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**Ventura County Community College District  
EEO Advisory Committee Meeting Minutes**

**March 19, 2021; 10:30 a.m.-12:30 p.m.**

**Join from PC, Mac, Linux, iOS or Android:** <https://cccconfer.zoom.us/j/96297259598?pwd=VTcrVml0M1RMRmV1KytmYVdiWGx1QT09>

**Or Telephone: Dial:** +1 646 876 9923 (US Toll)

**Meeting ID:** 962 9725 9598

**Present**

**Via Zoom:** Laura Barroso, Andrea Ingley, Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Amparo Medina, Jennifer Kalfsbeek-Goetz, Oscar Cobian, Gloria Bañuelos

**Guests:**

**Absent:** Jennifer Clark, Dana Boynton

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	Meeting started at 10:30 a.m.	N/A	N/A	N/A
<b>Review Meeting Minutes</b>	<ul style="list-style-type: none"> <li>On motion by Maria Urenda, and seconded by Paula Munoz, the meeting minutes for February 15, 2021 meeting were approved.</li> </ul>	<ul style="list-style-type: none"> <li>Post approved minutes to the website</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez
<b>Making Decisions</b>	<ul style="list-style-type: none"> <li>Perry Martin expressed the need to discuss how the committee makes decisions considering the recent changes in membership. He expressed concerns regarding division within the committee based on the units they represent. He went on to state that there should be no unresolved issues among committee members and that group norms and ground rules need to be revisited to determine how the committee will support each other. He stated that if the agenda gets stifled or changed, it adversely affects this group and the time, efforts, and energy that is put into making decisions. He also stressed the importance of management being present at committee meetings.</li> <li>Oscar Cobian agreed with what Perry Martin discussed. Oscar Cobian commented that he believes being new to the committee is advantageous. He also stated that he is task-oriented and he is ready to move forward and would like to leave this meeting with a roadmap for the EEO Plan.</li> </ul>	N/A	N/A	N/A



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	<ul style="list-style-type: none"> <li>• Maria Urenda commented that she did not believe the classified representatives were voting against faculty at the last meeting, it just so happened that the two groups disagreed. She stated that we have a good group and she would like the committee to work together as an advisory to the Chancellor, by having Vice Chancellor Barroso and EEO Officer, Director Ingley take committee recommendations to the Chancellor. Maria Urenda would like to move forward and continue working with respect. She states that working together on this plan will create cohesiveness among the committee.</li> <li>• Laura Barroso discussed her observation of varying perspectives at the last meeting and stated that she would like the group to use open dialogue to avoid “us against them” decision-making. Laura Barroso expressed the importance of this committee and that she always makes it a point to attend meetings. She shared that during the last meeting something occurred that pulled management away. She mentioned that the decision-making process for the training could have been handled differently, but the decision was made to move forward with someone who is considered an expert in her field by the state chancellor’s office. Laura Barroso asked, with training behind us, how does the committee move forward with what was presented to us?</li> <li>• Oscar Cobian acknowledged Laura Schulkind’s experience and stated that she has given us a template and examples from other colleges and that he would like her to review our drafts and provide feedback on our progress when we get there.</li> <li>• Perry Martin stated that is important to make decisions in a democratic way and that there should be committed resources to attract, recruit, and maintain diverse faculty. He also stated that this committee has a powerful voice and it can be impactful if we begin with the end-results in mind.</li> </ul>			
<b>Moving Forward?</b>	<ul style="list-style-type: none"> <li>• Paula Muñoz agreed that the committee needs to move forward. She expressed that the committee needs to be assured that each voice matters and will be respected. She stated that this needs to be a safe</li> </ul>	N/A	N/A	N/A



