



<http://www.vcccd.edu/departments/human-resources/diversity-and-equal-employment-opportunity>

**Ventura County Community College District
EEO Advisory Committee Meeting Minutes
November 20, 2020; 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: +1 669 900 6833 (US Toll)
Meeting ID: 962 9725 9598**

Present

Via Zoom: Andrea Ingley, Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Amparo Medina, Dana Boynton, Jennifer Clark, Carolyn Inouye, Gabriella Asamsama-Acuna

Guests:

Absent: Laura Barroso

| 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 Paula Munoz, and seconded by Maria Urenda, the meeting minutes for October 16, 2020 were approved. | <ul style="list-style-type: none"> Post approved minutes to the website | <ul style="list-style-type: none"> ASAP | Cece Chavez |
| Past Action Item Updates and Follow-up | <ul style="list-style-type: none"> Andrea reviewed the pending action items from the October 16 meeting minutes. Andrea stated that the majority of the follow-up items were agendized on the November 20 meeting agenda and would be discussed at the time of the corresponding item. | N/A | N/A | N/A |
| Diversity Language in Job Posting | <ul style="list-style-type: none"> Discussion ensued among the EEAOC members regarding the diversity language in the VCCCD job postings. The Diversity Language in Job Posting document was edited in real time with the Committee's input. | N/A | N/A | N/A |
| EEO Plan | <ul style="list-style-type: none"> A few members of the EEOAC attended a meeting, hosted by the Chancellor, regarding diversity hiring. At the meeting a member of the District's legal counsel team, Laura Schulkind, offered to help the EEOAC create an EEO Plan and host a working retreat. | | | |



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|--|--|---|---|---|
| | <ul style="list-style-type: none"> On motion by Amparo Medina, and seconded by Maria Urenda, the invitation of Laura Schulkind to a January EEOAC meeting was approved. Voted Yes: Paula Munoz, Perry Martin, Carolyn Inouye, Maria Urenda, Dana Boynton, Amparo Medina, Gabriella Asamsama-Acuna, Elissa Caruth The Committee requested to see a sample EEO Plan, resume, and legislation that Laura Schulkind has written. | <ul style="list-style-type: none"> Request materials from Laura Schulkind | <ul style="list-style-type: none"> ASAP | Laura Barroso |
| Review and Prepare EEO Multiple Method Certification for 2020-2021 Submission | <ul style="list-style-type: none"> Andrea presented the EEO Multiple Method Certification for 2019-2020 with the EEOAC to review and keep in mind that this document will be due once again in April of 2021. This submission allows us to receive grant funding to support EEO endeavors. | N/A | N/A | N/A |
| Hiring Practices Discussion for Academic Senate Presidents | <ul style="list-style-type: none"> Perry stated that he would like to setup a panel interview with the ASPs to begin conducting a GAP analysis for the faculty hiring process. Andrea shared that the Committee has already been provided with faculty hiring procedure documentation including the Full-Time Faculty Hiring Practice Notes 2020-10-30 document that was provided by the ASPs. Andrea recommended that a sub-committee be created to review all the written documentation provided with past EEOAC agendas and compile questions and recommendations which could also help with the revision of AP 7120-D. Volunteers included Perry, Carolyn, Amparo, and Paula. | <ul style="list-style-type: none"> Review faculty hiring process materials provided with past EEOAC agendas and AP 7120-D and present questions and recommendations to EEOAC | <ul style="list-style-type: none"> January EEOAC meeting | Perry Martin, Carolyn Inouye, Amparo Martinez Paula Munoz |
| AP 7120-D Recruitment and Hiring: Full-Time Faculty | <ul style="list-style-type: none"> Andrea shared that the AP 7120-D was being revised through DCHR and recommended that the Full-Time Faculty Hiring Process sub-committee provide feedback on the AP. | <ul style="list-style-type: none"> Provide feedback to the EEOAC | <ul style="list-style-type: none"> January EEOAC meeting | Perry Martin, Carolyn Inouye, Amparo Martinez Paula Munoz |



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| Employment Equity Facilitator Recruitment Updates | <ul style="list-style-type: none"> Andrea announced that the Employment Equity Facilitator recruitment was completed and two out of five successful candidates were selected for hire. | <ul style="list-style-type: none"> Email names of selected facilitators to the EEOAC members | <ul style="list-style-type: none"> ASAP | Andrea Ingley |
| Diversity Hiring P3 Plan: Policy, Practice, and Procedures | <ul style="list-style-type: none"> Tabled | <ul style="list-style-type: none"> Add to January meeting agenda | <ul style="list-style-type: none"> ASAP | Cece Chavez |
| Next Meeting Date | <ul style="list-style-type: none"> The December 18 EEOAC meeting was cancelled. A special meeting will be scheduled for a date in December, prior to December 17, for one hour, to discuss the materials that will be requested from Laura Schulkind. | <ul style="list-style-type: none"> Send Doodle Poll to determine optimal meeting date | <ul style="list-style-type: none"> ASAP | Cece Chavez |

[Recorder: Cece Chavez]