



**HUMAN RESOURCES AND EEO ADVISORY COMMITTEE
AGENDA
April 8, 2026
2:30 PM – 4:00 PM
Zoom**

COMMITTEE MEMBERSHIP

Representative Composition:

Chair (Executive Director of Human Resources)	1: Dr. John Albert
Co-chair (Director of Human Resources Operations)	1: Brenda Fink
Administrator	1: Dr. Ty Thomas
Full-time Faculty	2: Jana Fossum, Patty Glover
Part-time Faculty	2: Dr. Elaine Jefferson, David Lewis
Supervisor**	1: JJ Barrera
Confidential (Administrative Assistant/Confidential)**	1: Antonina Papov-Olia
Classified	2: Jennifer Blackburn, Krystal Giebel
Students	2: Marquel-Leslie Savage, Henoah Perez

** Please note the composition was modified November 10, 2025. From Supervisor/Confidential (2 representative) into two separate groups. Supervisor (1); Confidential (Administrative Assistant/Confidential) (1)

Absent: David Lewis, Jennifer Blackburn, Marquel-Leslie Savage

Guest: Yasmine Andrawis

I. Meeting Call to Order

Dr. Albert called the meeting to order at 2:32 p.m.

Jana Fossum moved to start the meeting, which Brenda Fink seconded. No discussion. None opposed. No abstentions. The committee meeting commenced.

II. Approval of Agenda

Dr. Albert reviewed the agenda. JJ Barrera moved to approve the agenda, which was seconded by Dr. Thomas. No discussion. None opposed. No abstentions. The agenda was approved.

III. Approval of Minutes

a. March 18, 2026

Dr. Thomas moved to approve the meeting minutes from March 18, 2026. JJ Barrera seconded. No discussion. None opposed. No abstentions. The meeting minutes were approved.

IV. Information

a. EEO Plan Update Presentation

Dr. Thomas explained that this will be presented to the Board on April 21, 2026.

b. EEO Renewal Process

Dr. Albert talked about the renewal process of the EEO Plan.

i. 2023-2026 EEO Plan

Dr. Albert stated that the EEO Plan demonstrates ongoing commitment to diversity. We look at demographic data of employees and applicants. The plan must include at least one strategy from each category on pre-hiring, hiring, and post-hiring.

Dr. Thomas went over student demographics by race: 64% Hispanic, 15% White, 11% Asian, 4% multi-ethnicity, 4% Black, and 3% unknown; and by gender: 55% female, 42% male, 2% unknown, and 1% nonbinary.

Dr. Albert discussed the employee demographics by race: 40% White, 34% Hispanic, 13% Asian, 4% Black, 8% unknown, 1% American Indian/Alaska Native; by gender: 52% female, 47% male, 1% nonbinary; and by disability: 84% unknown, 12% no disability, and 4% with disability.

Brenda Fink presented Strategy 1 and Strategy 2 on Pre-Hiring. Strategy 1 includes the review and update of the EEO/DEI policy statement, and Strategy 2 pertains to the USC Hiring Institute that addresses diversity issues in a transparent and collaborative fashion.

Dr. Albert presented Strategy 1, 2 and 3 on the Hiring category. Strategy 1 focuses on consistent and ongoing training for hiring committees, while Strategy 2 assesses "sensitivity to diversity" of all applicants, and Strategy 3 focuses on outreach and publications.

Dr. Thomas talked about the five strategies for post-hiring. Strategy 1 focuses on conducting campus climate surveys; Strategy 2 focuses on conducting exit interviews; Strategy 3 emphasizes professional development, mentoring, support and leadership opportunities for new employees; Strategy 4 pertains to timely and thoroughly investigating all harassment and discrimination complaints and ways to take appropriate corrective action in all instances where a violation is found.

After the EEO Plan presentation, Dr. Thomas answered a few questions from the committee members in regards to the hiring committee training, mandatory training through VRC, mentoring program with six other colleges, which will be rolling out in fall.

ii. 2026-2029 EEO Plan

1. Due Chancellor's Office November 30, 2026
2. Due BOT Meeting November 17, 2026
3. Final Review Input HR & EEO Committee October/November Meeting

The committee broke into four groups to review the current EEO Plan and make recommendations for the new plan. This activity took about 25 minutes. Each group shared their recommendations.

Group 1 recommended some definition updates. Group 2 spoke about the difference between filing complaints under Title V and Title IX as the investigations have different boundaries. They also affirmed the importance of the composition of the hiring panels to ensure diversity. Group 3 focused on underrepresented groups and the observation of trends for stakeholder groups for race and ethnicity representation. Group 4 talked about ways to collect data and utilizing the data. We are working with PeopleAdmin who will store data for us and create dashboards for us to use on job analysis, applicant pool, screening and selection for equitable hiring, anonymous screening.

Dr. Thomas reminded the committee to share with their constituent groups to format the BPs and APs to left justification and use gender neutral pronouns.

