



**Ventura County Community College District
EEO Advisory Committee Meeting Minutes
November 22, 2019 – District Lakin Board Room 108**

Present: Michael Arnoldus, Laura Barroso, Dana Boynton, Dr. Jennifer Clark, Dr. Carolyn Inouye, Amparo Medina, and Maria Urenda

Via Skype: Silvia Barajas

Absent: Greg Gillespie, Alejandra Gonzalez, Perry Martin, Paula Munoz, and Karen Sutton

Approved:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 2:04 p.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none">On motion by Maria Urenda, and seconded by Amparo Medina the meeting minutes for September 27, 2019, were approved.	<ul style="list-style-type: none">Post approved minutes to the website	ASAP	Jillian Sturek
Screening Committee Facilitator Selection Update	<ul style="list-style-type: none">Michael updated the committee on the results of the facilitator interviews: 9 facilitators were successful and will now complete training. Michael invites the committee to the facilitator training and states that he will send out more information regarding this. Michael suggested that in the future we should not be re-interviewing current facilitators and brought up the possibility of implementing a facilitator evaluation survey to be completed by the hiring committees.	<ul style="list-style-type: none">Send facilitator training information	ASAP	Michael Arnoldus
Review of the Charge of the Committee	<ul style="list-style-type: none">Informal discussion on the composition of the committee: classified and managerial representation from each campus and the DAC. The committee notes that there is no managerial representation from Ventura College. Informal discussion of contractual compliance. Michael states that he will discuss this with the Vice Chancellor. The committee agrees that SEIU will make four classified appointments to the committee (one from each college and one from the DAC). The committee has tabled the discussion of faculty representation since no faculty are in attendance.	<ul style="list-style-type: none">Contractual compliance discussion with Jim Dembowski	ASAP	Michael Arnoldus



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Review Committee Membership	<ul style="list-style-type: none"> • Tabled 	N/A	N/A	Maria Urenda Michael Arnoldus
Committee Member Absences	<ul style="list-style-type: none"> • Informal discussion on the reasonable amount of absences. Michael states that he would like the committee to meet on a monthly basis. The committee agrees that if you miss two meetings you will no longer be on the committee. The committee also agrees that sending a proxy is reasonable. Michael states that he will craft some language regarding this and will bring it to the next meeting. Amparo suggests reaching out to the Academic Senate Presidents in regards to the committee's faculty representation. She suggests this for two reasons. (1). To see if the ASP's are ok with the current committee composition or if they would like to make changes and (2). To make the ASP's aware of the committee's faculty absences. 	<ul style="list-style-type: none"> • Draft absence/proxy language • Email Academic Senate Presidents regarding committee's faculty representation 	ASAP ASAP	Michael Arnoldus Michael Arnoldus
Minimum Qualifications for Senior Managers	<ul style="list-style-type: none"> • Informal discussion on the committee's responsibility in changes to minimum qualifications for managers. The committee would like more input and more transparency on these kinds of changes. On motion from Silvia: changes to management minimum qualifications should go through DCHR. Carolyn seconds. The rest of the committee abstains and the motion does not move forward. Michael tables this discussion for next meeting and will update the Vice Chancellor of Human Resources as to what was discussed. 	<ul style="list-style-type: none"> • Discuss with Jim Dembowski 	ASAP	Michael Arnoldus
Update Regarding Review of Faculty Selection Procedures	<ul style="list-style-type: none"> • Michael informs the committee that he has met with the Academic Senate Presidents and Vice Presidents. Perry was in attendance as well. Another meeting is set for December. More work to be done. 	N/A	N/A	Michael Arnoldus



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Review Frequency of Committee Meetings	<ul style="list-style-type: none">Informal discussion on what day of the week to meet on. Committee suggests Friday mornings instead of afternoons. Fridays were selected to accommodate faculty. Due to the holidays, Michael suggests that the next meeting take place in January. .	N/A	N/A	Michael Arnoldus
Next Meeting Date	<ul style="list-style-type: none">Committee agrees next meeting will take place Friday, January 10, 2020 from 11:30 a.m. to 1 p.m. Future meetings will be discussed when faculty is present.	<ul style="list-style-type: none">Set up meeting	ASAP	Jillian Sturek
Job Fair Materials that Promote an Inclusive and Welcoming Environment	<ul style="list-style-type: none">Tabled	<ul style="list-style-type: none">Provide update	Next meeting	Perry Martin Karen Sutton Maria Urenda Michael Arnoldus
Hire Me Workshop Update	<ul style="list-style-type: none">Tabled	<ul style="list-style-type: none">Provide Update	Next meeting	Perry Martin Paula Munoz

[Recorder: Kelly Barton]