



Ventura County Community College District
EEO Advisory Committee Meeting Minutes
February 22, 2019; District Administrative Center – Lakin Board Room

Present: Michael Arnoldus, Laura Barroso, Dana Boynton, Paula Muñoz, Michael Shanahan, Karen Sutton, Maria Urenda, Perry Martin
Via Skype: Silvia Barajas, Amparo Medina
Absent: Alejandra Gonzalez, Dr. Jennifer Clark, Dr. Carolyn Inouye
Approved: March 22, 2019

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 2:03 p.m.	N/A	N/A	N/A
Review Minutes	The meeting minutes of December 10, 2018, were approved without objection.	Post on website.	Now.	Jennifer Holst
Selection of Job Fair Participants	<p>The committee discussed the recent job fair. Ideas included:</p> <ul style="list-style-type: none"> • Hire HR Recruiters and train them in diversity. • The best people to sell the District are people currently in the jobs. • At job fairs, faculty are there to answer questions and discuss what it is like to work here, not evaluate applicants. • Track those scanned at job fair to get their feedback. • Ask them to come here for information. • Give them a diversity plan packet. • Create list of interested people. Send them an email whenever we have an opening. Invite them to call with any questions. • Colleges should consider diversity and the disciplines needed when sending faculty to job fairs. • Hard-to-find disciplines: they need to hear they will fit in here. • Next year, have early conversation about volunteers. Someone from this committee discuss with presidents. Someone from each college champion the presidents to be selective about who goes to the job fair: people who have sat on panels, seen the diversity presentation, the application and MQ processes. • Plan a webinar. Invite people from job fair to attend. <ul style="list-style-type: none"> ○ Next year, prepare a flyer about webinars. ○ Work with distance education people to do a course. ○ Use on-campus studio and our faculty who know how to do this. 	<p>Paula Muñoz and Perry Martin to chair a “hire-me” committee.</p> <p>Set up a Basecamp team for EEO Advisory Committee, including a team and a hiring project.</p> <p>Provide job fair attendee information to Perry Martin and Paula Muñoz.</p>	<p>As soon as possible.</p> <p>As soon as possible.</p> <p>As soon as possible.</p>	<p>Paula Muñoz Perry Martin</p> <p>Michael Shanahan Jennifer Holst</p> <p>Michael Arnoldus</p>
Review Employment	The committee discussed removing names and addresses from early review of full-time faculty employment applications.	Discuss again at next meeting.	Next meeting.	Committee



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<p>Application Package</p>	<ul style="list-style-type: none"> • Anonymized hiring but not a welcoming campus culture, results in delayed discrimination. A transformative leadership approach is needed. • Much of this is out of leadership control and controlled by the faculty. We must get the hearts and minds of tenured faculty who are not diverse to be open to an inclusive process so they ensure diverse candidates make it through and succeed. • HR wants to know if people are being eliminated at any stage of the process. Let us know. We can stop and start over. • On committees, when you ask questions, you are a problem and you don't get asked to be on committees anymore. Some want to focus on content, but there is much more for community colleges. • If the selection committee facilitators only pass out the list and do not cover the issues, HR needs to know so they can be removed. In training, HR has made it clear they must discuss the information. If you don't see that in a committee, notify Michael Arnoldus. • HR is developing selection committee survey to ask if these items are discussed. • This committee's decisions should be governed by research, data-driven. • Eventually all that information goes to the committee. Getting an interview is the first step. Goal is not to eliminate people with names that sound ethnic. • They had to go to accredited institution to get through MQ review. What is it important for faculty to know and that is what they can show them? For management, experience in California community college. • Address full-time faculty first, then look at part-time faculty. • Professional development must include those things. If money is tied to student success. Our funding is going to come from diversity hiring. • Proposal to run two search committees as a test: one redacted, and one that gets all information. Then they come together and reconcile their choices. 			
<p>Proposal to Recommend Colleges Prepare Diversity Plans</p>	<p>The committee discussed the idea of a proposal to recommend the colleges prepare diversity plans. Trustees came up with a strategic plan for diversity and colleges should come up with plans to meet the goals established by the Trustees. Commitment to change diversity has to start at the top from the Trustees, and then they need to set that stage. If the districtwide EEO committee came in with a resolution, perhaps do a presentation on a sample plan and why we think it is important, take it to the Chancellor. It can be a presentation to the Board. Trustee Torres has asked for a diversity report. Maybe discuss with Chancellor. Here is a sample resolution, something to create accountability at the colleges.</p>	<p>Discuss again.</p>	<p>Next meeting.</p>	<p>Committee</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Hiring Committee Facilitator Selection Process and Training	Discuss next time.	Discuss again.	Next time.	Committee
Demographics Presented to Hiring Committees	Department information is not currently in Banner. The deans can pull that information. Tom Brown talked about community building, who is missing from the table. Needs of students. Student success connection. Student composition is the measure. Students who identify with faculty and staff succeed better.	For next time, discuss facilitator role and how to strengthen it.	Next meeting.	Committee
Diversity Mini-Grants	The program needs advertising.	Discuss again.	Next time.	Committee
Future Agenda Topics	<ul style="list-style-type: none"> • EEO Advisory Committee Self-Assessment Survey • EEO Advisory Committee Composition • EEO Advisory Committee observers in selection committees • Alternate MQ process. Minimum information to invite people. • Joint diversity training with EEO Committee and facilitators. Bring them together and hear it from us, the people to whom they are really accountable. Then we go in and observe. • Facilitator conversation/role • Employment Applications • EEO Advisory Committee Goals • EEO Advisory Committee Benchmarks • EEO Advisory Committee vision statement. • Hire-Me Event 	Discuss again.	Next time.	Committee
For Your Information	Committee members received copies of the October 26, 2018, final meeting minutes.	N/A	N/A	N/A
Next Meeting Date	March 22, 2019	N/A	N/A	N/A

[Recorder: Jennifer Holst]