V. Old Business

a. None

VI. New Business

a. None

VII. Adjournment

Motion to adjourn the meeting by Patty Glover, seconded by Krystal Giebel. The meeting was adjourned at 3:59 p.m.

Future Meetings

- May 13, 2026
 - 2026-2027 Meeting Schedule & Purpose Statement
 - AP/BP Review
 - 2026-2029 Initial EEO Plan Input

Institutional Diversity, Equity, Inclusion, and Accessibility + Update

2023-2026 Equal Employment Opportunity Plan

John Albert, Ed.D. – Executive Director of Human Resources

Brenda Fink – Director of Human Resources Operations

Ty Thomas, Ed.D. – Director of Diversity, Equity, Inclusion and Accessibility +



Overview

- Equal Employment Opportunity (EEO) Plan
- Employee demographics
- Activities demonstrating ongoing commitment to EEO/Employment Diversity
 - Pre-hiring
 - Hiring
 - Post-hiring
- Preparing for 2027 – 2030 EEO Plan



Classified Leadership Academy – 2025-2026 Cohort

Equal Employment Opportunity Plan



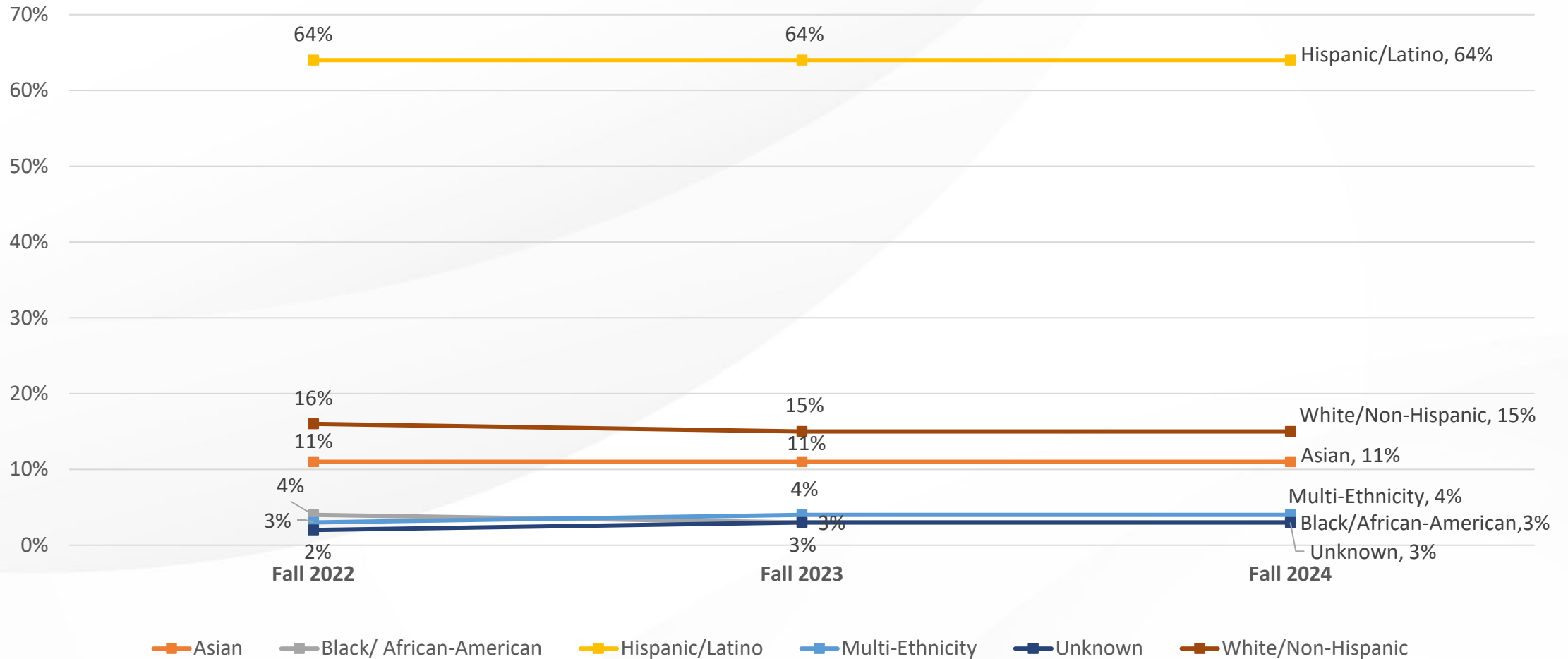
Employees at Flex Day 2026

- Collect and continually monitor employee and applicant demographic data
- Evaluate the implementation of EEO plans
- Conduct the analyses as required by Title 5
- Report employment-related data to the Chancellor annually
 - Gender (including non-binary options)
 - Ethnic group identification
 - Disability



