



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

**Ventura County Community College District
EEO Advisory Committee Meeting Minutes
November 19, 2021; 8:30 a.m.-10:30 a.m.**

Join from PC, Mac, Linux, iOS or Android: <https://vcccd-edu.zoom.us/j/94359698938?pwd=amZFWnVFR3FWc1dITGpOc2FONFYvdz09>

Or Telephone: Dial: +1 669 900 6833 (US Toll)

Meeting ID: 943 5969 8938

Present

Via Zoom: Andrea Ingley, Dana Boynton, Elissa Caruth, Oscar Cobian, Paula Munoz, Maria Urenda, Jennifer Clark

Guests:

Absent: Laura Barroso, Gloria Banuelos, Perry Martin, Edlin Marquez, Jennifer Kalfsbeek-Goetz

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 8:37 a.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none"> On motion by Maria Urenda and seconded by Oscar Cobian, the meeting minutes for September 10, 2021 and October 15, 2021 meetings were approved. 	<ul style="list-style-type: none"> Post approved minutes to the website 	<ul style="list-style-type: none"> ASAP 	Cece Chavez
VCCCD EEO Plan	<ul style="list-style-type: none"> Andrea Ingley shared the updated draft of the EEO Plan which only included one picture on the first page instead of throughout the document. There was a general consensus to send this version forward for approval. Andrea requested any other changes or corrections to be communicated to her before December 3. 	<ul style="list-style-type: none"> Update EEO Plan 	<ul style="list-style-type: none"> ASAP 	Andrea Ingley
BP/AP 3420 Equal Employment Opportunity Plan	<ul style="list-style-type: none"> Andrea Ingley shared the recommended changes made by DCHR to BP 3420 Equal Employment Opportunity with the committee. The suggestions from the EEOAC were to replace the word “harmony” with “collaboration” and change the word “fosters” to “promotes”. Andrea Ingley shared the current draft of AP 3420 Equal Employment Opportunity. She stated that DCHR has formed a subcommittee to work on the AP and that she would like to add an EEOAC member to that workgroup. Maria Urenda volunteered to join the workgroup. The EEOAC should send recommended changes to the AP to Maria to share with the workgroup. 	N/A	N/A	N/A
EEO Fund Multiple Methods	<ul style="list-style-type: none"> Andrea Ingley stated that she would like the committee to have the EEO Fund Multiple Methods Certification Form on their radar. The 	N/A	N/A	N/A



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Certification Form	EEOAC will need to begin collecting supporting documentation for review and approval in April 2022.			
Future Items	<ul style="list-style-type: none"> N/A 	N/A	N/A	N/A
Non-Agenda Items	<ul style="list-style-type: none"> Paula Munoz shared an EEO related matter regarding the Resolution in Support of Recognizing Additional Minoritized and Marginalized Groups on Hiring Committee, which was presented at the Ventura College Academic Senate meeting. 	N/A	N/A	N/A
Next Meeting Date	<ul style="list-style-type: none"> The December meeting was cancelled since the faculty members are off contract on the regularly scheduled meeting date. The next meeting date is Friday, January 21, 2021 from 8:30 a.m. to 10:30 p.m. 	<ul style="list-style-type: none"> Set up meeting 	<ul style="list-style-type: none"> ASAP 	Cece Chavez

[Recorder: Cece Chavez]

Reopening