeting.

#### **8. Employee Resource Group Funding**

Kayla thanked the folks that have been assisting with the Employee Resource Groups. Based on EEO funding each group will be getting \$500. We will be working with Dr. Woodward to assist us with our framework and starting up this program, creating a rubric for additional funding. It's a minimum of \$500 with more funds that may be available.

The purpose of these groups are intended to promote employee retention, belonging, and effectiveness.

Nina asked how we will advertise for these groups. If the employee resource group is to reach all the audience, how can we do that? Will there be instructions, a platform, suggested protocol to follow so the invitation goes out and so that we are not harassed by individuals who think we are being discriminatory for those creating a group.

Kayla mentioned that is what Dr. Woodward will help us with and how to set us up for success. How do we start this and how do we lead these groups, how do we communicate and manage.

The EEO/Diversity Committee has a workgroup working on these details: advertising, training, support, dealing with harassment, etc. That is what Dr. Woodward will help us develop.

Something that could help us is uploading it on the calendar and targeted groups. Something to keep in mind is that anyone can join the group as long as they contribute towards the mission of the group, even if they don't themselves identify. How do we encourage staff to attend these events during the work day? We want to make sure we are as inclusive as possible. Allowing flexibility to allow these employees to attend these events. Jennifer and Kayla will be speaking with Dr. Woodward on Oct. 28 and give her some context of what has happened recently on our campus and give us overall recommendations. Bring it back to this group to share and perhaps Dr. Woodward can join us at a future meeting. Cheryl suggested having an email account created for the infinity group and it doesn't matter who's leading the effort. Gabby mentioned having the initial invitation come from HR. She also mentioned that Gavilan College implemented 1-hour release time for their employees to attend these workgroups. Perhaps pulling local colleges that have implemented for their feedback.

The goal is to have these procedures in place to roll out early spring 2025.

#### **9. Framework for Calendaring Events**

Augustine shared the calendar that the students have developed. There are some similarities between both documents. This calendar of events is tied to the students activities fund and what the students are committed to funding for students.

Jennifer shared the lack of LGBTQ+ events. Gayle asked if the mixer is funded by the students or the PRIDE lounge. There are many efforts that are supported but not necessarily by the students. That's for us as a college needs to figure it out.

The idea of having a campus-wide calendar with events for the entire campus community. Gabby has been working on merging the different events across campus. The internal document is necessary for everyone.

Sac City has a filter where you can choose the type of event you are looking for. Perhaps we can have a central repository for this information to be available.

Do we have a campus event person? They would be the ones managing the main calendar.

Layheng shared that perhaps the Canvas calendar that would send push notifications could be one we could use or create a web calendar that people can opt in and it would be added to their own personal calendar.

Richard is in the process of hiring another person for their dept. and perhaps we can invite them to join. What's the process to add and post these events?

Council suggested doing more research on how events get posted to the calendar and how we can make that process more visible so others can post and invite Richard and the new specialist to our next council meeting to hear about the plan of the year for those banners.

#### **10. Equity Framework Workgroup**

Gayle mentioned there would be a group that would begin to map out the framework to see what activities we are doing and where they fit in within the framework.

Workgroup will:

1. Taking our equity activities and that it's comprehensive
2. Take a look at the self-assessment tool to begin conversation around a) is this tool going to work for us, b) if so, where can we plug it in. Can we use it as an employee onboarding process?

Discuss the bias/awareness, identify self-assessment tool (diversity/equity rubric)

Gayle asked who would be interested in participating in this workgroup. This would be a couple of meetings this semester and then decide if this workgroup would continue in the spring.

Motion to establish and support the development of a workgroup to do equity framework and look

MSC: Nina Vazquez (first), Gabby Lopez (second)

**Workgroup volunteers: Shastina Sanchez, Nina Vazquez, Gabby Lopez**

The meeting adjourned at 10:59 a.m.

**NEXT MEETING(S)  
November 15, 2024**