Student Demographics

Student Ethnicity

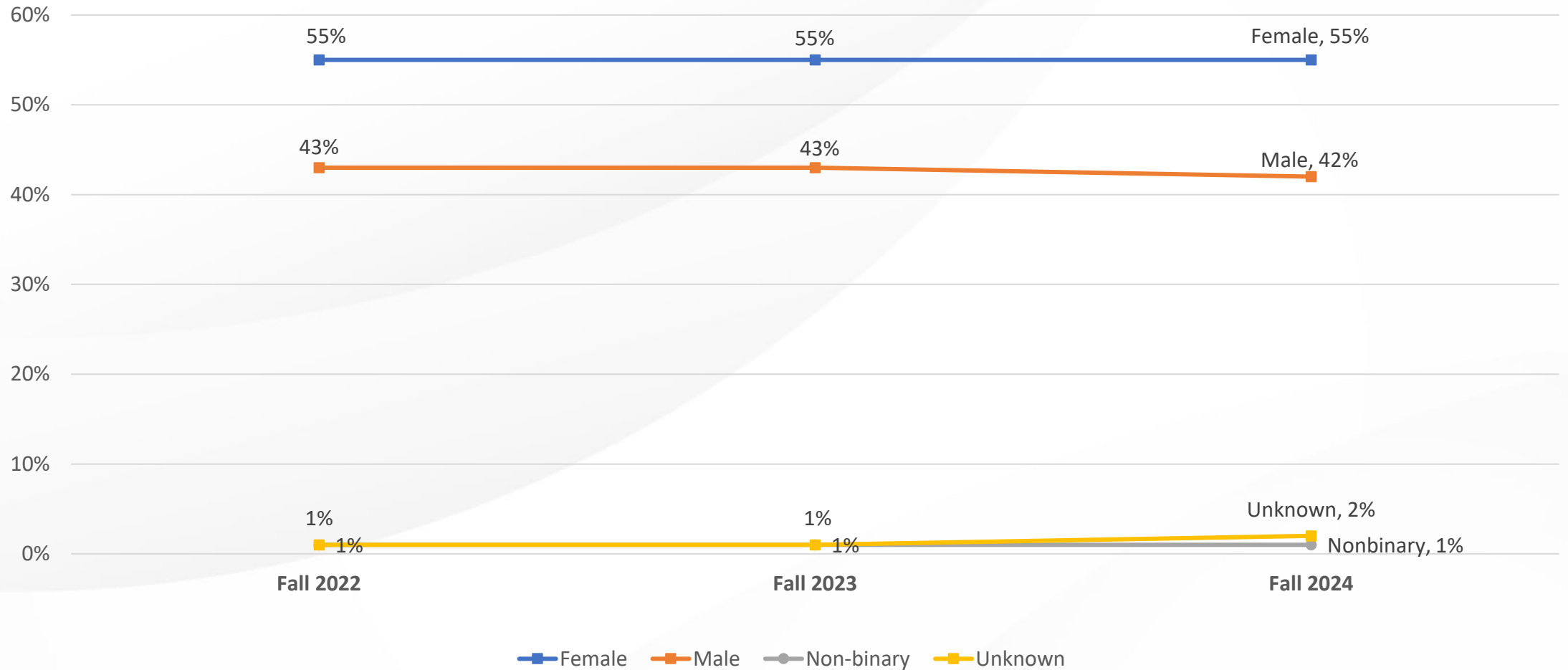


* American Indian and Pacific Islander/Hawaiian Native students each comprise less than 1% of the student population and are therefore not shown in the graph



