



**Ventura County Community College District**  
**EEO Advisory Committee Meeting Minutes**  
**October 26, 2018, 3:00 p.m. - District Administrative Center – Lakin Board Room**

**Present:** Michael Arnoldus, Dana Boynton, Alejandra Gonzalez, Dr. Carolyn Inouye, Perry Martin, Michael Shanahan, Maria Urenda  
**Via Skype:** Laura Barroso  
**Absent:** Silvia Barajas, Amparo Medina, Paula Muñoz, Karen Sutton  
**Approved:** December 10, 2018

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	The meeting began at 1:03 p.m.	N/A	N/A	N/A
<b>Review Meeting Minutes – May 11, 2018</b>	Approved without objection.	Post on website.	As soon as possible	Ms. Holst
<b>EEO Plan Review – AP 3420 Equal Employment Opportunity Plan</b>	Committee members received copies of the updated Equal Employment Opportunity Plan AP 3420. Copies were sent to community members listed on Attachment A. No responses have been received.	N/A	N/A	N/A
<b>Multiple Methods EEO Grant Funding Received for 2018-2019</b>	Last year, the District completed five of the multiple methods, and this year six, which is more than the minimum required. The funding will pay for selection committee facilitators and the Mini-Grant Program. There is currently no deadline for the Mini-Grant Program.	N/A	N/A	N/A
<b>Gender/Ethnicity and Disability Information Form</b>	<p>The committee reviewed the Gender/Ethnicity and Disability Information Form that new employees are asked to complete. This voluntary form captures tracking data.</p> <p>The committee discussed gender options. It was decided to retain what we have. The intent is to be inclusive.</p> <p>Mr. Martin suggested adding “African” (recent immigrants) as a category distinct from African-American or Black. Mr. Arnoldus to research.</p> <p>Protected veteran status was discussed at DCHR. We do not give preference, so the form will be revised to ask only if a veteran or not.</p> <p>The disability definition will stay with the following addition: “If yes, and you need an accommodation, contact Human Resources as soon as possible.”</p>	<p>Mr. Arnoldus to research adding “African” as a category, and if ethnicity information is one or two steps.</p> <p>Form to be revised as indicated.</p>	As soon as possible.	Mr. Arnoldus Ms. Barroso



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	<p>Language will be strengthened concerning confidentiality, and that information is being collected only for statistical purposes.</p> <p>Mr. Arnoldus to check with the state on whether ethnicity information is one or two steps.</p>			
<p><b>Review of Employment Application Package</b></p>	<p>Committee members were asked to review the Employment Application for items to keep for the initial review (starting with full-time faculty). If someone else reviews for minimum qualifications and the committee will see this for interviews, consider giving only the exact information for the process they are covering. What is not needed to see for the preliminary stages?</p> <p>There was consensus to remove personal information (name, address, etc.).</p> <p>Mr. Shanahan asked committee members to send highlighted documents to HR for consolidation. Write on the back what else is needed.</p> <p>Mr. Arnoldus will bring the facilitator script to this committee for review.</p> <p>John Cooney is working on providing department demographics. Mr. Martin asked why give department demographics to the committee. Mr. Arnoldus said in most cases there is room for improvement of diversity. It is intended to be a demonstration of the room for improvement. Then a conversation follows about what things should or should not be considered in the application process. The discussion is intended to open up people's minds to look at non-traditional paths toward employment. There is a script for the facilitators. After the upcoming training, if facilitators are not doing their jobs, they will be fired. Mr. Shanahan said the script is geared toward building an intentional community language. In our context, you cannot look at each hire as a standalone transaction, but rather in relation to others. Mr. Martin used a salad bowl analogy and Mr. Shanahan said the committees should discuss what is missing from the salad.</p>	<p>Review the application and indicate what should be removed for committee screening. Send to Mr. Arnoldus.</p> <p>Mr. Arnoldus to bring facilitator script for review.</p>	<p>As soon as possible.</p> <p>Next meeting.</p>	<p>Committee</p> <p>Mr. Arnoldus</p>
<p><b>Sample Diversity Plan</b></p>	<p>The committee reviewed a sample diversity plan.</p> <p>Mr. Martin stated the college owns the retaining process/environment, and we must have scholarly work to back up the strategies.</p>	<p>Review sample for continued discussion.</p>	<p>Next meeting.</p>	<p>Committee</p>



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	<p>Mr. Shanahan noted the sample contains both students and employees, while we have typically separated them.</p> <p>Dr. Inouye stated it is important to determine our objectives. Mr. Shanahan said objectives are set by the Board of Trustees and are expectations. Strategies are college-specific. He would like to see the Chancellor ask the Presidents to fill in their strategies for a defined set of objectives. Mr. Arnoldus suggested the request came from this committee for a report from the colleges as to what is being done.</p> <p>For discussion next time, Mr. Shanahan asked committee members to look at the sample objectives to see if any are missing.</p>			
<b>Hiring Committee Facilitator Selection Process and Training</b>	Ms. Muñoz was not in attendance to discuss this item.	N/A	N/A	N/A
<b>Demographics Presented to Hiring Committees</b>	Ms. Muñoz was not in attendance to discuss this item.	N/A	N/A	N/A
<b>Future Agenda Topics</b>	Mr. Shanahan presented the Proposed Full-Time Faculty Hiring Process Restructure for discussion.	Review again.	Next meeting.	Committee
<b>For Your Information:</b>	The committee members received copies of the final April 13, 2018, Meeting Minutes.	N/A	N/A	N/A
<b>Next Meeting Date</b>	The meeting ended at 3:29 p.m. The committee will set up monthly meetings for the next six months. The next meeting date was subsequently scheduled for December 10, 2018, from 1:00 to 3:00 p.m.	Schedule monthly meetings.	As soon as possible.	Ms. Holst