



Minutes – March 5, 2025
1 p.m.-2 p.m.
Via Zoom

Members Present: dara Perales, Edward Pohlert, Hayley Schwartzkopf

Members Absent: Laura Davis, Yaira Hicks, Nadia Khan, Nick Mortaloni, Al Nyman, Wendy Stewart

Resources: Jenn Acfalle, Nashana Andrade, Chris Tarman

1. Introductions
Brief Introductions were made.
2. Minutes
The committee reviewed the February 5, 2025, minutes. Under Post-Hire Strategy, 3.3.b, move Recruitment Video up to 3.1 Pre-Hire Strategy a.

3. General Updates

a. EEOAC Charge (AP3420)

Discussion over the role of the EEOAC and the committee charge. The EEOAC is an advisory committee that assists with the implementation of the EEO Plan, promotes EEO policies and procedures, and coordinates these efforts throughout the campus community.

The EEOAC should provide input on the Faculty Hiring Committee Training and future training needs. It is important that our work aligns with the district's administrative procedures; job announcements; hiring and retention processes; promote the hiring of employees who have themselves graduated from a community college; develop communications among departments to foster understanding of the EEO plan along with current and future changes of the plan. There have been changes in the district's recruitment process that reflect these efforts.

b. Dear Colleague Letter

The committee discussed a recent "Dear Colleague Letter" (DCL) from the Office of Civil Rights. The DCL interpreted a Supreme Court case, *Students for Fair Admissions v. Harvard*, which held that race-conscious admissions practices were unconstitutional. The letter attempted to expand this interpretation to other areas, such as hiring and graduation celebrations for specific student populations. The DCL states these activities are illegal according to the Federal government. While the letter may signal how the federal government will interpret the law, a DCL does not have the force of law. State laws still apply, and this letter indicates potential future conflicts between federal and state laws. Scenario planning is being done for both unchanged and changed circumstances. Prop 209 has prohibited race-based hiring in California since 1996, and our hiring practices comply with federal law. Prop 209 applies during the hiring process. A district webinar next week will address this topic. The district is advocating at the state level to have a unified response from the community college system.

c. i. Recruitment Updates

The district previously used eSkill for skills-based recruitment testing but switched to Test Gorilla (TG) due to better alignment with testing needs. TG offers over 400 types of tests and will be presented to the EEOAC at the next meeting. HR is focused on selecting appropriate tests, ensuring standardization for job classifications, and being mindful to not discourage applicants with extensive processes. Guidelines are being developed to use TG thoughtfully and strategically.

TG also offers culture and personality testing which the district will not be using. Hiring committees will have the ability to look at what tests are available to review when putting the requirements together for the candidates. TG is more in line with classified and administrator positions; however, it could possibly be tailored for some faculty testing items.

c.ii. First-Level Interviews

New change in recruitment process. Prior to COVID, all interviews were conducted in-person. Interviewees were given the interview questions to review in advance, which were collected back after the interview process. When COVID hit, interviews shifted to online, which had several benefits including, larger, more diverse applicant pools. It was a tremendous benefit to our applicants as it did not require them to take time off from work or travel, and single parents did not need to secure childcare for the interview day.

Interview questions are currently emailed to applicants in advance. There is a concern by hiring committees that some applicants are using AI tools (e.g., Chat Copilot, Gemini) to generate answers. There is also an unfair advantage that is created for applicants who have applied to multiple jobs and have copies of the questions available to them. It is recommended by Human Resources that instead of providing specific questions to candidates in advance, provide different question categories the candidate might be asked, such as leadership, communication, working on a team, etc. Using this approach would provide more genuine responses versus something generated through AI.

There has also been concern about the importance of having skills-based assessments at the first level interview for certain positions, such as an athletic trainer or nursing position where it would be better to have these tests in person. This would require the first level interview to be in-person. Committees would be able to make a request for an in-person interview at the first level through their VP and the request would be supported by Human Resources.

d. Feedback From Hiring Committee Training

Positive feedback was received from the Hiring Committee Training. Several participants would like to see more interactive hands-on experiences. Future committee training could include pre-reading, pre-training experiences that would be used in a recruitment simulation that would highlight EEO representative duties, equivalency, and committee discourse. A pre-assessment could be done prior to the training to assess the basic requirements and then be able to focus more on meaningful hiring practices.

A video was created by RPIE that is located on the dashboard for faculty use for hiring committees. The new tool is excellent, and better instructions will be created

for next year's committee use. If there are any adjustments that need to be made from the hiring committee feedback, let RPIE know so that adjustments can be made.

Planning for the FY26 Hiring Committee Training will begin in November 2025.

4. EEO Grant

The onboarding and leadership program is ready to launch, featuring an orientation and an onboarding hub. The orientation has been piloted with 14 new employees, and managers were informed about the onboarding resource hub through roadshows. The program includes phases such as pre-hiring, welcome, thriving, and first-year experience, with checklists for employees and 30/60/90-day plans to foster relationships between managers and employees.

Roadshows were conducted for the Administrators Committee and Student Services leadership, and a campus-wide email announcement is planned. Nashona demonstrated the onboarding hub, which contains all necessary information and checklists for new employees and managers. The hub includes resources for pre-boarding, pre-hire, welcome, and engagement phases, and departments can complement their own processes with these guides. The photos on the hub will be updated with real employees and students.

To ensure the onboarding process is seamless, there are plans to integrate it into Workday or another system to prevent any steps from being overlooked. We are exploring how this can be utilized with faculty that are hired before flex week.

5. Subcommittee Group Updates

a. Pre-Hire Strategy

- i. Hiring Tool and Video Series
- ii. MIST

b. Hire Strategy

- i. Committee Member Feedback – Hiring Process

c. Post-Hire Strategy

- i. Exit-Interviews
- ii. Recruitment Video

The committee was unable to provide Subcommittee Group Updates due to lack of time.

6. Upcoming Meetings

a. Next Meeting: Wednesday, April 2, 2025, at 1 p.m. via Zoom

b. Future Meetings: Wednesday, May 7, 2025, at 1 p.m. via Zoom