



<http://www.vcccd.edu/departments/human-resources/diversity-and-equal-employment-opportunity>

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

September 18, 2020; 10:30 a.m.-12:30 p.m.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/96297259598>

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

Meeting ID: 962 9725 9598

Present

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

Guests:

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 Dana Boynton, the meeting minutes for September 4, 2020 were approved. Paula Munoz abstained from the vote. 	<ul style="list-style-type: none"> Post approved minutes to the website 	<ul style="list-style-type: none"> ASAP 	Cece Chavez
Establish Group Agreements	<ul style="list-style-type: none"> Discussion ensued regarding group norms, ground rules, and committee expectations. 	N/A	N/A	N/A
Committee Member Attendance Policy	<ul style="list-style-type: none"> Andrea presented the attendance policy created by the EEOAC members last academic year. Discussion ensued among the committee regarding whether there is still a need for an attendance policy. On motion by Perry Martin and seconded by Maria Urenda, the decision not to implement the Equal Employment Opportunity Advisory Committee Attendance Policy was approved. <p>Voted yes: Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Dana Boynton, Jennifer Clark, Carolyn Inouye</p> <p>Voted No: Amparo Medina</p>	N/A	N/A	N/A



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<ul style="list-style-type: none"> Discussion ensued about whether it should be required for a committee member to appoint a proxy in their absence. On motion by Perry Martin and seconded by Paula Munoz, the decision to not require a proxy in a committee member's absence was approved. <p>Voted Yes: Elissa Caruth, Paula Munoz, Perry Martin, Jennifer Clark, Carolyn Inouye</p> <p>Voted No: Maria Urenda, Dana Boynton, Amparo Medina</p>			
<p>EEOAC 2020-2021 Schedule of Meetings</p>	<ul style="list-style-type: none"> Andrea presented the EEOAC 2020-2021 Schedule of Meetings. Discussion ensued among the committee members regarding the dates and duration of the meetings. On motion by Amparo Medina and seconded by Perry Martin, the scheduling of the EEOAC meetings for the remainder of the academic year on the third Friday of the month, including January, was approved. <p>Voted Yes: All</p> <ul style="list-style-type: none"> On motion by Amparo Medina and seconded by Maria Urenda, the revision of the length of EEOAC meetings to two hours was approved. <p>Vote Yes: All</p>	<ul style="list-style-type: none"> Update EEOAC 2020-2021 Schedule of Meetings 	<ul style="list-style-type: none"> ASAP 	<p>Cece Chavez</p>
<p>Plan Special EEOAC Meeting with Board Members</p>	<ul style="list-style-type: none"> Laura shared her efforts in arranging a meeting with two Board members, Trustee McKay and Trustee Torres, the leaders of an ad hoc committee focused on diversity and that the board members requested a two-week notice and a 5:00 p.m. meeting time. Perry gave a recap on the reasons the committee is requesting this meeting. Discussion ensued among the committee regarding the special meeting approach, agenda, and scheduling. It was decided that Laura would offer the Board members the options of October 6, 2020 or October 8, 2020 at 5:00 p.m. to schedule the special EEOAC meeting. 	<ul style="list-style-type: none"> Confirm the best date with the board members and notify Cece 	<ul style="list-style-type: none"> ASAP 	<p>Laura Barroso</p>



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	<ul style="list-style-type: none"> Perry offered to provide the narrative and provide potential questions to ask the Board members. There was a suggestion for a sub-group to work on the questions and special agenda. Laura, Andrea, Paula, Maria and Amparo volunteered to be part of the sub-committee to finalize the agenda. 	<ul style="list-style-type: none"> Create an agenda with structured questions 	<ul style="list-style-type: none"> 72 hours prior to special meeting 	Perry Martin, Laura Barroso, Andrea Ingley, Paula Munoz, Maria Urenda, Amparo Medina
Facilitator Rotation Process	<ul style="list-style-type: none"> Amparo stated her stance that facilitators should be selected from a rotating list ensuring that all facilitators are utilized. Discussion ensued among the committee. It was expressed that managers are in support of the hiring supervisor or department chair having the option to choose the facilitator. A statement regarding the importance of well-trained, empowered facilitators was reiterated. There was a request that the list of approved facilitators be more easily accessible. There were multiple requests that the EEOAC members be included in facilitator training. There was a request for statistics regarding how many times each facilitator has served on a hiring committee. It was mentioned that the EEOAC committee should have input on the facilitator hiring process, the training process, and a follow-up process. There was a request to implement a survey after each interview to gain feedback on the facilitator’s performance. Perry and Carolyn volunteered to be part of a sub-committee to create a facilitator survey that would be given at the end of each faculty hiring process. It was requested that we run a recruitment for facilitators for the fall. There was a suggestion to highlight the need for ethical employees, focused on diversity hiring, who have the courage to do the right thing up front on the recruitment document. Andrea will lead the recruitment and training process along with the assistance of volunteers Perry and Amparo. 	<ul style="list-style-type: none"> Send a list of facilitators to the committee members Provide facilitator participation statistics Create a survey to measure facilitator performance Start a facilitator recruitment and prepare for facilitator training 	<ul style="list-style-type: none"> ASAP Next EEOAC meeting ASAP By the end of Fall 2020 semester 	Cece Chavez Andrea Ingley Perry Martin, Carolyn Inouye Andrea Ingley, Perry Martin, Amparo Medina



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Diversity and Inclusion Officer	<ul style="list-style-type: none"> • Tabled 	N/A	N/A	N/A
Non-Agenda Items	<ul style="list-style-type: none"> • Andrea announced that Damien Pena resigned from the EEO Advisory Committee. She will reach out to Chancellor Gillespie for a new appointee. 	N/A	N/A	N/A
Next Meeting Date	<ul style="list-style-type: none"> • The next meeting date is Friday, October 16, 2020 from 10:30 a.m. to 12:30 p.m. 	<ul style="list-style-type: none"> • Set up meeting 	<ul style="list-style-type: none"> • ASAP 	Cece Chavez

[Recorder: Cece Chavez]