Student Demographics

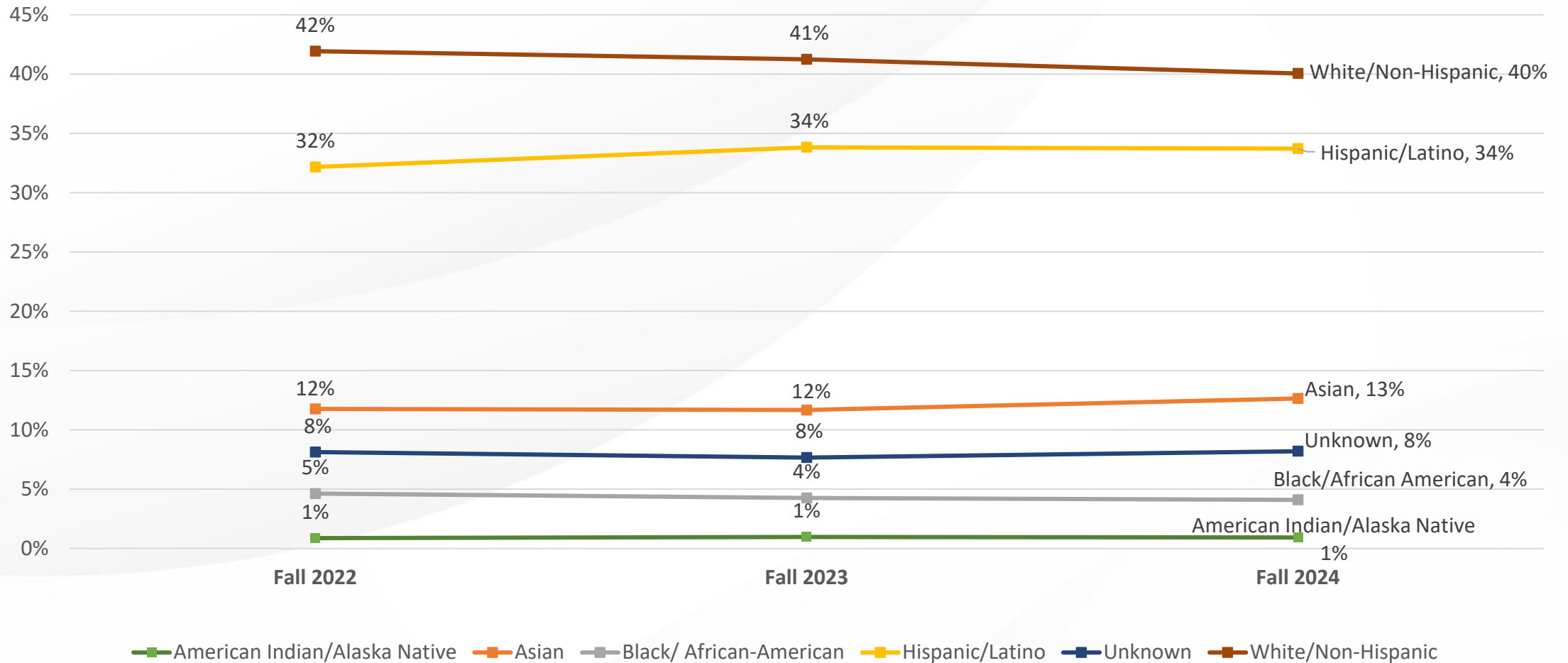
Student Gender





Employee Demographics

Employee Ethnicity

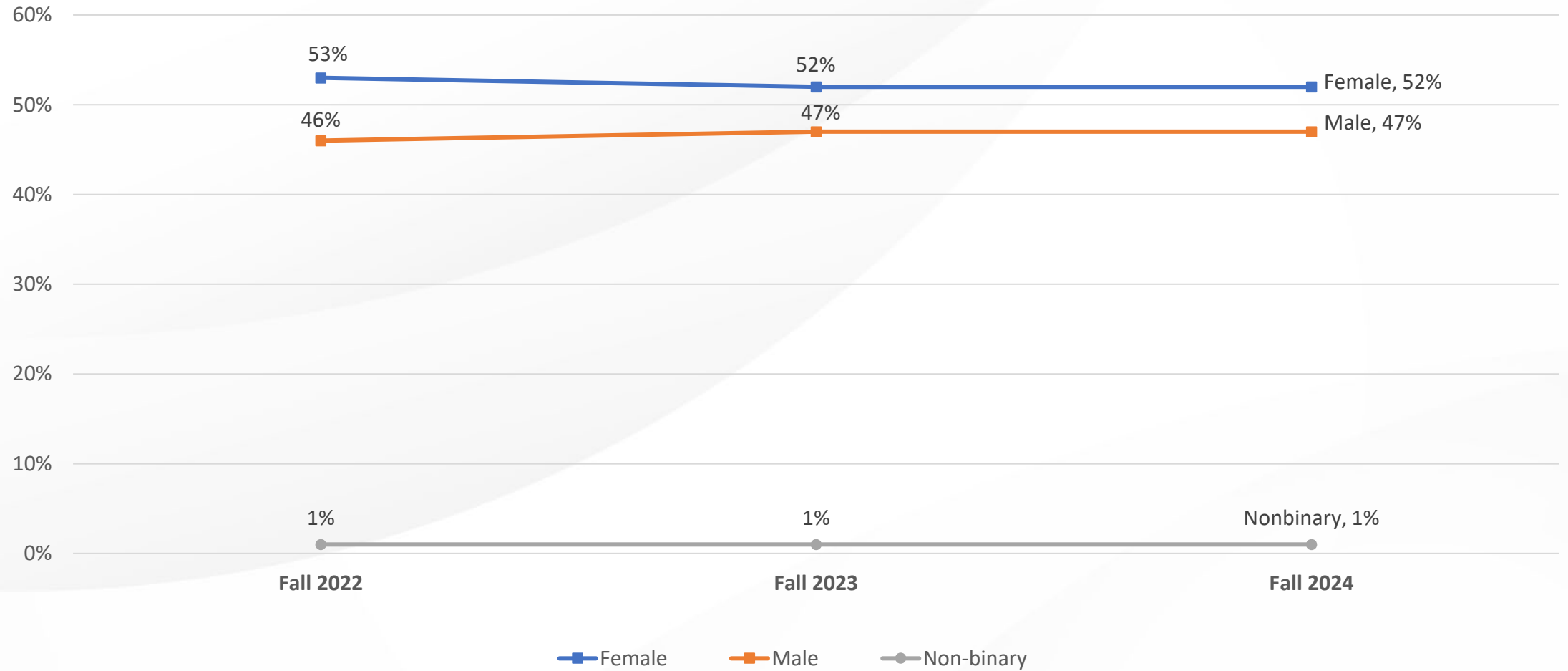


* Pacific Islander/Hawaiian and Multi-Ethnicity employees each comprise less than 1% of the employee population and are therefore not shown in the graph



