



Human Resources Committee

MINUTES

November 13, 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

**Dr. Anabelle 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
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**

Student Representatives

**Alejandro Avila
Adriana Garcia Ludena**

Members Present: Rene Beiza, Maria Garcia, Omelina Garcia, Madeline Grant, Dr. Anabelle Nery, Kristin Olson, Dr. Merari Weber, Alistair Winter and John Zarske

Members Absent: Alejandro Avila, Zina Edwards, Dr. Jeannie Kim, Dr. Jeffrey Lamb, Adriana Garcia Ludena, Charlie Malone, Dr. Jason Parks, Denise Salcido, Nancy Tanner

1. Call to Order (Omelina Garcia)

The meeting was called to order at 3:35 p.m.

2. Welcome and Introductions (Kristin Olson)

The committee members were welcomed and introduced themselves.

3. Approval of the Minutes from October 9, 2024 (Omelina Garcia)

It was moved by Mr. Winter and seconded by Ms. Grant to approve the October 9, 2024, minutes. Dr. Weber abstained and the motion passed.

4. Review & Update HRC Membership, Responsibilities, and Mission (Kristin Olson)

The committee discussed and recommended revisions to the Human Resource Committee membership. The committee agreed to all red-lined revisions and removal of the district services manager.

5. Review and Confirm the Following Information as HRC's Goals for 2023-2025 (Kristin Olson)

Ms. Olson stated that the year should be corrected to 2024-2026 for item 5. The committee reviewed and discussed the HRC Goals for the 2024-2026 year listed below. The committee agreed to have a sub bullet under goal h. to develop a training calendar. The goals will be submitted to Planning and Organizational Effectiveness Committee (POE).

- 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)

The committee reviewed the revised BP and AR 3420 Equal Employment Opportunity. Alistair will develop a form for employees to update changes to ethnicity and gender identity.

7. Review Revised Service Animal AR (Kristin Olson)

The committee reviewed and made recommendations to AR 3440 Service Animals. The committee agreed to the recommendations.

8. Informational Item - Agenda for the 2024-2025 Year (Omelina Garcia)

The committee was presented the Agenda for the 2024-2025 Year below as an informational item.

- a. November: Review & Update EEO BP & AR; Review & Update Service Animal BP and AR; Review & Update committee membership, responsibilities, and mission (annual requirement)
- b. Each committee will review 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)

The committee adjourned at 5:01 p.m. The next meeting will be held on February 12, 2024.