

Ventura County Community College District
EEO Advisory Committee Meeting Minutes
July 14, 2016

Present: Michael Arnoldus, Marcos Lupian, Gary Maehara, Michael Shanahan, Ken Sherwood, Karen Sutton, Dr. Pamela Yeagley
Via Skype: Dr. Carolyn Inouye
Approved: October 28, 2016

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 3:06 p.m.	N/A	N/A	N/A
Diversity Newsletter	The committee reviewed the sample diversity newsletter and discussed: <ul style="list-style-type: none"> • Affinity groups, events, training, beyond hiring. • Commitment is needed to look at bias and hidden bias. • Create a welcoming environment that goes far beyond hiring and Human Resources. It is a districtwide issue. • How can the EEO Advisory Committee be more effective? 	Consider for additional discussion.	Next meeting.	Committee
Review Meeting Minutes (April 29 & May 26, 2016)	Motion by Mr. Maehara, second by Mr. Sherwood. The committee approved the April 29 and May 26, 2016, meeting minutes.	Post on website.	As soon as possible	Ms. Holst
New Allocation Model of EEO Funding	Human Resources submitted the VCCCD application for EEO funding by the deadline to the State Chancellor's Office and is awaiting a response.	Follow-up with State Chancellor's Office.	As soon as possible.	Mr. Maehara
EEO Plan Deliverables/Mechanisms for Evaluating Diversity Pools/Outcomes	The Diversity Dashboard was updated and is now public on the website. Send community partners and professional organization information to Human Resources for EEO Plan distribution.	Review the Diversity Dashboard. Send Mr. Arnoldus contact information for community/professional organizations for EEO Plan distribution.	As soon as possible.	Committee
Interview Questions on Sensitivity to Diversity	Committee members to review the sample interview questions. Selected questions to be included in the Diversity Facilitators' Best Practice Guide, and given to Deans and Department Chairs. Suggestions: i) Headings and sub-headings; ii) Describe a situation.	Review and rate the sample questions and send to Mr. Arnoldus with any suggestions.	Within two weeks.	Committee
Step-by-Step Procedure on Handling a Complaint	Human Resources is working to make Title V information on making a complaint clearer and easier to find on the website.	N/A	N/A	N/A

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	<p>Student issues stay at the colleges, but anything involving an employee comes to Human Resources. This does not include pedagogy issues, only discrimination issues. There could be a merged complaint process to include both Titles V and IX. HR is working on a simple and clear process explanation. A suggestion was to link the complaint in the Student Portal (see Oxnard College). For now, the colleges are required to make the training available to students.</p>			
<p>Review of NEOGOV Applicant Packet</p>	<p>The committee discussed the new NEOGOV system.</p> <ul style="list-style-type: none"> • Need to get set up in NEOGOV if sitting on a hiring committee. • Position approval is easier. • NEOGOV is part of governmentjobs.com, which allows for setting up alerts for jobs all over the country. This means our jobs will get much more exposure. • Job postings are marketing. • It is important to demonstrate that VCCCD embraces multi-culturalism to be attractive to candidates. • Links to a future newsletter/webpage discussing diversity. • Develop an attractive template for job descriptions. • Care must be used in adding minimum qualifications. They must be shown to be job-related. • Develop a common vocabulary: preferred/desirable minimum qualifications. • Contact Human Resources with any questions. • Mr. Arnoldus to work with the Academic Senates concerning equivalency requests, and discuss in DCHR. 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Legal Opinion 16-04 Proposition 209 and Equal Employment Opportunity.</p>	<p>The committee discussed the State Chancellor’s Office Legal Opinion.</p> <ul style="list-style-type: none"> • No raced-based decision-making. No targets or quotas set anymore. It is a process-based approach, not an outcome-based approach. • In 2009, availability data was determined impossible to get. • Now there is a push for role-models for students. • Watch what other Districts are doing. • With the Diversity Dashboard, our numbers are public. 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

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	<ul style="list-style-type: none"> • The Board wants a deeper analysis. Numbers will be delineated by departments. • We hire on a national scale. • Mr. Arnoldus and staff preparing a review process report. • We miss some candidates because of a dislike of Skype interviews and we don't pay for candidate travel. Train committees to look beyond Skype limitations. • Requiring California community college experience can represent a bias. • Consider cultural competency. This can show the community we care. This committee could make recommendations to the colleges of things they should be doing to enhance diversity. • Faculty mentorship program. That should be a faculty initiative. 			
Next Meeting Date	The next meeting was later scheduled for October 28, 2016, at 3:00 p.m. in the Board Room at the District Administrative Center.	N/A	N/A	N/A