Employee Demographics

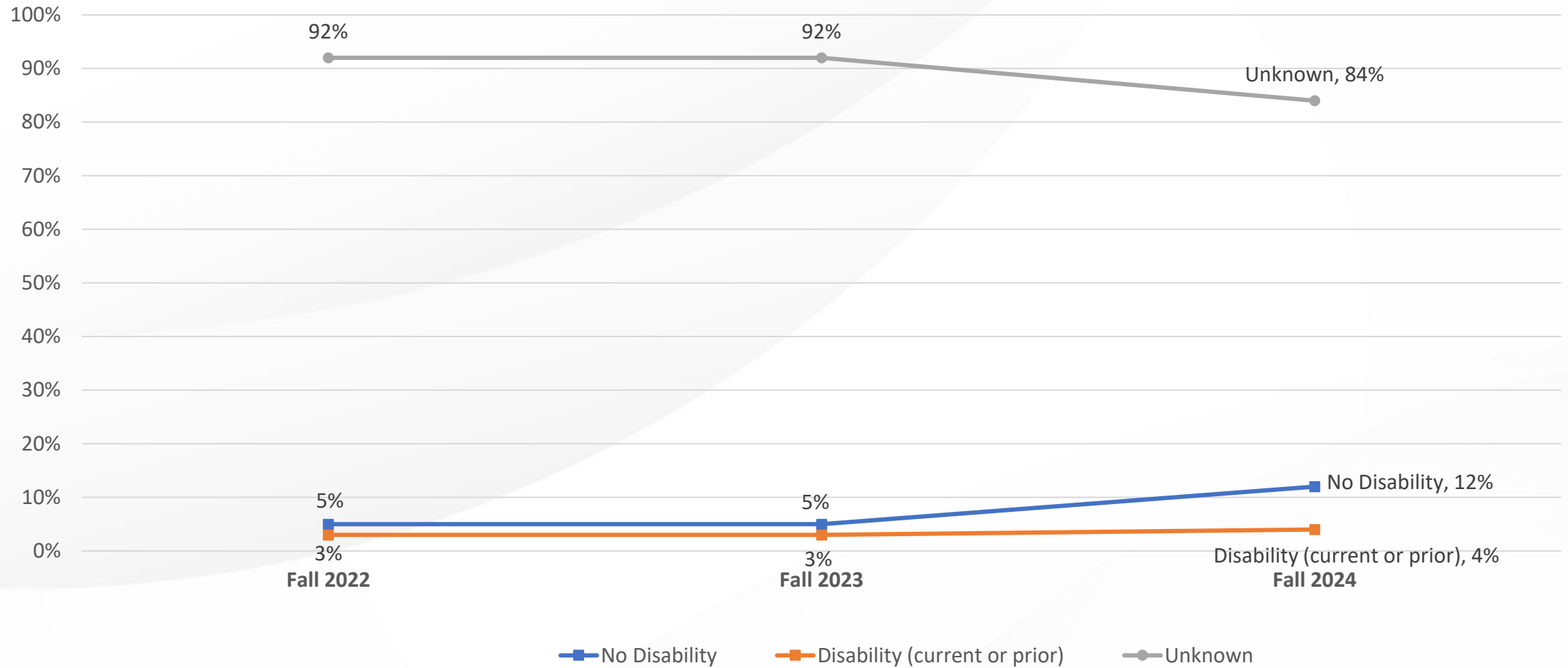
Employee Gender





Employee Demographics

Employee Disability Status





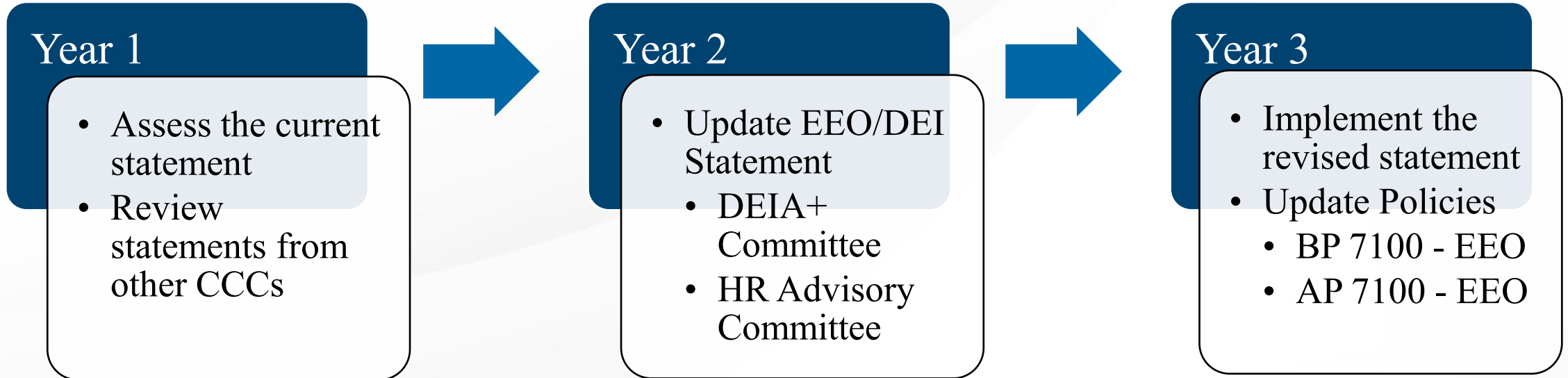
Demonstrating Ongoing Commitment to EEO/Employment Diversity

- Component 13 of EEO Plan
 - Comprehensive list of all non-mandatory strategies (Title 5, Section 53024.1)
 - Additional suggested strategies generated by the CCCCO DEIA Task Force
- No specific strategy is mandatory
