



Minutes - April 9, 2026
10 a.m.-11 a.m.
OC1054

Minutes

Members Present: Nadia Khan, Hayley Schwartzkopf

Members Not Present: Nick Mortaloni, Al Nyman

Resources:

Jenn Acfalle, Chris Tarman

1. Minutes
 - a. Reviewed February 5, 2026 - Meeting Minutes
No changes.
2. Human Resources Transitions
 - a. Hiring of the Human Resources Supervisor
Recruitment for Human Resources Supervisor is in process. Anticipated start date is June 2026.
 - b. Merge of Senior Human Resources Technicians
We have received positive feedback regarding the recent merge of Senior Human Resources Technician roles. The new structure provides greater flexibility and continuity of service, allowing technicians to step in and support one another when an assigned technician is unavailable. As a result, departments experience fewer delays and can continue moving work forward without interruption.
3. EEO Plan
 - a. Draft 2026–2029 Plan
EEO plan has been sent to the Chancellor's Office for a 90-day review. The final plan will be presented at the June board meeting including feedback provided by the Chancellor's Office.
 - b. Report to Governance Groups
EEO plan will be presented to the governance groups.
 - c. 2023–2026 Plan
A hiring committee training survey will be conducted to assess the effectiveness of the training and identify areas for improvement. This will be the final component in closing out this year's committee work plan. Overall, the committee has accomplished most of the goals set by the committee.
 - d. Chancellor's Office Memo
Reviewed Chancellor's memo with the committee. All EEO plans for community colleges will be due on November 30.

4. Committee Self-Evaluation Process

It was recommended that the committee's self-evaluation survey be emailed to committee members. A preview of the survey will be sent by Chris to Hayley before it is sent out to the committee.

5. Upcoming Meeting

- a. May 7, 2026

EEOAC Committee Charge

- Assist the district in implementing its EEO Plan.
- Assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.
- Coordinate with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity.
- Review and advise on recruitment efforts, job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the district's ability to attract and retain a diverse faculty and staff
- Advise on implementing the district's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Promote communication with community groups and organizations for people with disabilities
- Promote hiring of faculty who have themselves graduated from a community college
- Develop communications among departments to foster understandings of the EEO Plan
- Advise the superintendent/president regarding special training or staff development needs
- Review the EEO Plan, monitor its progress and recommend changes
- Review and approve the annual written report to the superintendent/president, the Board of Trustees, and the California Community Colleges Chancellor's Office.