



## Human Resources Committee

### AGENDA

10/9/24 - 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

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, 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

1. **Call to Order (Omelina Garcia)**
2. **Welcome and Introductions (Omelina Garcia)**
3. **Approval of the Minutes from September 11, 2024 (Omelina Garcia)**
4. **EEO Training (Kristin Olson)**
  - a. Guest Presenters: Rene Beiza, Principal Human Resources Analyst; Emelyne Camacho, ODEI Coordinator; and Jasmin Hudson, ODEI Coordinator
5. **Review Current EEO BP & AR (Kristin Olson)**
  - a. <https://www.rscdd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%203/BP%203420%20Equal%20Employment%20Opportunity.pdf>
  - b. <https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%203/AR%203420%20Equal%20Employment%20Opportunity.pdf>
6. **Informational Item - Agenda for the 2024-2025 Year (Kristin Olson)**
  - 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)**



## Human Resources Committee MINUTES

9/11/2024 - 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**

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

### **Santa Ana College**

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**Dr. Jeffrey Lamb, Vice President,  
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Representative**

**John Zarske, Academic Senate  
Representative**

**Omelina Garcia, Classified  
Representative**

### **Santiago Canyon College**

**Dr. Jeannie Kim, President**

**Dr. Jason Parks, Vice President,  
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Representative**

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Representative**

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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, Zina Edwards, Maria Garcia, Omelina Garcia, Dr. Jeffrey Lamb, Adriana Garcia Ludena, Charlie Malone, Dr. Annebelle Nery, Denise Salcido, Nancy Tanner, Dr. Merari Weber, Alistair Winter and John Zarske

**Members Absent:** Dr. Jeannie Kim, Dr. Jason Parks

**Guests Present:** Emelyne Camacho, Jasmin Hudson, George Williams,

### **1. Call to Order (Omelina Garcia)**

The meeting was called to order at 3:30 p.m.

### **2. Welcome and Introductions (Kristin Olson)**

The committee members were welcomed and introduced themselves. Alejandro Avila and Adriana Garcia Ludena are the Associated Student Government representatives.

### **3. Approval of the Minutes from June 5, 2024 (Omelina Garcia)**

The was moved by Dr. Weber and seconded by Mr. Winter to approve the June 5, 2024 minutes. There were abstentions from Ms. Edwards, Mr. Beiza, and Ms. Grant. The motion passed.

### **4. Review of EEO Performance Report (Kristin Olson)**

a. The guest presenters were George Williams, Assistant Vice Chancellor Human Resources, Emelyne Camacho and Jasmin Hudson, ODEI Coordinators. It includes Title 5 Compliant data and statistical analysis and will need to be reviewed by the Human Resources Committee and approved by the RSCCD Board of Trustees. The EEO Report will need to be certified annually. Next year, it will be due by June 30<sup>th</sup>.

### **5. Review Agenda for the 2024-2025 Year (Kristin Olson)**

The Human Resources Board Policies and Administrative Regulations need to be updated. Updates will be brought to the next meeting. Ms. Olson would like the updated Board Policies and Administrative Regulations to be an action item at the November meeting.

### **6. Adjournment (Omelina Garcia)**

The committee adjourned at 4:42 p.m. The next meeting will be held on November 13, 2024.