- EEO Plan must include at least one strategy from each category
 - Pre-Hiring
 - Hiring
 - Post-Hiring



Pre-Hiring – Strategy 1

Review and update District EEO/DEI policy statement



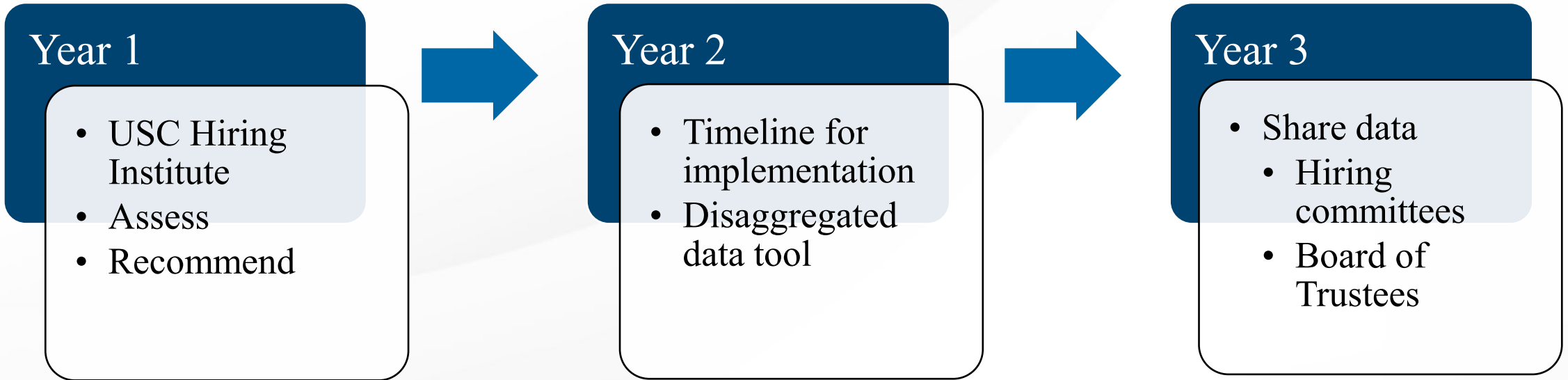
Status

- Updated statement going to HR Advisory Committee
- BP/AP 7100 in HR Advisory Committee, moving through shared governance process
 - Shared governance input form is being utilized to ascertain constituency group feedback for consideration



