**LMC EEO COMMITTEE MEETING MINUTES**

**Tuesday, April 14, 2020**

  **3:30pm to 4:50pm**

<https://4cd.zoom.us/j/5105623232?pwd=Wi8xdVZ4Y3ZtaUF6cmJBajRLMnQ2Zz09>

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|  | MEMBERS PRESENT: |
| **Sabrina T. Kwist**, **Carlos Montoya Duldulao,**  |
| **Janice Townsend, Dave Belman,**  **Edward Beanes, Abbey Duldulao****Teresea Archaga, Nicole Almassey**MEMBERS EXCUSED:**Shagoofa Khan** |

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| Item # | Approx. *Time**(minutes)* | ***Topic/Activity*** | ***Desired Outcome***  |
|  | 5 | Welcome |  |
|  | 4 | Public Comment and Announcements | Bi-directional communication from our College & Community  |
|  | 5 | 1. Approve Agenda for April 14, 2020
2. Approve Minutes from February 11, 2020
 | 1. ( Archaga / Almassey) Approved Unanimously
2. (Archaga / Townsend) Approved Unanimously
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|  | 15 | Contra Costa Community College DistrictRECRUITMENT AND SELECTION GUIDELINES EDITS | Members of the committee reviewed draft copies of the Recruitment and Selection Guide put forth suggestions to District EEO: Page 9 - 2nd paragraph: 'predicting' (can be an opinion; suggested word - estimating or determining)Page 13- “Dimensions of Behavior” to knowledge, skills and abilitiesPage 15 - 1st paragraph: 'digested' (suggested word - absorb)Page 16 - #1: (suggestion - name plates are recommended and appreciated ....)Page 17 - #9.3: 'problem' (suggestion - 'topic or requested scenario ....) Closer reads were suggested of page 4, 6, 21-22Suggested Glossary of TermsLarger discussion regarding the detail of hiring process for Management Process as compared to Classified Professionals and Faculty Process |
|  | 35 | EEO FINAL REPORT: Working Group Report Writing Time | The committee met in breakout rooms to complete their portion of the reports.. |
|  | 5 |  COVID-19 and EEO practices | Was tabled due to time |
|  | 5  |  Educational Master Plan Goals |  Reviewed Goals and Objectives of the Educational Master Plan 2020-2025* EMP KEY MILESTONES
* Draft Themes, Goals and Objectives

Townsend raised additional language for High Wage/ High Demand Jobs to also include Living Wage<https://www.losmedanos.edu/planning/edplan2020-2025.aspx> |
|  **9.** | 55 | Next Steps and Future Agenda ItemsAdjourn Meeting | Summary of takeaways to Constituency Groups* SHARE EMP themes, goals, vales, and objectives
* Do teamwork on EEO final report
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