

Ventura County Community College District
EEO Advisory Committee
May 8, 2015

Present: Michael Arnoldus, Marcos Lupian, Gary Maehara, Dr. Jamillah Moore, Paula Munoz, Mara Rodriguez, Michael Shanahan, Ken Sherwood, Dr. Pamela Yeagley
Recorder: Jennifer Holst

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Meeting Opened	The meeting began at 1:09 p.m.	N/A	N/A	N/A
Review Meeting Minutes of February 6, 2015	After a motion by Ms. Munoz and second by Mr. Sherwood, the minutes from the February 6, 2015, meeting were approved.	N/A	N/A	N/A
Review Proposed Revisions to VCCCD EEO Plan	After review and discussion by the committee, a motion by Ms. Munoz and a second by Mr. Lupian, the EEO Plan (AP 3420 Equal Employment Opportunity Plan) was approved.	Place revised AP 3420 on agenda for Chancellor's Cabinet review.	As soon as possible	Ms. Holst
Update on Diversity Training	The committee discussed developing a District handbook on sensitivity to diversity training for selection committee members. The handbook would be given to and reviewed by all hiring committee members. The goal would be that diversity training should be refreshed every two years. Sitting on a hiring committee, where the facilitator will give a refresher on diversity in conjunction with the handbook, will count toward the two years. If two years have passed without sitting on a committee, the training must be repeated. Confidentiality and diversity documentation will be acknowledged and signed each time serving on a selection committee. The facilitator's role will be articulated in the handbook. The District EEO Officer will ensure compliance with appropriate diversity training requirements.	Human Resources to develop a diversity handbook.	As soon as possible.	Mr. Maehara and Mr. Arnoldus
Diversity Question on Faculty Applications.	Mr. Shanahan explained that discussions are underway in DCHR to add a supplemental question on sensitivity to diversity to all faculty applications to ensure the topic is adequately covered in the application process.	N/A	N/A	N/A

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
HR Advertising	<p>Mr. Arnoldus shared the list of websites where VCCCD jobs are currently advertised (edjoin.org, ccregistry.org, CalJobs.ca.gov, CareerBuilder.com, Ventura.craigslist.org, HigherEdJobs.com, InsideHigherEd.com, DiverseEducation.com, AsiansInHigherEd.com, BlacksInHigherEd.com, DisabledInHigherEd.com, HispanicsInHigherEd.com, WomenAndHigherEd.com, LGTBInHigherEd.com, NativeAmericansInHigherEd.com, VeteransInHigherEd.com).</p> <p>Mr. Shanahan asked the committee to gather contact information to expand the Districts recruiting outreach within community recruiting partners. The committee discussed community outreach via LinkedIn, Facebook, registering for notifications from NEOGOV, list serves, job fairs, the Strawberry Festival, local affinity groups, and by asking our employees about membership in professional organizations where employment information can be shared.</p>	Bring information concerning community outreach to next meeting.	Next meeting.	Committee members.
Future Agenda Topics	There was no discussion of this item.	N/A	N/A	N/A
Select Next Meeting Date	The meeting ended at approximately 3:00 p.m. The next meeting was set for September 11, 2015, at 1:00 p.m. and later postponed to September 18, 2015.	N/A	N/A	N/A