**Equal Employment Opportunity - (EEO) MINUTES**

**DATE: December 10, 2019 - 2:30pm – 4:00pm (LIB2-215)**

**Committee Membership:**

Co-Chairs: Sabrina Kwist, Carlos Montoya (Co-Chairs: Non-Voting)

Classified Representatives: Abbey Duldulao, Edward Beanes, Nicole Almassey

Faculty Representatives: Erich Holtmann, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

**ATTENDANCE**

In-person: Carlos Montoya, David Belman, Janice Townsend, Erich Holtmann, Teresa Archaga and Abbey Duldulao

Via Zoom: Sabrina Kwist, Carla Rosas, and Nicole Almassey

Absent: Edward Beanes

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| Item # | ***Topic/Activity*** | ***Minutes*** |
|  | Welcome | Sabrina called to order at 2:39 p.m. via Zoom. |
|  | Public Comment and Announcements | Sabrina started the meeting via Zoom and Carlos will take over upon his arrival. No public comments/announcements. |
|  | Approve Agenda for December 9, 2019Approve Minutes for November 11, 2019 | **Motion to approve 12/9/19 agenda as amended – (M/S; J. Townsend/N. Almassey) Unanimous****- Strike approval of 11/11/19 minutes on this agenda; Minutes will be approved on 2/11/20 meeting.** |
|  | * Report on Districtwide EEO Advisory
 | * This Friday is Advisory Committee Meeting – Switched schedule due to interviews. E. Holtmann will attend DEEOC on the 13th, 10-12pm. C. Montoya cannot attend due to the interviews at LMC.
* DEEOC’s agenda: To discuss more campus reps at district level, Uniform Selection Guide update, DEEO data, representation from various college on board committee and updates on 3 projects district are involved in.
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|  | * Working Group Report:

Hiring a Diverse Workforce: | *Carlos took over the meeting.** Carlos shared previous EEOC discussions on job aide and finding opportunities for developing trainings. Carlos shared articles/information on skill enhancement, job aides and colleague reporting training; BO process trainings.
* Concerns were going through different trainings and not seeing changed behaviors; are there job aides available step by step to do the job we’re asking them to do. BO has developed in-house trainings on Budget via L: drive.
* What type of intervention should we be crafting and should we be more intentional crafting the intervention? The IDEA toolkit will be placed into practice for future training campus wide; going through hiring process and needing some help crafting questions using the toolkit. Janice suggested to have the before training and after training data. Process will need to be created that supports the use of the tool and questions trainings should take place more. The rubric should be included in IDEA toolkit refer people to what page it’s on along with before/after document.
* IDEA’s charges were shared and discussed. EEO will make suggested change, send to IDEA, request support change and would IDEA be willing to hand over ownership to EEO. D. Belman will bring it up to IDEA. J. Townsend will send before and after documents to D. Belman. Suggested to create a bridge from one position to higher; what are the pieces that are still missing and is there a list that needs to be done. Modules needs to be created for resources.
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|  | * Working Group Report:

Retaining a Diverse Workforce: | * The survey was administered to permanent classified back in October 2019.
* C. Rosas shared the results of the survey; went through all surveys and imported all responses into an excel sheet with survey completion status; 39 completed and 34 did not complete with specific numbers based on answers. C. Rosas shared listed all options individuals had and its responses. C. Rosas also shared various comments for review. T. Archaga will structure data using report function (with most responded/least responded) and will send out to all by Feb 3rd for better analyzing and everyone will take time to look through on their own and share top 3-5 that really stood out for them and develop action plan. The group will discuss reviews on Feb 11th meeting.
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|  | * Spring Meeting Time: Proposed 2nd Tuesdays of the month from 3:30 – 4:50 p.m.
 | * **Motion to approve time change for SPRING 2020 EEOC meetings to 2nd Tuesdays; 3:30 – 4:50 p.m.**

**- Approved (M/S; J. Townsend/T. Archaga) – Unanimous**  |
|  | * Next Steps and assignments
* Future Agenda Items
 | * For EEO to suggested questions for district bank; an enhancement via toolkit will be discussed on Feb 11th.
* J. Townsend will create updates for IDEA tool kit and D. Belman to share with IDEA.
* To review survey responses and discuss what stood out; top 3-5.
* To have conversations regarding managers looking at jobs within their purview and what steps to take/aides.
* To examine and discuss similar type of roles; Administrative Assistant III to Program Coordinator roles and Program Coordinator role into M3 level position. Discuss the skills sets; supervising employees, not supervising other employees, how do we help employees build their capacity. Bring in postings for listed above positions for discussions. What are the thinking needs to happen? It was suggested to keep this on the agenda as a Standing Item called ‘Training and Development’.
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|  | * Adjourned
 | * Meeting adjourned 3:45 p.m.
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