

LOS MEDANOS  
COLLEGE

**EEO Committee  
MINUTES**

Tuesday October 13, 2015; 2pm – 4pm; Conference Room 420

Members Present: Ronke Olatunji, Abbey Duldulao, Linda Maniscalco, David Belman, Janice Townsend, Erich Holtmann, Carla Rosas, Tess Caldwell

Members Absent: Ruth Goodin, A’kilah Moore

Guest(s): POLSC-10 Student

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome –Ronke Olatunji (RO)</u> <ul style="list-style-type: none"> <li>• Introductions of Committee members were made.</li> <li>• Ronke announced that Kathy Griffin will be leaving the EEO Committee. BethAnn Robertson has accepted Kathy’s role on the Committee beginning today.</li> <li>• Ronke announced Tess Caldwell is replacing Theodora Adkins on the EEO Committee while Theo is on sabbatical.</li> </ul>		
2.	<u>Public Comment(s)</u> a) No public comments	None	
3.	<u>Approve Minutes from 4/14/15</u>  <u>Approve Agenda for 10/13/15</u>	Linda M., first; Erich H. second.  Erich H. first; Carla R., second.	

**NEW BUSINESS**

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
4.	<u>Final Review and Approval of Charges</u> <ul style="list-style-type: none"> <li>• The concerns/issues with charge #5 have now been addressed. No change is necessary and charges can be finalized, as is.</li> </ul>	Janice T., first; Dave B., second.	<b>EEO Committee Amendment of Charges</b>

<p>5.</p>	<p><u>Report on 09/30/15 Districtwide EEO Advisory Committee Meeting</u></p> <ul style="list-style-type: none"> <li>• Erich Holtmann and Ronke Olatunji attended the DEEOAC Committee meeting which included members: Gene Huff (Executive Vice Chancellor of HR), Dio Shipp (Associate Vice Chancellor of HR), Mariles Magalong (CCC EEO Officer/Director of Business Services), Councilmember Genoveva Calloway (a community member), John Wade (CCC Faculty), Nader Sharkes (CCC Faculty), Pamela Edmonston (DO Senior Program Analyst), Sophia Lever (DO Recruitment Analyst). No DVC faculty or staff was present. Gene provided the Committee with background on the EEO Committee (i.e. charges, etc.) and Proposition 209. Each Community College District must have an EEO Plan. The Committee discussed updates to the 2007 EEO Plan, the constituency membership and structure of the Committee moving forward. The Committee discussed options for expanding to a more robust and diverse membership. Some options were for a smaller membership (i.e. 9-11 members) others were for a larger membership which would include three (3) representatives from every College in the District and two (2) community members. The appointments from each College would also include the Senates from every College.</li> <li>• A sub-committee was formed responsible for updating the District EEO Plan. Tammeil Gilkerson (Diversity, Inclusion &amp; Innovation Officer) incorporated the Title V changes/updates to the 2007 EEO Plan (see handout). Each College was asked to review the handout and their representatives are to report back at the sub-committee meeting tomorrow with suggested revisions and feedback.</li> </ul> <p><u>LMC EEO Committee Input and Feedback</u></p> <ul style="list-style-type: none"> <li>○ Pleased with the current structure of the DEEOAC Committee however, it is a challenge to get a quorum. It is difficult to get every voice at the table of any Committee meeting. The DEEOAC membership should begin with three (3) members from every College EEO Committee and communicate after that if any additional members are needed. As people rotate on and off Committees it can be difficult to maintain diversity in the group. Need to make sure everyone is given an opportunity to join and/or attend the DEEOAC Committee meetings to provide input.</li> <li>○ Another suggestion is to include alternates as part of the DEEOAC Committee membership. In the event a member is unable to make a meeting then the alternate is able to be present.</li> <li>○ Page 5 – the Chief Human Resources Officer (Dio Shipp) and the Associate Vice Chancellor of Human Resources (Gene Huff) should attend some EEO Committee meetings at each College.</li> <li>○ Page 6, item a) – what are the details of the process and what department and/or individual are complaints filed with? The link to the State Chancellor’s office included in this item does not work.</li> <li>○ Page 7 – The non-discriminatory statement for LMC and the District is not found in the <i>Schedule of Classes</i> or the <i>College Catalog</i>.</li> <li>○ Page 8 – We should review Tammeil’s questions (located in the right side of pages in the handout) as we may be able to answer them.</li> <li>○ Page 7, section VIII Training/Screening, line 7 – change “the value of a diverse workforce; and recognizing bias” to “recognizing and mitigating bias”. <ul style="list-style-type: none"> <li>▪ Kevin Horan has scheduled two (2) trainings with Laura (one in fall for faculty, one in spring for all who want to attend) with Laura for hiring committees. Discussed bringing Laura in to the EEO Committee to assist with the Title V portion of the LMC EEO Plan.</li> </ul> </li> </ul>		<p><b>EEO Plan (HR Procedure 1010.01) edits and comments</b></p>
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	<ul style="list-style-type: none"> <li>▪ Would like the training with Laura to be more productive, hands-on/working session. The EEO Committee should review and update our desirables for all job descriptions in the training with Laura. A suggestion is to receive the PowerPoint and/or written materials to review prior to the training so the time is more productive.</li> <li>▪ Trainings are in development for paper screening, interview committees, etc. The District Office trainings will be mandatory for anyone serving on a hiring committee.</li> <li>▪ The Committee would like to inquire about arranging Title V training for EEO Committee members, general training and/or specific training for staff and management hiring committees.</li> <li>▪ Erich commented that the Math department has developed a PowerPoint they use for hiring training.</li> <li>○ Page 8, section X Analysis of District Workforce and Applicant Pool, paragraph 2 – why can the applicant/employee only identify with one ethnic group? Is multi-ethnic an option? If the applicant/employee selects three (3) ethnicities, how is it determined which one is the identifier?</li> <li>○ Page 9, section XI Methods to Address Underrepresentation, paragraph 1, sentence 3 – “With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community.” Do not feel that this is a true statement. This statement is designed to express what we want to do, should be doing and plan to do. We can accomplish this with more trainings. Suggestion to change sentence to “With a diverse pool, the District <i>requires intensive and intentional training and ongoing data analysis/assessment to evaluate</i> the success of the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community”.</li> <li>○ Page 13, item 5) – How does an interviewer ask this question(s)? Change “...his or her level of cultural proficiency” to include “cultural proficiency and humility”. This question may be attempting to find out the applicant’s abilities to work together in a culturally diverse environment.</li> <li>○ The document appears to be disconnected and spread-out. For example, pages 14-15 states additional measures to support diversity. This should be included as part of the recruitment process section (i.e. page 11).</li> <li>○ Important to include something in the EEO Plan regarding layoffs as hiring and laying off changes the diversity on campuses and in the District as a whole.</li> <li>○ IDEA created a tool kit for recruitment and hiring that includes sample questions, job posting locations, different roles, interview questions, etc. Erich requested Dave Belman and Janice Townsend e-mail him suggested wording changes and the IDEA Tool Kit.</li> </ul>		
6.	<p><u>Webinar – on Driving Student Success at Minority Serving Institutions: National, Research and Institutional Perspectives</u></p> <ul style="list-style-type: none"> <li>• Committee Members the link to the webinar was not working.</li> </ul>		
7.	<p><u>Training</u></p> <ul style="list-style-type: none"> <li>• We need Professional Development on EEO (in general) and a training on hiring, separate from Title V.</li> </ul>		

