

Ventura County Community College District
EEO Advisory Committee Meeting Minutes
April 29, 2016

Present: Michael Arnoldus, Emily Day, Marcos Lupian, Gary Maehara, Paula Munoz, Mara Rodriguez, Michael Shanahan
Approved: July 14, 2016

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Meeting Opened	The meeting began at 3:02 p.m.	N/A	N/A	N/A
Review February 19, 2016, Meeting Minutes	No committee member voiced objection to approval of the minutes.	Post minutes on website.	As soon as possible.	Ms. Holst
March EEO Report to Board of Trustees	The committee reviewed the March 2016 VCCCD Board of Trustees EEO Report.	N/A	N/A	N/A
Diversity Training Video	The Diversity Training Video is complete and available for viewing. Mr. Maehara will send the link to the committee members.	Send training video link to committee.	As soon as possible.	Mr. Maehara
Diversity Facilitators	<ul style="list-style-type: none"> • The committee continued discussing the concept of a diversity champion. Comments received from Ms. Munoz and Mr. Hopkins, and the results of a poll of Districts with such a position, were reviewed. • At the annual training for all diversity facilitators, Mr. Arnoldus will discuss with them what they have observed. Concise and consistent training materials and a checklist will be developed to ensure that all required items are being discussed. • There are many avenues worth exploring to increase diversity in hiring. The District currently has no money earmarked to hire a specific diversity champion position. 			
New Allocation Model of EEO Funding	The committee discussed a proposed response to the 12.11.15 State Chancellor’s Memo concerning the New Allocation Model of Equal Employment Opportunity (EEO) Fund. Many items listed are already being done. This District is further along than many Districts that have not yet submitted their EEO Plan. Mr. Maehara will prepare a District response to the State Chancellor’s Office. Please send any additional information to Mr. Maehara to include in the response.	Prepare response to State Chancellor’s Office.	By deadline of June 1, 2016.	Mr. Maehara

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
EEO Plan Deliverables and Mechanisms for Evaluating Diversity Pools/Outcomes	<p>The committee discussed the EEO Plan (AP 3420) deliverables and those items in the plan that need to be completed and analyzed.</p> <ul style="list-style-type: none"> • <u>Plan Component 7. Annual Written Notice to Community Organizations</u>: A list of community and professional organization should be developed. Please bring names and e-mail information to the next meeting. • <u>Plan Component 8. Analysis of District Workforce and Applicant Pool</u>: The Diversity Dashboard and EEO Presentation to the Board started this work, but more remains to be done. Human Resources will gather this data and bring it to the committee for review and analysis. • <u>Plan Component 9. Additional Measure Necessary to Further Equal Employment Opportunity</u>: We will ask for clarification from the State Chancellor on what categories to be broken out. • <u>Plan Component 10. Persons with Disabilities</u>: Add veterans to this list. • The committee to review the complaint procedure for discussion at the next meeting. 	<p>Gather community and professional organizations (names/e-mails)</p> <p>HR to bring workforce and applicant information.</p> <p>HR to ask State Chancellor for clarification of representative categories.</p> <p>Add Veterans to list of disabilities.</p> <p>Review complaint procedure.</p>	<p>Next Meeting.</p>	<p>As referenced.</p>
Review of Applicant Packet (Including Questions)	<p>The committee received the application that is now on the new NEOGOV system. This will be discussed next time.</p>	<p>Committee to review.</p>	<p>Next meeting.</p>	<p>Committee</p>
Step-by-Step Procedure on Handling a Complaint	<p>The committee received the discrimination complaint procedure flowchart. The flowchart and where to link this procedure on the website will be discussed next time.</p>	<p>Committee to review.</p>	<p>Next meeting.</p>	<p>Committee</p>
Select Next Meeting Date	<p>The committee selected June 23, 2016, at 2:00 p.m. as the next meeting date.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
Future Agenda Topics	<p>None were discussed.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
Next Meeting Date	<p>The next meeting date will be June 23, 2016, at 2:00 p.m., in the Board Room of the DAC.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]