

Ventura County Community College District
EEO Advisory Committee Meeting Minutes
February 19, 2016

Present: Emily Day, Ranford Hopkins, Marcos Lupian, Gary Maehara, Paula Munoz, Mara Rodriguez, Michael Shanahan, Dr. Pamela Yeagley
Via Skype: Dr. Carolyn Inouye
Recorder: Jennifer Holst
Approved: April 29, 2016

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Assigned To: |
|---|---|---|----------------------|--------------|
| Meeting Opened | The meeting began at 3:02 p.m. | N/A | N/A | N/A |
| Review Meeting Minutes of September 18, 2015 | Motion to approve by Mr. Arnoldus; seconded by Ms. Rodriguez. Approved without objection. | Post minutes on website. | As soon as possible. | Ms. Holst |
| New Allocation Model of EEO Funding | <p>The committee reviewed the December 11, 2015, State Chancellor’s Memo Re New Allocation Model of Equal Employment Opportunity (EEO) Fund. Ideas discussed included:</p> <ul style="list-style-type: none"> • Section II-Research if there has been a Board Resolution. • Section III-There are no hiring incentives here. • Section IV-Focused outreach and publications. <ul style="list-style-type: none"> ○ We do not target a particular outcome, but approach with a diverse process which should theoretically yield the right results. Review the process if not getting the right results: did we generate a diverse pool; did that diversity stay through the process; is there a legitimate job-related reason people fell out of consideration? ○ Current EEO money is used for screening committee facilitators. ○ Ms. Munoz suggested hiring recruiters. She feels it is important to have professional recruiters to look for diverse faculty. This should be a focus of this group. Someone should be focusing on that as their main job. ○ Mr. Shanahan proposed looking at many solutions for these | Discussion to continue at the next meeting. | Next meeting. | Committee |

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| | <p>issues in light of budgetary restrictions.</p> <ul style="list-style-type: none"> • Section V-Screening Committee Facilitators. <ul style="list-style-type: none"> ○ Are trained on diversity. ○ A diversity handbook is being developed that will be more prescriptive for consistency in what facilitators say. ○ Mr. Lupian suggested community focus groups for top managers. It was noted that community representatives serve on the selection committees and for Presidents there is a community forum. ○ There are procedures for addressing diversity but there is always room to do more. • Section VI–An HR-created diversity training video is nearly done and there is a refresher in the facilitator’s handbook. • As an experienced diversity facilitator, Mr. Hopkins has developed a facilitator’s handbook. He will send it to the committee for feedback. • Section VII- Professional development focused on diversity. Moorpark College hired professional trainers from universities. • Dr. Yeagley suggested diversity training in onboarding and follow-up professional development. This can be shared in a common repository with scripts, modules. • More job fairs. • Support material for our facilitators, for consistent and ongoing training for hiring committees, including a more defined and directed role for the facilitator. • A question on valuing diversity in interviews. • A proposed annual conference for all VCCCD facilitators to review | | | |

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| | <p>changes in the law, commitment to diversity, the handbook, and to share experiences.</p> <ul style="list-style-type: none"> • Mr. Shanahan mentioned Project Match, but this requires a budget and lots of time. • Mr. Arnoldus mentioned the value in outreach from people in the departments with knowledge of professional organizations. These connections are very effective in finding candidates. • A suggestion was made for an EEO Facilitator to train facilitators. • Ms. Munoz proposed a District Diversity Officer position to oversee diversity hiring and training of facilitators. • Mr. Shanahan proposed a high level college role to oversee, coordinate, champion, keep the facilitators on target and look at the environment after people are hired. • Ideas on a Diversity Champion <ul style="list-style-type: none"> ○ Responsible for hiring committee facilitators and their training ○ Committee glitches ○ Checklist ○ Work with other champions and with HR. ○ Diversity in Professional Development ○ Equity ○ Senate Meetings ○ Outreach on hiring faculty ○ This would focus on the employee environment. ○ E-mail ideas to the committee to develop a job description. ○ Collect data and report to us. • VIII–Tenure review for diversity. Mr. Shanahan noted that this would be negotiable. • IX–Grow your own. Our opportunity to develop our own programs. This might be where we hire a champion. | | | |

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| Diversity Dashboard Roll-Out | On Monday an e-mail will go to all employees about the Diversity Dashboard launch, which provides real time information. John Cooney keeps historical reports and will try to do quarterly updates. This is a good step in heightening awareness and attention that we value diversity. | | | |
| EEO Plan Deliverables and Mechanisms for Evaluating Diversity Pools/Outcomes | This item will continue to the next meeting as there was insufficient time for discussion. | Add to next agenda. | Next meeting. | Ms. Holst |
| Application Supplemental Question on Sensitivity to Diversity | The committee reviewed sample diversity questions. It was felt that this discussion is appropriate for assessment at the interview level. There will be a focus on training committees on asking meaningful diversity questions. The committee supports moving the sensitivity to diversity question out of the application, to instead put the emphasis in the interview process, and to train facilitators to do a better job of evaluating this in the interview. Mr. Arnoldus will send the questions to the committee for review. Mr. Hopkins said having the backing of this committee is great, and the facilitators also truly appreciate the support of Mr. Arnoldus. | Mr. Arnoldus to provide sample diversity questions. There will be a requirement for at least one interview question on diversity. | As soon as possible. | Mr. Arnoldus |
| Step-by-Step Procedure on Handling a Complaint | The committee reviewed a first draft of the complaint procedure. There is a desire to make this more visible on the website, and to explain the process more thoroughly. The committee will review the proposal and consider where to link this document on the website. | Committee to review. | Next meeting. | Committee |
| Review of Applicant Packet (Including Questions) | These will change with NEOGOV implementation. | Add to next agenda. | Next meeting. | Ms. Holst |
| Select Quarterly Meeting Dates | The committee desires to meet more often than quarterly for now, and Fridays are good. | N/A | N/A | N/A |
| Future Agenda Topics | None were discussed. | N/A | N/A | N/A |
| Next Meeting Date | The next meeting date was subsequently scheduled for Friday, April 29, 2016, at 2:00 p.m. | N/A | N/A | N/A |