	<ul style="list-style-type: none"> <li>• If the fall 2015 hiring committee training is for faculty only, we should inquire in to trainings for classified/management.</li> <li>• Request a working/hands-on training in which we can review and update job description desirables including Box 2A questions.</li> <li>• Do not want a “cookie-cutter” or “canned training”. Want the training to be more specific to LMC.</li> <li>• We may need to look at hiring another company or consultant to conduct the trainings.</li> </ul>		
8.	<p><u>Next steps and Agenda Items for the November meeting</u></p> <ul style="list-style-type: none"> <li>• Ronke and Erich will take suggested changes to the DEEOAC sub-committee meeting tomorrow.</li> <li>• If the webinar is still active, it will be shared again. If not, the PowerPoint will be shared. A request is made to send out the reminder on viewing webinar/PowerPoints earlier than the day before the meeting.</li> <li>•</li> <li>• <b>Agenda Item Request:</b> #3 of the EEO Charges – need clarity on what Professional Development for this charge will look like including brining in another company/consultant to conduct the training.</li> <li>• Send to the Committee the IDEA Tool Kit.</li> <li>• <b>Agenda Item Request:</b> IDEA Tool Kit and training.</li> <li>• <b>Agenda Item Request:</b> Report-out on DEEOAC sub-committee meeting and DEEOAC meetings.</li> </ul>		
9.	<p><u>Adjourn</u></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 3:40 p.m.</li> </ul>	Janice T., first; Abbey D., second.	

**NEXT MEETING: Tuesday, November 10, 2:00pm – 4:00pm, Conference Room 420.**