



Ventura County Community College District
EEO Advisory Committee Meeting Minutes
March 22, 2019 - District Administrative Center Lakin Board Room

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

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 2:13 p.m.	N/A	N/A	N/A
Review Minutes	The meeting minutes of Feb. 22, 2019, were approved without objection.	Post on website.	Now.	Jennifer Holst
Job Fairs/Hire-Me Committee	Perry Martin will chair committee and Paula Muñoz will help as available. <ul style="list-style-type: none"> • Market to part-time faculty as they feed to full-time pools. • Important to meet people who work here. • Explain the hiring process. • It is a cool place to work. • Follow-up to the hiring fair. • A couple of hours maximum. • Market to people about working here. • Initiate a program like LACCD’s Project Match-orientation and training on how it is to work here. 			
Review Application Package	Following discussion of proposal to eliminate names and/or addresses from employment applications for the initial review, the committee was undecided. Silvia Barajas moved that this committee recommend, to whomever we report to, that the Chancellor and Trustees issue a statement, policy, Board Policy, that says no faculty or management pools will move forward unless they have representative diversity. Second by Paula Muñoz, and third by Carolyn Inouye. HR to bring back proposed language for Administrative Procedures.	Craft language for Administrative Procedures concerning committee recommendation.	Next meeting.	Michael Arnoldus
Proposal to Recommend Colleges Prepare	Prepare resolution that colleges prepare articulated plans for increasing diversity and cultural competency. Once prepared, this committee can	Prepare resolution for	As soon as possible.	Michael Arnoldus



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Diversity Plans	review the plans to make recommendations.	diversity plans.		
Hiring Committee Facilitator Selection Process/Training, Demographics Presented to Hiring Committees	Michael Arnoldus noted that at the colleges, there is still confusion as to role of facilitator. We are trying to evolve the facilitator role, make it more specific, to have the difficult/courageous conversations about demographics. Next time, review the training materials in light of that new directive. Discuss expectations, including demographics.	Review Facilitator training materials.	Next time.	Michael Arnoldus
Diversity Mini-Grants	No applications have been received. Discuss again next time.	Discuss again.	Next time.	Committee
Self-Assessment Survey	Discuss next time.	Discuss again.	Next time.	Committee
Committee Composition	Review committee membership. Maybe include more faculty per college, more leaders/decision makers at the colleges, people committed to making a change, and hold them accountable. If people don't show up, assign someone else.	Discuss again.	Next time.	Committee
Committee Goals	There was insufficient time to discuss this item.	Discuss again	Next time.	Committee
Committee Benchmarks	Consider how we can accomplish what we are here to do. Be specific about our role and how we achieve it.	Discuss again.	Next time.	Committee
Committee Vision Statement	There was insufficient time to discuss this item.	Discuss again.	Next time.	Committee
Committee Observers in Selection Committees	The committee discussed having auditors observe the work of facilitators in selection committees. This would need to be discussed in Cabinet first.	Discuss again.	Next time.	Committee
Alternative MQ Process	There was insufficient time to discuss this item.	Discuss again.	Next time.	Committee
Joint Training: EEO Advisory Committee and Facilitators	There was insufficient time to discuss this item.	Discuss again.	Next time.	Committee
Facilitator Expectations	Discuss again next meeting.	Discuss again.	Next time.	Committee
Future Agenda Topics	Feedback on "hire-me" draft.	Discuss again.	Next time.	Committee
Miscellaneous	Silvia Barajas thanked Michael Shanahan for his work on the committee. She appreciates the hard work he has done.	N/A	N/A	N/A
For Your Information	The committee received copies of Dec. 10, 2018, final meeting minutes.	N/A	N/A	N/A
Next Meeting Date	The meeting ended at 3:49 p.m. Next meeting scheduled for April 26, 2019.			

[Recorder: Jennifer Holst]