



**Ventura County Community College District
EEO Advisory Committee Meeting Minutes**

September 4, 2020; 10:30-12:00 p.m.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/93514942802>

Or Telephone: Dial: +1 669 900 6833 (US Toll)

Meeting ID: 935 1494 2802

Present

Via Zoom: Andrea Ingley, Laura Barroso, Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Amparo Medina, Dana Boyton, Jennifer Clark, Carolyn Inouye, Damien Pena

Guests: Beatriz Herrera

Absent:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 10:30 a.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none"> On motion by Maria Urenda, and seconded by Amparo Medina, the meeting minutes for May 15, 2020 were approved. 	<ul style="list-style-type: none"> Post approved minutes to the website 	ASAP	Cece Chavez
Review of the Charge of the Committee	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
EEO Pamphlet	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
Student Representative Request	<ul style="list-style-type: none"> Andrea shared the email she received from a student, Gerald Richardson III, requesting that a student representative be added to the EEOAC. The Board is working towards updating the AP to allow this. 	N/A	N/A	N/A
Committee Member Attendance Policy	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
Anti-Racist Leadership and Culture Discussion	<ul style="list-style-type: none"> Perry shared a presentation regarding anti-racist leadership culture. Discussion ensued amongst the committee members. Some committee members are looking for examples of efforts that Board members have taken towards an anti-racist leadership culture, both individually and/or as a Board. There was a 	<ul style="list-style-type: none"> Invite Board members to a special EEOAC meeting to discuss this topic 	<ul style="list-style-type: none"> EEOAC meeting in the near future 	Laura Barroso



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	<p>suggestion to invite a couple of Board members to the next EEOAC meeting to begin a dialogue with them on this subject.</p>			
<p>Identifying Gaps in the Hiring Process and Practices: Academic Senates, Department Chairs, Facilitators, and Managers</p>	<ul style="list-style-type: none"> • Perry presented a document regarding identifying gaps in the hiring process and practices posed as a letter to the Academic Senate. This letter requested the formation of a committee focused on ensuring the implementation of anti-racism, inclusion, and cultural diversity practices in the hiring processes and that ASPs share their documented hiring processes with the EEOAC for external review to determine immediate actions to address systematic issues. It also requested the formation of another workgroup at each campus to assist the institutional effectiveness officers in collecting data on this subject and the administration of surveys to all faculty, classified staff, facilitators, department chairs, and administrators regarding their hiring/committee experiences. Furthermore, the letter stated the intent to disaggregate the data from the surveys to provide a report to determine appropriate immediate actions, provide recommendations to the Academic Senates and professional development committees, and to empower the EEOAC to create policies and make recommendations to the Chancellor. • Discussion ensued among the committee. There was a question regarding how hiring committees are selected and who determines the composition of the committee and the qualifications of the hiring committee members. Another question was raised as to how we empower facilitators to ensure compliance from the hiring committees. There was a suggestion to look into facilitator training. There was a question about what the campuses do to ensure the hiring committees are culturally competent. There was a suggestion to require all employees to receive title IX and diversity training annually as well as trainings involving anti-racism and implicit bias. • Andrea shared that we have funds in the EEOAC budget which could be used to hire an outside company to help create a customized diversity training video to replace the current video used to train hiring committee members. There was a suggestion to 	<ul style="list-style-type: none"> • Collect documented hiring processes and reach out to the ASPs to have them share additional documents and practices. 	<ul style="list-style-type: none"> • ASAP 	<p>Andrea Ingley</p>



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	<p>partner with Shaun Harper, leader of USC Race & Equity Center. There was a suggestion that some videos may already exist that meet our needs.</p> <ul style="list-style-type: none"> • Perry stated that he planned to work with the Institutional Research department at his campus to come up with survey questions for the faculty and Classified staff at Moorpark College and he would be willing to share his survey with the EEOAC to encourage faculty, administrators, and classified staff to do the same at their respective campuses. There was a suggestion that the surveys Perry and the institutional effectiveness team creates be used as a districtwide survey so all responses are comparable among the different campuses. • There was discussion regarding the facilitators not coming forward and sharing when the hiring committees are not following protocols. Andrea shared that she conducted a facilitator training last April and plans to administer another facilitator training during the fall semester. She does consider all the concerns that are brought up in various committees and addresses them during the trainings. Perry requested to attend the training as an observer. • There was a suggestion there also be training for department chairs since many times the friction is between a facilitator and a department chair. A districtwide department chair retreat was requested for training and to share best practices. Beatriz stated that the AFT does offer general department chair training in regards to the collective bargaining agreement, but the day-to-day processes and procedures training is generally conducted by the Deans and VPs. 	<ul style="list-style-type: none"> • Research what type of training materials Shaun Harper offers. • Share surveys with EEOAC • Invite Perry to fall facilitator training 	<ul style="list-style-type: none"> • ASAP • Upon completion • Upon scheduling completion 	<p>Perry Martin</p> <p>Perry Martin</p> <p>Cece Chavez</p>
Facilitator Rotation Process	<ul style="list-style-type: none"> • Tabled 	N/A	N/A	N/A
College Diversity Plans Resolution Update	<ul style="list-style-type: none"> • Andrea stated that she was informed by the Chancellor’s office that they will update the resolution and incorporate it with a larger document. 	N/A	N/A	N/A



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EEO Fall Budget	<ul style="list-style-type: none">Andrea shared that we have approximately \$60,000 in the EEOAC budget for various EEO efforts (report attached to agenda).	N/A	N/A	N/A
Next Meeting Date	<ul style="list-style-type: none">The Committee designated the next meeting date as Friday, September 18, 2020 from 10:30 a.m. to 12:00 p.m.	<ul style="list-style-type: none">Set up meeting	ASAP	Cece Chavez

[Recorder: Cece Chavez]