

LMC Equal Employment Opportunity Committee  
First Committee Meeting  
Tuesday, February 7  
2 pm to 4 pm  
Room 409  
Minutes

Present: Bruce Cutler, Jamila Stewart, Rosa Armendariz, Marco Godinez, Keith Parsons, Erich Holtmann, Sandy Smith, Linda Kohler

Absent: Sarah Udor

**I EEO History**

Bruce presented the history of Affirmative Action and Equal Employment Opportunity Committees at both the District Office and college.

**II Draft District EEO Plan**

Bruce presented excerpts of the draft District EEO Plan that relate to potential college activities. It was agreed that Bruce would send the draft District EEO Plan to all committee members.

**III College EEO Committee Goals for Spring 2012**

The committee agreed to pursue two charges this academic year: (1) Sponsor events, training or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity, cultural/disability awareness, cross-cultural communication styles and multi-ethnic team building, and (2) Create a plan to monitor all selection committees and gender balance and to ensure the integrity.

- 1) Sponsor events, training or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity, cultural/disability awareness, cross-cultural communication styles and multi-ethnic team building:

Bruce, Demetria and Marco agreed to work on this charge of scheduling an event on campus this semester. We discussed a focus on students, their expectations when they come to LMC, how they are served and cross-cultural communication styles. Demetria will forward some workshop information to Bruce. Marco will pursue some leads he has. Bruce will contact Helen Benjamin and Karl Debro about leads. We also discussed the importance of this first workshop for the college being a starting point, on which future related workshops could occur next academic year. We have just under \$2,000 set aside for this event.

- 2) Create a plan to monitor all selection committees and gender balance and to ensure the integrity:

Sandy, Erich and Linda agreed to work on this charge this semester. It will address diversity training for hiring committees, a process to ensure good diversity of committee members, good examples of interview questions that address sensitivity to diversity and how to rate the responses we get. Sandy will also pursue the sharing of diversity figures for our three permanent employee groups.

We also discussed to whom the EEO Committee should report. After some discussion, we agreed that the EEO Committee should become a subcommittee of the SGC. Bruce will suggest this at the SGC meeting the following day where the IDEA Committee will present its accomplishments this year and will ask to be relieved of responsibility for the newly formed EEO Committee. Bruce will suggest that the SGC and IDEA Committee each entertain this proposal.

#### **IV Meeting Schedule**

We agreed that the two subcommittees would meet to pursue their assignments and that committee communications would occur by email. A future committee meeting date would be addressed at a later date.