



Human Resources Committee

AGENDA

3/12/25 - 3:30 PM – 5:00 PM

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

Meeting ID #819 3081 0697

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 (delegate in
absence of President and regular
guest)
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 (delegate in
absence of President and regular
guest)
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
Maria E. Garcia, Human Resources
Specialist, Classified
Representative
Jasmin Hudson, Diversity, Equity,
and Inclusion Coordinator
Emelyne Camacho, Diversity, Equity,
and Inclusion Coordinator

Student Representatives

Alejandro Avila
Adriana Garcia Ludena

1. **Welcome and Introductions of New Members and Guests (Omelina Garcia)**
2. **Approval of the Minutes from February 12, 2025 (Omelina Garcia)**
3. **District Council Meeting March 3, 2025, Report Out & Update (Omelina Garcia)**
4. **EEO/DEIA Activities, Report Out & Update (ODEI: Sonia Leticia Velez)**
5. **Review Revised BPs & ARs (Kristin Olson)**
 - a. **AR 3300 Public Records**
 - b. **AR 3435 Discrimination and Harassment Investigations**
 - c. **BP 3550 Drug-Free Environment and Drug Prevention Program**
 - d. **Documents will be attached* (please do not share out until after HRC meeting)**
 - e. **Current BPs & ARs for reference:**
 - i. <https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203300%20Public%20Records.pdf> , no changes other than references
 - ii. <https://rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203435%20Discrimination%20and%20Harassment%20Complaints%20and%20Investigations.pdf> updates to correspond with Title 5 updates
 - iii. <https://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203550%20Drug%20Free%20Environment%20and%20Drug%20Prevention%20Program.pdf> , updates to match updated law on Naloxone Distribution, which is already updated in the corresponding AR
6. **Informational Item - Agenda for the 2024-2025 Year (Kristin Olson)**
 - a. **April: Review EEO Plan Module 13 (Review)**
 - b. **May: Review EEO Plan Module 13 (Discuss & Advise)**
 - c. **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)**



Human Resources Committee

MINUTES

February 12, 2025

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
Co-Chair, Omelina Garcia, Classified
Representative, Santa Ana College**

Santa Ana College

Dr. Anabelle Nery, President

**Dr. Jeffrey Lamb, Vice President,
Academic Affairs (delegate in absence
of President and regular guest)**

**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 (delegate in absence
of President and regular guest)**

**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**

**Maria E. Garcia, Human Resources
Specialist, Classified Representative**

**Jasmin Hudson, Diversity, Equity, and
Inclusion Coordinator**

**Emelyne Camacho, Diversity, Equity,
and Inclusion Coordinator**

Student Representatives

Alejandro Avila

Adriana Garcia Ludena

Members Present: Emelyne Camacho, Zina Edwards, Maria Garcia, Omelina Garcia, Madeline Grant, Jasmin Hudson, Dr. Jeffrey Lamb, Charlie Malone, Dr. Anabelle Nery, Kristin Olson, Denise Salcido, Dr. Merari Weber, George Williams, Alistair Winter and John Zarske

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

Guest: Rene Araque

1. Call to Order (Omelina Garcia)

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

2. Welcome and Introductions of New Members and Guests (Omelina Garcia)

The committee members welcomed guests, Sonia Leticia Velez, new Human Resources Director and Rene Araque, ODEI Program Coordinator

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

It was moved by Alistair Winter and seconded by Madeline Grant to approve the December 11, 2024, minutes.

4. District Council Meeting December 2, 2024, Report Out & Update (Omelina Garcia)

The following items were reported from the December 2, 2024 District Council meeting:

- Approval of 3 new job descriptions
- Committees from Planning & Budget, Human Resources, Fiscal Resources, Physical Resources, and Technology Advisory groups shared reports
- Constituent Representatives shared their reports
- Kristin Olson shared the approval of the following administrative regulations from the meeting
 - AR 3720 Information Resources
 - AR2110 Board Vacancy
 - AR 2325 Teleconferenced Meetings
 - AR 2710 Conflict of Interest

5. EEO/DEIA Activities, Report Out & Update (ODEI: Jasmin Hudson; Emelyne Camacho)

Jazz Hudson and Emelyne Camacho provided an overview of the 2023-2025 Diversity Report which is based on 2023-2024 data. The report reviewed the demographics of RSCCD, the previous diversity report, previous climate survey, and any EEO and DEI initiatives.

6. Review Revised BP & AR (Kristin Olson)

Kristin Olson reviewed the following revisions to the board policy and administrative regulations with the committee.

- a. AR 7340; BP 7340; AR 7145; AR 7110; AR 7345; AR 7346
- b. Documents will be attached* (please do not share out until after HRC meeting)
- c. Current BPs & ARs for reference:

- i. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207340.1%20Maternity%20Leave.pdf
- ii. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207340.2%20Vacation%20for%20Management%20Employees.pdf
- iii. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207340.3%20Sick%20Leave%20for%20Management%20and%20Confidential%20Employees.pdf
- iv. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207340.4%20Industrial%20Accident%20or%20Illness%20Leave.pdf
- v. www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%207/BP%207340%20Leaves.pdf
- vi. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207110%20Delegation%20of%20Authority%20-%20Human%20Resources.pdf
- vii. www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207346%20Employees%20Called%20to%20Military%20Duty.pdf

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

Kristin Olson reviewed the agenda for the remainder of the 2024-2025 Year.

- a. **March: Review & Update 6 BPs & Associated ARs**
- b. **April: Review EEO Plan Module 13 (Review)**
- c. **May: Review EEO Plan Module 13 (Discuss & Advise)**
- d. **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**

8. Adjournment (Omelina Garcia)

The committee adjourned at 4:44 p.m. The next meeting will be held on March 12, 2025.