



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

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

**October 16, 2020; 10:30 a.m.-12:30 p.m.**

**Join from PC, Mac, Linux, iOS or Android:** <https://cccconfer.zoom.us/j/96297259598?pwd=VTcrVml0M1RMRmV1KytmYVdiWGx1QT09>

**Or Telephone: Dial:** +1 646 876 9923 (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, Gabriella Asamsama-Acuna

**Guests:**

**Absent:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	Meeting started at 10:30 a.m.	N/A	N/A	N/A
<b>Review Meeting Minutes</b>	<ul style="list-style-type: none"> <li>On motion by Paula Munoz, and seconded by Maria Urenda, the meeting minutes for September 18, 2020 and October 8, 2020 were approved.</li> </ul>	<ul style="list-style-type: none"> <li>Post approved minutes to the website</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez
<b>Past Action Item Updates and Follow-up</b>	<ul style="list-style-type: none"> <li>Andrea reviewed the pending action items from the September 4 and September 18 meeting minutes.</li> <li>Andrea shared that she had spoken to the Academic Senate Presidents. Andrea shared the documentation she had regarding their hiring process.</li> <li>Andrea shared the Screening Committee Facilitator statistics with the Committee.</li> <li>Perry shared that he would like to attend the Shaun Harper training prior to providing information to the Committee.</li> <li>Perry shared that he is working with faculty at the campuses to create a Faculty Survey regarding practices and procedures involved in hiring committees. He requested help with creating a survey for Classified employees. Amparo and Andrea volunteered to create a Classified Survey.</li> </ul>	<ul style="list-style-type: none"> <li>Review hiring docs and prepare Q's for the ASPs regarding hiring practices</li> <li>Add Hiring Practices Q's to 11/20 agenda</li> <li>Add Shaun Harper to 12/18 agenda</li> <li>Add Classified and Faculty Surveys as well as Screening Facilitator Survey to 12/18 Agenda</li> </ul>	<ul style="list-style-type: none"> <li>11/20/20 (next EEOAC meeting)</li> <li>ASAP</li> <li>ASAP</li> <li>ASAP</li> </ul>	<p>All EEOAC members</p> <p>Cece Chavez</p> <p>Cece Chavez</p> <p>Cece Chavez</p>



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<b>Review of the Charge of the Committee, EEO Pamphlet, and Review of EEO Plan</b>	<ul style="list-style-type: none"> <li>Discussion ensued among the EEOAC members regarding possible changes and enhancements to the charge of the committee, EEO pamphlet, and review of the EEO Plan which all go hand-in-hand.</li> <li>It was announced that there is a diversity hiring (including EEO Plan) discussion scheduled with various representatives and Laura Schulkind on November 17. Some EEOAC members will be present.</li> </ul>	<ul style="list-style-type: none"> <li>Research exemplary EEO Plans and share through Microsoft Teams</li> <li>Find out if the EEO Plan needs to remain within the AP</li> </ul>	<ul style="list-style-type: none"> <li>11/20/20 (next EEOAC meeting)</li> <li>11/20/20 (next EEOAC meeting)</li> </ul>	Paula Munoz Jennifer Clark Amparo Medina  Andrea Ingley
<b>Diversity Inclusion Officer</b>	<ul style="list-style-type: none"> <li>Perry posed a question to the Committee as to whether or not they feel a need for a Diversity Inclusion Officer working out of the District Administrative Center who would work directly with the Chancellor and Vice Chancellor of Human Resources. He also asked the Committee if they believe there should be a Diversity Inclusion Officer working at each of the three campuses. Discussion ensued among the Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Email research regarding this position to the Committee</li> <li>Email past similar job description to Laura</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> <li>ASAP</li> </ul>	Perry Martin  Andrea Ingley
<b>Screening Committee Facilitator Updates</b>	<ul style="list-style-type: none"> <li>Andrea stated that the job announcement for the Screening Facilitator position will be posted next week. Perry, Gaby, Maria, Paula, and Elissa, volunteered to serve on the hiring committee.</li> <li>Andrea shared that DCHR is working to update the AP regarding facilitators and there are pending changes. The current job posting reflects some of those upcoming changes.</li> <li>Andrea stated that the facilitator training would occur after the completion of the Screening Facilitator recruitment. Elissa, Perry, and Carolyn volunteered to assist Director Ingley with facilitator training preparation.</li> </ul>	<ul style="list-style-type: none"> <li>Send Doodle poll to select interview date</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez
<b>Diversity Language in Job Posting</b>	<ul style="list-style-type: none"> <li>Andrea presented the current language as well as proposed language from Vice President Cobian, Oxnard College. She called for a subcommittee to revise the diversity statement and incorporate the new language. Maria and Elissa volunteered to be part of the subcommittee.</li> </ul>	<ul style="list-style-type: none"> <li>Send proposed language to EEOAC for feedback</li> <li>Provide feedback to Elissa and Maria</li> <li>Send revised language to Cece</li> </ul>	<ul style="list-style-type: none"> <li>By 10/23</li> <li>By 10/30</li> <li>By 11/13</li> </ul>	Elissa Caruth Maria Urenda  All EEOAC members  Elissa Caruth Maria Urenda



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<b>Non-Agenda Items</b>	<ul style="list-style-type: none"> <li>• Andrea announced the appointment of Gabriella Asamsama-Acuna to the EEOAC committee by the Chancellor.</li> <li>• Discussion ensued among the Committee regarding adding an additional EEOAC workgroup in between EEOAC meetings.</li> <li>• On motion by Amparo Medina and seconded by Jennifer Clark, the scheduling of an optional, monthly EEOAC workgroup was approved.</li> </ul> <p>Voted Yes:, Paula Munoz, Perry Martin, Jennifer Clark, Carolyn Inouye, Maria Urenda, Dana Boynton, Amparo Medina, Gabriella Asamsama-Acuna</p> <p>Voted No: Elissa Caruth</p> <ul style="list-style-type: none"> <li>• The Committee requested a Microsoft Teams group be created for the EEOAC members as well as training on the Microsoft Teams software.</li> </ul>	<ul style="list-style-type: none"> <li>• Create Zoom Workgroup meetings</li> <li>• Create Microsoft Office EEOAC Team</li> <li>• Train EEOAC members on Microsoft Teams</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> <li>• ASAP</li> <li>• TBD</li> </ul>	<p>Cece Chavez</p> <p>Cece Chavez</p> <p>Gabriella Asamsama-Acuna</p>
<b>Next Meeting Date</b>	<ul style="list-style-type: none"> <li>• The next meeting date is Friday, November 20, 2020 from 10:30 a.m. to 12:30 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up meeting</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>	<p>Cece Chavez</p>

[Recorder: Cece Chavez]