



Ventura County Community College District
EEO Advisory Committee Meeting Minutes
March 27, 2020 – District Lakin Board Room 108

Present

Via Zoom: Jim Dembowski, Andrea Ingley, Laura Barroso, Elissa Caruth, Maria Urenda, Amparo Medina, Dana Boynton, Dr. Jennifer Clark, Dr. Carolyn Inouye

Absent: Greg Gillespie, Perry Martin, and Paula Munoz

Approved:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 2:01 p.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none"> On motion by Amparo Medina, and seconded by Elissa Caruth, the meeting minutes for November 22, 2019, were approved. 	<ul style="list-style-type: none"> Post approved minutes to the website 	ASAP	Cece Chavez
Screening Committee Facilitator Training Update	<ul style="list-style-type: none"> Andrea shared that the facilitators had been selected and need to be trained. Andrea, Peter Sezzi and Tania De Clerck have been working together to create a training program for the new facilitators. Before the closure of the District Administrative Center, the plan was to administer training in April. Amparo suggested that there be a survey that the screening committee could take evaluating the performance of the facilitator at the end of the process. She also suggested that facilitators should be chosen based on a rotation. Discussion ensued regarding the different facilitation styles between Michael and faculty members. 	<ul style="list-style-type: none"> Follow up regarding date of training Administer facilitator training 	ASAP	Andrea Ingley Peter Sezzi Tania De Clerck
Review of the Charge of the Committee	<ul style="list-style-type: none"> Tabled 	N/A	N/A	Andrea Ingley
Review Committee Membership	<ul style="list-style-type: none"> Discussion ensued regarding committee membership. Amparo shared that the idea was discussed, and not adopted, for DCHR to absorb the EEO Advisory Committee. After much discussion among the committee members, it was decided that no changes to the committee membership would be made. Instead, the focus of today’s meeting would be on attendance. Dana requested that the Chancellor appoint a 	<ul style="list-style-type: none"> Follow-up with Chancellor Gillespie to appoint the 3rd administrator/manager/supervisor 	ASAP	Andrea Ingley



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	<p>3rd administrator/manager/supervisor from Ventura College. Carolyn pointed out that the classified and administrator/manager/supervisor positions do not designate one from each campus, only faculty positions make that designation.</p>			
<p>Committee Member Absences</p>	<ul style="list-style-type: none"> Andrea offered to create language for the committee regarding absences. Amparo suggested that there be a designated proxy to stand-in for committee members that would not be able to attend a meeting. She also suggested adding a rule that if a committee member missed more than 2 meetings without a proxy they would no longer be part of the committee. Elissa offered to edit the drafted language. Carolyn added that the language should include “appointing authority”, instead of stating a specific group. She also suggested that the committee member should appoint their own proxy. 	<ul style="list-style-type: none"> Draft absence/proxy language 	<p>ASAP</p>	<p>Andrea Ingley Elissa Caruth</p>
<p>Update Regarding Review of Faculty Selection Procedures</p>	<ul style="list-style-type: none"> Carolyn gave an overview of past conversations the committee had regarding review of the faculty selection process. The committee thought Perry would be a good candidate to work with Michael on this subject. Carolyn suggested that we reach out to Perry for an overview on this subject. Carolyn expressed her frustration with not knowing if or how the committee’s ideas were used or implemented. Jim stated that this committee does not report to DCHR. Jim continued that this committee is an advisory committee to the Chancellor. Andrea shared the example of the Resolution that the EEO Advisory Committee drafted and shared with the Chancellor. Amparo requested a follow-up regarding the Resolution. 	<ul style="list-style-type: none"> Review past agenda minutes regarding this item Follow-up with the Chancellor regarding the Resolution. 	<p>April 24, 2020</p>	<p>Andrea Ingley</p>
<p>Review Frequency of Committee Meetings</p>	<ul style="list-style-type: none"> Andrea verified with the committee that they will continue meeting monthly. 	<p>N/A</p>	<p>N/A</p>	<p>Andrea Ingley</p>



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Job Fair Materials that Promote an Inclusive and Welcoming Environment	<ul style="list-style-type: none">• Tabled	<ul style="list-style-type: none">• Identify project lead	Next meeting	Andrea Ingley
Hire Me Workshop Update	<ul style="list-style-type: none">• Tabled	<ul style="list-style-type: none">• Identify project lead	Next meeting	Andrea Ingley
Next Meeting Date	<ul style="list-style-type: none">• Committee agrees next meeting will take place Friday, April 24, 2020 from 10:30 a.m. to 12 p.m.	<ul style="list-style-type: none">• Set up meeting	ASAP	Cece Chavez

[Recorder: Cece Chavez]