



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

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

February 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: Andrea Ingley, Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Amparo Medina, Dana Boynton

Guests:

Absent: Laura Barroso, Jennifer Kalfsbeek-Goetz, Jennifer Clark, Oscar Cobian

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 Dana Boynton, and seconded by Maria Urenda, the meeting minutes for November 20, 2020 and December 15, 2020 and January 15, 2021 were approved. Paula Munoz abstained. 	<ul style="list-style-type: none"> Post approved minutes to the website 	<ul style="list-style-type: none"> ASAP 	Cece Chavez
Making Decisions	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
Moving Forward?	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
VCCCD EEO Plan	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
AP 7120-D Recruitment and Hiring: Full Time Faculty	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
Employment Equity Facilitator Training	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A
Updating VCCCD	<ul style="list-style-type: none"> Tabled 	N/A	N/A	N/A



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Diversity Hiring Video	<ul style="list-style-type: none"> • Tabled 	N/A	N/A	N/A
Future Items	<ul style="list-style-type: none"> • A. Diversity Training Hiring for Committees. Andrea Ingley shared that the plan is to schedule a Diversity Training for Hiring Committees sometime before April. Multiple trainings will be offered and will be open to any and all employees interested in serving on a hiring committee. Andrea also shared that she is planning to conduct training for facilitators in conjunction with LCW in the near future. • B. Classified and Faculty Surveys. Perry Martin shared that Moorpark College has been working on a faculty survey that is about 75% complete. Once the college determines the survey effective, Perry will bring it to the EEOAC for review. Andrea stated that HR conducts a survey after every classified recruitment to assess customer satisfaction. Perry Martin stated that this survey is about climate, which would call for institutional research, which the Chancellor would need to request of the campuses. Andrea stated that a culture and climate survey should be mostly the same for faculty and classified with a few minor changes. She also stated that these are the type of things that should be included in the EEO Plan with measurables. • C. Screening Committee Facilitator Survey. Perry Martin explained that this survey would be given to the hiring committee to receive feedback on the facilitator. He goes on to state that the facilitators should not be surveyed until after they receive training. • D. Faculty Hiring Practice Review. Perry Martin explained that this is part of the Faculty survey that the college is preparing. • E. Share Moorpark College Diversity Hiring P3 Plan : Policy, Practice and Procedures. Perry Martin requested to remove this item from the agenda. • F. VCCCD Faculty/Staff Diversity Mini Grant Program. Discussion ensued among the Committee. There was an overall consensus to remove the item from the agenda. 	<ul style="list-style-type: none"> • Add Maria Urenda to Item B. • Remove Amparo Medina from Item D. and add her to Item C. • Add Paula to Item D. • Remove Item E. • Remove Item F. 	<ul style="list-style-type: none"> • ASAP • ASAP • ASAP • ASAP • ASAP 	<ul style="list-style-type: none"> Cece Chavez Cece Chavez Cece Chavez Cece Chavez Cece Chavez



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Non-Agenda Items	<ul style="list-style-type: none">At the beginning of the meeting, a motion was made. On motion by Perry Martin and seconded by Paula Munoz, the cancellation of the February 19, 2021 was not approved. Voted Yes:, Paula Munoz, Perry Martin, Elissa Caruth Voted No: Maria Urenda, Amparo Medina, Dana Boynton	N/A	N/A	N/A
Next Meeting Date	<ul style="list-style-type: none">The next meeting date is Friday, March 19, 2021 from 10:30 a.m. to 12:30 p.m.	<ul style="list-style-type: none">Set up meeting	<ul style="list-style-type: none">ASAP	Cece Chavez

[Recorder: Cece Chavez]