Pre-Hiring – Strategy 2

Addressing diversity issues in a transparent and collaborative fashion



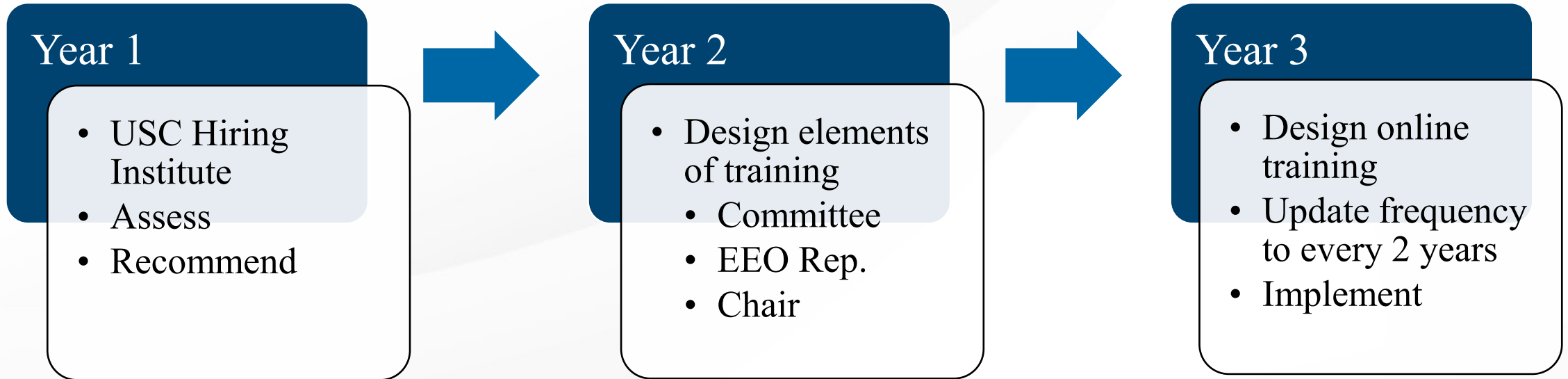
Status

- Tool still in design phase. Once finalized, data can be shared with hiring committees



Hiring – Strategy 1

Consistent and ongoing training for hiring committees



Status

- Training being designed by Illumen Studios LLC in consultation with HR and DEIA+ offices
- Tracking tool implemented
- Expected roll out in Fall 2026

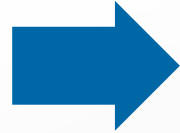


Hiring – Strategy 2

Assess "sensitivity to diversity" of all applicants

Year 1

- USC Hiring Institute
- Recommended "demonstrated"



Year 2

- Implement for all positions
- Require a DEIA+ interview question
- Assess scoring



Year 3

- Implement into hiring committee training

Status

- Minimum qualification for faculty, managers, supervisors, and confidential
- Listed as a preferred qualification for classified
- Assessing qualifications for temporary employees
- Hiring committee training is being designed

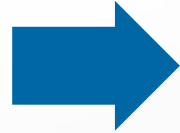


Hiring – Strategy 3

Focused outreach and publications

Year 1

- USC Hiring Institute
- Identify current ways we outreach



Year 2

- Assess past applicant data for outreach efficacy
- Research new outreach opportunities



Year 3

- Implement
- Partner with Employee Resource Groups
- Reassess

Status

- New advertising and outreach sources identified
 - Ensure outreach to diverse populations
- HR continues to expand partnership opportunities to strengthen focus outreach

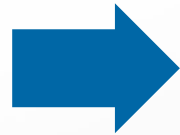


Post-Hiring – Strategy 1

Conduct campus climate surveys and use this information

Year 1

- Share finds from 2022 survey
 - Employees
 - Students
 - Student focus groups



Year 2

- Share focus group data findings
- Create strategies to address findings



Year 3

- Implement
- Assess
- Prepare for the next survey cycle

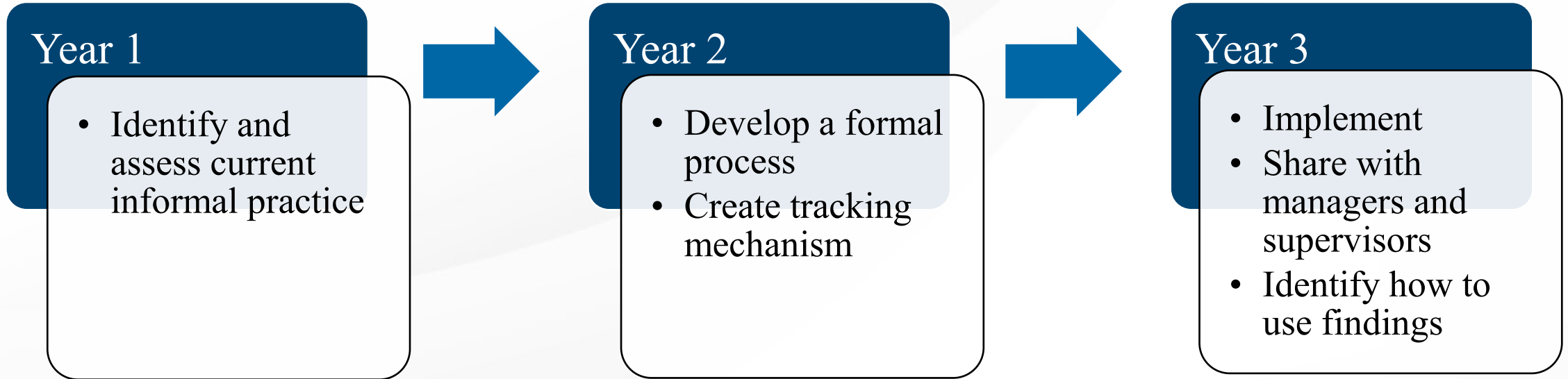
Status

- Processes, practices, and training implemented in alignment with survey results
- Conversations around the 2026-2027 Campus Climate Survey are underway



