



Members:

Chair, Kristin Olson, Vice Chancellor,
Human Resources, District
Co-Chair, Omelina Garcia, Classified
Representative, Santa Ana College

Santa Ana College

Dr. Annebelle Nery, President
Dr. Jeffrey Lamb, Vice President,
Academic Affairs
Dr. Merari Weber, Academic Senate
Representative
John Zarske, Academic Senate
Representative
Omelina Garcia, Classified
Representative

Santiago Canyon College

Dr. Jeannie Kim, President
Dr. Jason Parks, Vice President,
Academic Affairs
Denise Salcido, Academic Senate
Representative
Charlie Malone, Academic Senate
Representative
Zina Edwards, Classified
Representative
Madeline Grant, President,
FARSCCD

District Office

Kristin Olson, Vice Chancellor,
Human Resources
Alistair Winter, Assistant Vice
Chancellor, Operations
George Williams, Assistant Vice
Chancellor, Human Resources,
Investigations, & Equity
Nancy Tanner, Payroll Manager
Rene Beiza, Principal Human
Resources Analyst
Maria E. Garcia, Human Resources
Specialist, Classified
Representative

Student Representatives

Alejandro Avila
Adriana Garcia Ludena

1. **Call to Order (Omelina Garcia)**
2. **Welcome and Introductions (Omelina Garcia)**
3. **Approval of the Minutes from October 9, 2024 (Omelina Garcia)**
4. **Review & Update HRC Membership, Responsibilities, and Mission (Kristin Olson)**
 - a. Annual requirement: Each committee will review its the membership, responsibilities, and mission, annually and make recommendations to District Council.
 - b. Recommendation for revisions/updates are outlined in the attached document
5. **Review and Confirm the Following Information as HRC's Goals for 2023-2025 (Kristin Olson)**
 - a. Receive Title 5 Training
 - b. Set Meeting Agenda for the 2024-2025 Year
 - c. Review & Update EEO BP & AR
 - d. Review & Update Service Animal BP and AR
 - e. Review & Update Committee Membership, Responsibilities, and Mission (annual requirement)
 - f. Review & Update 18 BPs & Associated ARs
 - g. Review, Discuss, and Advise on EEO Plan Module 13
 - h. DEIA Year in Review: Advise in DEIA Initiatives for 2025-2026
 - i. Committee Progress: Set Committee Goals/Agenda for 2025-2026
 - j. Set Committee Meeting Dates for 2025-2026
6. **Review Revised EEO BP & AR (Kristin Olson)**
 - a. **Documents attached *(please do not share out until after HRC meeting)**
 - b. **Current EEO BP & AR for reference:**
 - i. [https://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203420%20Equal%20Employment%20Opportunity.p](https://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203420%20Equal%20Employment%20Opportunity.pdf)
[df](https://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203420%20Equal%20Employment%20Opportunity.pdf)
 - ii. [https://www.rscdd.edu/Trustees/Documents/ARs/ARs-](https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203420%20Equal%20Employment%20Opportunity.p)
[Chapter%203/AR%203420%20Equal%20Employment%20Opportunity.p](https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203420%20Equal%20Employment%20Opportunity.p)
[df](https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203420%20Equal%20Employment%20Opportunity.p)
7. **Review Revised Service Animal AR (Kristin Olson)**
 - a. **Document attached *(please do not share out until after HRC meeting)**
 - b. **Current Service Animal AR for reference:**
 - i. [https://www.rscdd.edu/Trustees/Documents/ARs/ARs-](https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203440%20Service%20Animals.pdf)
[Chapter%203/AR%203440%20Service%20Animals.pdf](https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203440%20Service%20Animals.pdf)
8. **Informational Item - Agenda for the 2024-2025 Year (Omelina Garcia)**
 - a. November: Review & Update EEO BP & AP; Review & Update Service Animal BP and AR; Review & Update committee membership, responsibilities, and mission (annual requirement)
 - b. Each committee will review its the membership, responsibilities, and mission, annually and make recommendations to District Council.
 - c. December: review & update 6 BPs & associated ARs
 - d. February: review & update 6 BPs & associated ARs
 - e. March: review & update 6 BPs & associated ARs
 - f. April: review EEO Plan Module 13 (review)
 - g. May: review EEO Plan Module 13 (discuss & advise)
 - h. June: Committee Progress - Year in review, DEIA Year in Review, advise in DEIA initiatives for 2025-2026, set committee goals for next year, set meeting dates
9. **Adjournment (Omelina Garcia)**



Human Resources Committee

MINUTES

October 9, 2024

3:30 PM – 5:00 PM

Via Zoom: <https://rscsd-edu.zoom.us/j/81930810697>

Meeting ID #819 3081 0697

Members:

**Chair, Kristin Olson, Vice Chancellor,
Human Resources, District**

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Representative, Santa Ana College**

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Alistair Winter, Assistant Vice

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George Williams, Asst. Vice

Chancellor, Human Resources,

Investigations & Equity

Vacant, Director, Human Resources

Nancy Tanner, Payroll Manager

Rene Beiza, Principal Analyst

Maria E. Garcia, Human Resources

Specialist, Classified Representative

Student Representatives

Alejandro Avila

Adriana Garcia Ludena

Members Present: Alejandro Avila, Rene Beiza, Jennie Beltran for Dr. Merari Weber, Zina Edwards, Maria Garcia, Omelina Garcia, Madeline Grant, Dr. Jeffrey Lamb, Charlie Malone, Dr. Anabelle Nery, Denise Salcido, Nancy Tanner, George Williams, Alistair Winter and John Zarske

Members Absent: Dr. Jeannie Kim, Adriana Garcia Ludena, Dr. Jason Parks

Guests Present: Emelyne Camacho, Anna Tran

1. Call to Order (Omelina Garcia)

The meeting was called to order at 3:32 p.m.

2. Welcome and Introductions (Kristin Olson)

The committee members were welcomed and introduced themselves.

3. Approval of the Minutes from September 11, 2024 (Omelina Garcia)

It was moved by Ms. Edwards and seconded by Ms. Grant to approve the September 11, 2024, minutes with an amendment to the date of the next meeting.

4. EEO Training (Kristin Olson)

As part of the Title 5 requirements, this advisory committee is required to receive training on Equal Employment Opportunity. Guest Presenters Rene Beiza, Principal Human Resources Analyst, Emelyne Camacho and Jasmin Hudson, ODEI Coordinators provided the EEO training.

5. Review Current EEO BP & AR (Kristin Olson)

The language in both Equal Employment Opportunity board policies and administrative regulations need to be updated. The current board policies and administrative regulations were reviewed. Updates to the language will be presented at the November meeting.

6. Informational Item – Agenda for the 2024-2025 Year (Kristin Olson)

Ms. Olson reviewed the agenda below and removed the month of January.

a. November: Review & Update EEO BP & AP; Review & Update Service Animal BP and AR; Review & Update committee membership, responsibilities, and mission (annual requirement)

i. Each committee will review its the membership, responsibilities, and mission, annually and make recommendations to District Council.

b. December: review & update 6 BPs & associated ARs

c. February: review & update 6 BPs & associated ARs

d. March: review & update 6 BPs & associated ARs

e. April: review EEO Plan Module 13 (review)

f. May: review EEO Plan Module 13 (discuss & advise)

g. June: Committee Progress - Year in review, DEIA Year in Review, advise in DEIA initiatives for 2025-2026, set committee goals for next year, set meeting dates

7. Adjournment (Omelina Garcia)

The committee adjourned at 4:45 p.m. The next meeting will be held on November 13, 2024.