



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

April 24, 2020; 10:30-12:00 p.m.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/97440962732>

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

Meeting ID: 974 4096 2732

Present

Via Zoom: Andrea Ingley, Laura Barroso, Elissa Caruth, Maria Urenda, Amparo Medina, Dana Boynton, Carolyn Inouye

Absent: Greg Gillespie, Jim Dembowski, Jennifer Clark, Perry Martin, and Paula Munoz

Approved:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 10:30 a.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none"> • On motion by Amparo Medina, and seconded by Laura Barroso, the meeting minutes for March 27, 2020 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, with assistance from Peter Sezzi and Tania De Clerk, she conducted the Screening Committee Facilitator training on 4/23/20. Andrea shared that the training was very productive. It was beneficial to get all the facilitators together to share best practices and discuss new virtual practices. The facilitators will be conducting Zoom interviews in the future. Marisa Lynch, HR Technician, will be assisting the facilitators with Zoom as needed. There was a lot of feedback regarding the hiring process. The facilitators would like to meet again in the fall. Andrea shared some of the AFT concerns that she discussed with the facilitators during the training: <ul style="list-style-type: none"> ○ Facilitators changing interview questions ○ Facilitators selecting committee members ○ Facilitators need to go over diversity in more detail ○ Facilitators need to stay alert during breaks to prevent side conversations 	N/A	N/A	N/A



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	<ul style="list-style-type: none"> ○ Facilitators adding a disclaimer with Human Resources department contact information is they have any concerns about the facilitator or process <p>There was additional discussion during the training regarding division of responsibility and confusion of responsibility when some facilitators go above and beyond and others go by the guidelines. Andrea recommended that a few facilitators be included in discussion regarding updating the faculty selection process.</p>			
Review of the Charge of the Committee	<ul style="list-style-type: none"> ● Andrea reviewed the committee charge. Discussion ensued among the Committee regarding the history of the charge and the purpose of this advisory committee. Amparo recommended that the committee use the EEO Multiple Methods Certification form to craft the committee charge. Amparo and Maria volunteered to work on reviewing the committee charge. Amparo inquired about the process to update the charge. She asked if there are only certain times that changes can be made. She also asked if changes require Board approval. 	<ul style="list-style-type: none"> ● Draft suggested committee charge changes. 	Next Meeting	Amparo Medina Maria Urenda
Review Committee Membership	<ul style="list-style-type: none"> ● Andrea reviewed the committee membership. She also stated that she spoke with Chancellor Gillespie about his appointment and he appointed Damien Pena from Ventura College as the third manager in the committee. Damien will be invited to the next EEO meeting. There were no requested changes to the committee membership. 	<ul style="list-style-type: none"> ● Invite Damien Pena to the next EEO Meeting 	Next Meeting	Cece Chavez
Committee Member Attendance Policy	<ul style="list-style-type: none"> ● The committee reviewed the first draft of the attendance policy which was created by Andrea and Elissa. The Committee agreed to add some verbiage supporting work to rule. 	<ul style="list-style-type: none"> ● Update first draft of Attendance Policy 	Next Meeting	Elissa Caruth
Update Regarding Review of Faculty Selection Procedures	<ul style="list-style-type: none"> ● Tabled 	N/A	N/A	N/A



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Approve Equal Opportunity Fund Multiple Method Certification Form, Fiscal Year 2019-2020	<ul style="list-style-type: none"> Andrea presented the Equal Opportunity Fund Multiple Method Certification Form. She mentioned that for next year, this report should be worked on throughout the year by the Committee. On motion by Amparo Medina, and seconded by Maria Urenda, the Equal Opportunity Fund Multiple Method Certification Form was approved. 	N/A	N/A	N/A
Additional Discussion Regarding Non-Agenda Items	<ul style="list-style-type: none"> Andrea shared her interest in seeing an updated Diversity Training Video talking about diversity in a more modern way while including the basic concepts. Discussion ensued about potentially using EEO funds to solicit an outside consultant to help with this project. Another idea was brought up to collaborate with the District Professional Development Committee. Andrea gave an update on the College Diversity Plans Resolution. Dr. Gillespie responded that the resolution needs to go to the Board if it has not already. Amparo brought up the VCCCD Faculty/Staff Diversity Mini Grant program. Carolyn shared that this is a newer grant but there has been no requests from the campuses to use the funds. Carolyn Inouye shared her concern about conducting remote interviews and hiring a great online instructor who may not interact well with students in person. There are a few Zoom interviews coming up in the near future in which Carolyn, Elissa and Amparo will participate. The Committee requested that they share their experiences at the next meeting. 	<p>N/A</p> <ul style="list-style-type: none"> Follow-up with Patti Blair <p>N/A</p> <ul style="list-style-type: none"> Share experience with Zoom interviews 	<p>N/A</p> <p>ASAP</p> <p>N/A</p> <p>Next meeting</p>	<p>N/A</p> <p>Andrea Ingley</p> <p>N/A</p> <p>Carolyn Inouye Elissa Caruth Amparo Medina</p>
Next Meeting Date	<ul style="list-style-type: none"> Committee agrees next meeting will take place Friday, May 15, 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]