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	<p>space where we can disagree and she has also enjoyed working with a subcommittee within the EEOAC.</p> <ul style="list-style-type: none"> <li>• Laura Barroso shared her review of AP 3420 stating that this Committee is advisory to the Chancellor and to the EEO Officer, Director Ingley and perhaps the EEOAC has not capitalized on advising the EEO Officer and Vice Chancellor as the representative of the district. Laura Barroso stated that we are all part of this committee and able to do the work to recommend to the Chancellor with the knowledge that the team has support from Andrea Ingley and Laura Barroso when the work is presented to the Chancellor. Laura Barroso stated that every single person in this committee has a role and she appreciates what each member has to say and believes that there is a lot of good work that this group will accomplish. She also asked that if a member does not feel heard, they speak out in real time with the committee.</li> <li>• Perry Martin asked the committee to refrain from participating in micro-aggressions including silently commenting in the chat box.</li> <li>• Laura Barroso asked that we all remain committed and engaged during the meetings.</li> </ul>			
<p><b>AP 7120-D Recruitment and Hiring: Full Time Faculty</b></p>	<ul style="list-style-type: none"> <li>• Paula Munoz requested that the committee be aware of the proposed changes to AP 7120-D.</li> <li>• Andrea Ingley provided the committee with the most recent draft that was presented to DCHR. She stated that she began the revision based on a request from the EEOAC and now the academic senates are offering suggestions to revise the AP. Once DCHR has a final copy to present, Andrea Ingley will bring the AP to the EEOAC for review.</li> <li>• Elissa Caruth confirmed that Oxnard College Academic Senate would be reviewing the AP at their next meeting.</li> <li>• Paula Munoz stated that Ventura College Academic Senate would also be reviewing the AP at their next meeting.</li> </ul>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<ul style="list-style-type: none"> <li>Andrea Ingley encouraged the committee members to email her any suggested changes, with an EEO perspective, to AP 7120-D if they are not being heard in the DCHR committee.</li> </ul>			
<b>Training for Hiring Committees and Facilitators Update</b>	<ul style="list-style-type: none"> <li>Andrea Ingley announced that training for Hiring Committees will take place on April 6 and April 15. The Employment Equity Facilitator training is scheduled on April 16. All facilitators have confirmed their availability. After training on April 16, we will no longer be using the current diversity video for training. Andrea Ingley explained that Laura Schulkind will be conducting the trainings.</li> <li>Perry Martin requested that the EEOAC be able to attend the Equal Employment Facilitator training.</li> <li>Laura Barroso stated that we also invite interested Deans to better understand the facilitator’s role.</li> <li>Jennifer Kalfsbeek-Goetz recommended housing training materials in a Canvas shell to share with others.</li> </ul>	<ul style="list-style-type: none"> <li>Invite EEOAC committee and Deans who would like to participate in the EEF training</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez
<b>VCCCD EEO Plan</b>	<ul style="list-style-type: none"> <li>Laura Barroso shared that she spoke with the Chancellor regarding the deadline to present the EEO Plan. She mentioned that the deadline would be at the end of Fall 2021.</li> <li>Jennifer Kalfsbeek recommended setting an internal deadline sometime in early October to allow time for the plan to be reviewed and added to the December Board of Trustees meeting.</li> <li>Laura Barroso shared the EEO Plan Matrix template provided by Laura Schulkind.</li> <li>Andrea Ingley recommended that the EEOAC split into three subgroups to work on each of the three preliminary goals set forth by Laura Schulkind:               <ul style="list-style-type: none"> <li>1. Districtwide audit of EEO activities that are already in play at the district and colleges. Andrea Ingley, Maria Urenda, Amparo Medina, Oscar Cobian, and Jennifer Kalfsbeek-Goetz volunteered for this goal. This</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete and present the EEO MMC</li> </ul>	<ul style="list-style-type: none"> <li>April EEOAC meeting</li> </ul>	Subgroup #1



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	<p>committee will be assisting Andrea Ingley with the EEO Multiple Methods Certification report which will be presented at the April EEOAC meeting.</p> <ul style="list-style-type: none"> <li>2. Review, edit, and update the current EEO Plan AP and make sure it is legally compliant and robust. Elissa Caruth, Jennifer Kalfsbeek-Goetz, Maria Urenda, Amparo Medina, and Paula Muñoz volunteered for this goal.</li> <li>3. Create a list of project initiatives, current and those that we can plan for in the future, that the EEOAC might do, as part of a three-year plan, that support institutional commitment to diversity across hiring, pre-hiring and post-hiring initiatives. Perry Martin, Laura Barroso</li> </ul>	<ul style="list-style-type: none"> <li>Review, edit, and update the current EEO Plan AP</li> <li>Create a list of possible project initiatives</li> </ul>	<ul style="list-style-type: none"> <li>April EEOAC meeting</li> <li>April EEOAC meeting</li> </ul>	<p>Subgroup #2</p> <p>Subgroup #3</p>
<b>EEO Multiple Measures Certification Delegation</b>	<ul style="list-style-type: none"> <li>Andrea Ingley used the last 15 minutes of the EEOAC meeting to meet with subgroup #1 to plan how the group would meet their goal and contribute to the EEO Multiple Methods Certification report.</li> </ul>	N/A	N/A	N/A
<b>Future Items</b>	<ul style="list-style-type: none"> <li>Classified and Faculty Surveys</li> <li>Screening Committee Facilitators Survey</li> <li>Faculty Hiring Practice Review</li> <li>Andrea Ingley stated that the three future items are examples of initiatives that could be added to Goal number 3 of the EEO Plan formation project.</li> </ul>			
<b>Non-Agenda Items</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	N/A	N/A	N/A
<b>Next Meeting Date</b>	<ul style="list-style-type: none"> <li>The next meeting date is Friday, April 16, 2021 from 10:30 a.m. to 12:30 p.m.</li> <li>The May meeting was rescheduled to Friday, May 14 from 11 a.m. to 1 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>Set up meeting</li> <li>Reschedule meeting</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> <li>ASAP</li> </ul>	<p>Cece Chavez</p> <p>Cece Chavez</p>

[Recorder: Cece Chavez]