Post-Hiring – Strategy 2

Conduct exit interviews and use this information



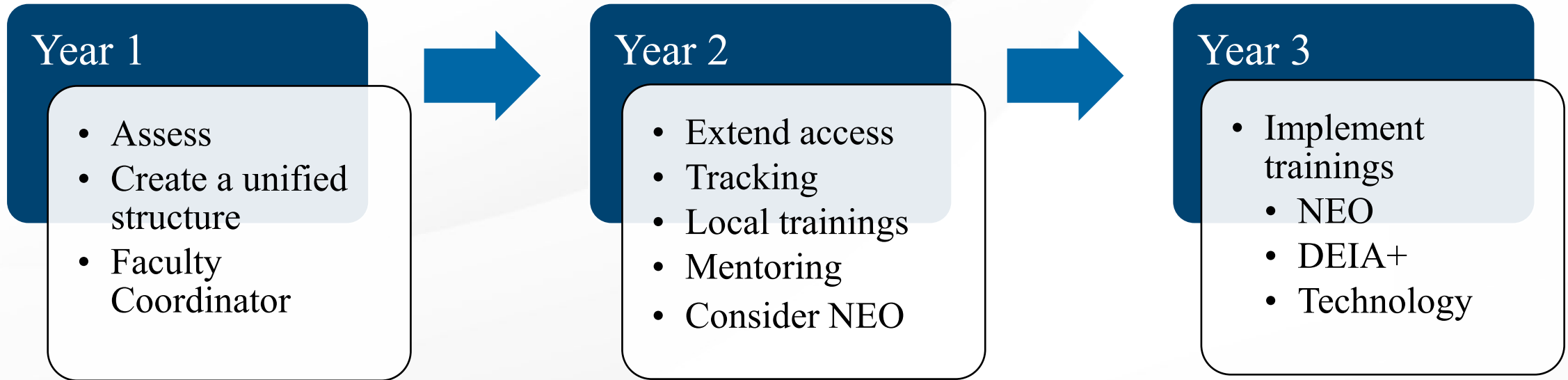
Status

- Formal process implemented and tracking utilized
- Managers and supervisors update in spring 2026
- Identifying how findings can be used to refine practices



Post-Hiring – Strategy 3

Professional development, mentoring, support and leadership opportunities for new employees



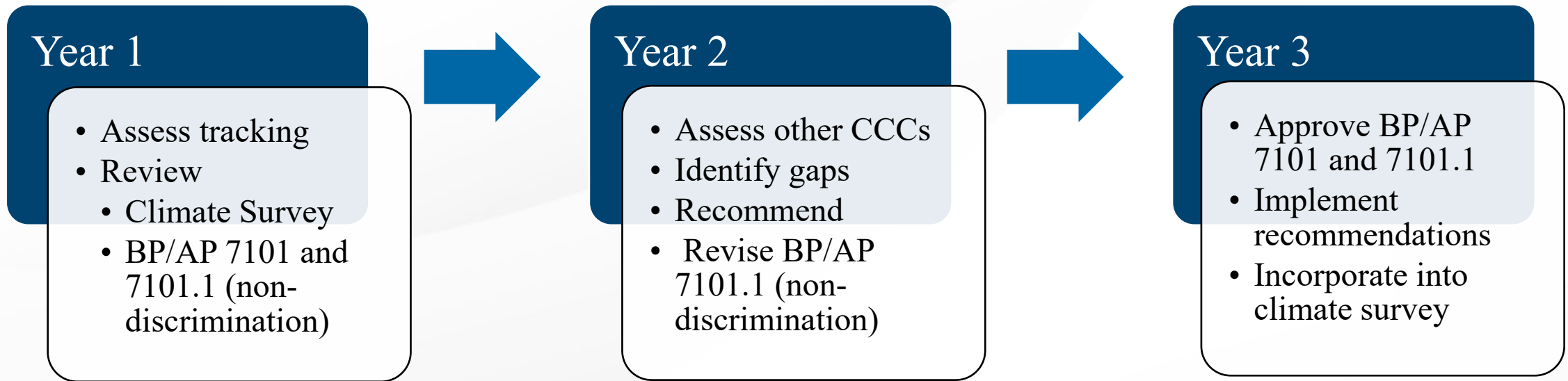
Status

- Professional Learning located in DEIA+ Office
- Trainings offered in consultation with campus departments
- Implemented Classified Leadership Academy
- Received EEO Best Practice Grant – LIFT Mentor Match Program



Post-Hiring – Strategy 4

Timely and thoroughly investigate all harassment and discrimination complaints, and take appropriate corrective action in all instances where a violation is found



Status

- Hired dedicated Director of Employee Relations and Title IX
- Revising Title IX processes, website, tracking, and BP/APs



Thank you

Questions and comments?



2025 Outstanding Colleagues