

Ventura County Community College District
EEO Advisory Committee Meeting Minutes
October 28, 2016

Present: Michael Arnoldus, Ranford Hopkins (Skype), Dr. Carolyn Inouye (Skype), Gary Maehara, Paula Muñoz, Michael Shanahan, Dr. Pamela Yeagley
Absent: Marcos Lupian, Mara Rodriguez, Karen Sutton
Approved: October 6, 2017

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 3:00 p.m.	N/A	N/A	N/A
Review Meeting Minutes of July 14, 2016	Motion by Mr. Maehara, second by Dr. Yeagley. Ms. Day and Ms. Muñoz abstained. Minutes approved.	Post on website.	As soon as possible	Ms. Holst
EEO Plan Deliverables/Mechanisms for Evaluating Diversity Pools/Outcomes	<p>The committee discussed the Chancellor’s Diversity in Leadership Speakers Series, and its purpose (to provide leadership role models).</p> <p>The committee discussed the Diversity Dashboard, now available to the public. Dr. Yeagley asked for a Diversity Dashboard update to allow easier return to the menu, instead of having to use the browser button. Mr. Shanahan will present the VCCCD Diversity Dashboard at the Community College League of California Conference in November.</p> <p>The committee discussed enhancing cultural competency at the colleges, including professional training for all staff.</p> <p>Dr. Inouye discussed the development of a partnership with CSUCI for training through their Title V HSI grant. College representatives are Inajane Nicklas at Moorpark College, Dr. Inouye at Oxnard College, and Gwendolyn Lewis Huddleston at Ventura College.</p> <p>The committee discussed sending a memo to all VCCCD administration, encouraging inclusion of cultural competency/valuing diversity component for all staff professional development; asking that staff be taught the intrinsic value of diversity, and community contacts for recruitment outreach be provided to this committee.</p> <p>The committee discussed diversity hiring and the importance of creating an environment reflecting that we value diversity.</p> <p>The EEO Plan requires that we look at our jobs and eliminate artificial barriers.</p>	<p>Ask John Cooney to revise Diversity Dashboard for easier men return.</p> <p>Prepare memo to VCCCD administrators encouraging inclusion of cultural competency/valuing diversity component for all staff professional development, asking that staff be taught the intrinsic value of diversity, and community contacts for recruitment outreach be provided to this committee.</p> <p>Bring staff turnover data next time.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p> <p>Next meeting.</p>	<p>Mr. Shanahan</p> <p>Mr. Shanahan</p> <p>Mr. Shanahan</p>

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	<p>This committee wants to have members who are passionate about this area. Damien Peña and Amanuel Gebru were recommended.</p> <p>The committee members should consider the roles of this committee and the college presidents in creating cultural competency and valuing diversity on the college campuses.</p> <p>Ms. Day mentioned the Equity Institute in Pomona on November 18. She will send Mr. Shanahan a link to forward to the Presidents.</p> <p>This committee should recommend to the College Presidents that cultural competency training be inculcated in professional development.</p> <p>If the colleges identify useful resources, this committee can build a clearinghouse for that information.</p> <p>The committee also discussed turnover. Mr. Shanahan will bring turnover numbers to the next meeting.</p>			
<p>New Allocation Model of EEO Funding</p>	<p>The District received \$60,000 of one-time funds for EEO activities from the State Chancellor’s Office.</p> <p>Mr. Shanahan proposed using some of the funds as stipends for a Project Match program, with the caveat that recipients will report afterwards on their activities.</p> <p>Another suggestion was a call for specific grant proposals on hiring and competency, or activities with widespread District impact, for a maximum amount of \$2,500.</p> <ul style="list-style-type: none"> • Ms. Muñoz proposed “Grant proposals for faculty coming together to put together a project that will impact the campus leading to diversity and cultural competency.” • Ms. Shanahan proposed the colleges hold seminars for people interested in coming to work here. • Proposed language to include: “Widespread lasting impact on the college community, reach a relative large audience, lead to demonstrable and measurable results, and goals to be stated.” 	<p>Continue discussion.</p>	<p>Next meeting.</p>	<p>Committee.</p>

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	<ul style="list-style-type: none"> ○ Broad participation ○ Wide impact ○ Lasting effect ○ Demonstrable/measurable results ○ Promote cultural competency ○ Model the behavior ○ Raise awareness to diversity ○ Appreciate the intrinsic value of diversity ○ Culture that embraces diversity ○ Encourage/incentivize all of our community to embrace diversity ○ Teach the value of diversity. 			
Hiring Process – Equal Employment Opportunity	<p>Mr. Arnoldus discussed:</p> <ul style="list-style-type: none"> ● Development of Checklist for Screening Committee Facilitators, with detailed procedure for the full-time faculty hiring process. ● A new Facilitator Handbook will be finished soon. ● Faculty selection committees are shown a screen print from the Diversity Dashboard as background information. They will also be shown college demographics. ● Two Screening Committee Facilitator training sessions are scheduled. ● Changes to AP 7120-E Recruitment and Hiring: Part-Time Faculty in the Department Chair role. <p>Mr. Hopkins applauded Mr. Arnoldus for developing the screening committee checklist.</p>	None.	N/A	N/A
Interview Questions on Sensitivity to Diversity	The committee again reviewed proposed interview questions on sensitivity to diversity for Screening Committee Facilitators. Provide any final comments or suggestions to Mr. Arnoldus by November 4.	Send comments or suggestions to Mr. Arnoldus.	As soon as possible.	Committee.
Next Meeting Date	An e-mail will go to the committee for selection of a next meeting date.	E-mail committee with proposed dates.	As soon as possible.	Ms. Holst