

LOS MEDANOS
COLLEGE

EEO Committee
MINUTES

Tuesday November 10, 2015; 2:45 pm – 4pm; Conference Room 420

Members Present: Ronke Olatunji (non-voting Co-Chair), Ruth Goodin (Co-Chair), Abbey Duldulao, David Belman, Janice Townsend, Erich Holtmann, Carla Rosas, A’kilah Moore

Members Absent: Tess Caldwell

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u>		
2.	<u>Public Comment(s)</u> <ul style="list-style-type: none"> • Linda Maniscalco resigned from her Classified representative position on the Committee due to scheduling conflicts 	BethAnn will communicate with Linda Kohler (Classified Senate) to become the Classified Representative on the Committee.	
3.	<u>Approve Agenda for 11/10/15</u> <ul style="list-style-type: none"> • Agenda approved with three (3) corrections: <ul style="list-style-type: none"> ○ Item #9 – replace “May’ with “December” ○ Change the meeting start time at the top of the agenda to 2:45 p.m. instead of 2:00 p.m. ○ Remove Linda Maniscalco’s name from the list of Classified Representatives <u>Approve Minutes from 10/13/15</u> <ul style="list-style-type: none"> • October 13, 2015 Minutes approved with one (1) change to item #4 – after “as is” insert “with a revised date of 10/13/15”. 	Janice T. first; Erich H. second. (6-0-0) Janice T. first; Erich H. second. (5-0-1; Ruth G. abstained)	

NEW BUSINESS

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials

<p>4.</p>	<p><u>IDEA Tool Kit – Dave Belman and A’kilah Moore</u></p> <ul style="list-style-type: none"> • Dave B. provided the Committee with the background on the development of the <i>Tool Kit for Recruiting A Diverse Workforce</i> (commonly referred to as the <i>IDEA Tool Kit</i>). Prior to the <i>Student Equity Plan</i> the IDEA Committee was working to “revive” the EEO Committee. In absence of the EEO Committee IDEA created the <i>IDEA Tool Kit</i>. When the <i>Student Equity Plan</i> was written last year, the <i>IDEA Tool Kit</i> was included in the plan as an activity. The “kit” was finalized in February and was provided to Kathy Griffin (LMC HR) and Sophia Lever (District HR) for their review, approval and to serve as a resource for hiring and recruiting a diverse workforce. It currently is provided by Human Resources to Management in the hiring of Classified Staff. It has not been offered for Faculty hiring in the past however, it will now be provided to those involved in the hiring of Faculty. There is a different hiring process for different positions therefore, we need to find out at what point in the processes is the IDEA Tool Kit used and not used. The IDEA Tool Kit will be sent to Classified Staff and Managers with the recruitment schedule. • Page #3 - pertains to identifying the position based on need and developing the desirable qualifications. This page provides some examples of desirable qualifications centered on diversity and equity. These examples are meant to be used as a resource. The reader can use these examples as is or revise them to be tailored towards their own hiring. During the hiring training last week Laura discussed assessing ability not just experience. To build your qualifications for the position(s) around ability and being mindful of when you want your candidate(s) to have experience versus abilities. There was some concern during the training from the CTE departments as their hiring requires more experience than abilities (i.e. Appliance Technology, ETEC, etc.). The information written in to the Box 2A request is put in to the desirable qualifications and the supplemental questions. The <i>IDEA Tool Kit</i> should be e-mailed when the “call” for Box 2A e-mail is sent to the campus so it can be used as a resource in the development of Box 2A requests. It should also be sent to those departments whose Box 2A hires have been approved. • Page #3 the second to last bullet states “Demonstrated ability to work with community college students of diverse backgrounds, cultures and abilities.” Is this mandatory as a desirable qualification? Have seen this statement in Classified and Management hiring however, we will need to check if it is used in Faculty hiring as it has not been seen in some Faculty hiring. • Page #4 – targeted recruitment is illegal however, focused recruitment is not. When advertising for recruitment you must advertise in the usual approved locations then you can advertise in additional locations. However, if your additional locations are the only locations you are advertising, that is illegal. Where a department/unit is lacking in a diverse group they can post recruitment advertising in additional sites/publications (see pages 6 and 7 in the <i>IDEA Tool Kit</i> for a list of recruitment resources to post). Sophia Lever (District HR) also has a list of additional approved locations and most often additional sites/publications noted in the Box 2A request are on that list. • Pages #9-#13 pertains to developing the interview criteria, assessing a candidate’s qualifications and sample interview questions centered on diversity and equity. There are key points that the hiring department personnel want to know and should develop their questions around those key points. 		<p>Tool Kit for Recruiting A Diverse Workforce (IDEA)</p>
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	<ul style="list-style-type: none"> ○ Does the candidate address all members of the hiring committee or just some? ○ Different positions have different expectations and different outcomes will come from the same question. If we want to assess we need to practice the questions and understand the themes around the questions. We need training on the questions, what types of answers we should be looking for and a possible rating scale for the answers. Every semester we should have a FLEX training for hiring to include role playing/mock interviews, development of a rubric and/or rating scale(s). The Committee recommends the training(s) should be sent in the Box 2A announcement e-mail and that anyone completing a Box 2A request should take the training. There needs to be a training for paper screening and interview screening (specifically practicing interviewing). ○ Need to be sure we are clear about what type of training each one is as a lot of individuals were confused on the content of last week’s training. The Committee would like feedback from the participants in the training with Laura last week. Some of the CTE Faculty felt that in the training they were told that they couldn’t ask about a candidate’s experience in interviews. Which is concerning as their department is interested primarily in the experience the candidate has. They also felt that they didn’t benefit from the training. Ruth will check with everyone that attended as they should have received a survey following the training. ○ The sample questions in the <i>IDEA Tool Kit</i> are designed to get people thinking about their questions. They can either choose to use them as is or revise them. In the training with Laura she focused on really formatting your questions so as not to hinder the development of a diverse workforce. ● Now that there is an EEO Committee how do we use the <i>IDEA Tool Kit</i>? Should we revise it or update it? LMC HR uses it for the hiring of Classified Staff. Ronke will check that when it is sent to the hiring manager that they forward it to the entire hiring committee. ● There is a suggestion to put a revised date on every page of the <i>IDEA Tool Kit</i>. 		
5.	<p><u>Report on Districtwide EEO Advisory Committee Meeting and Sub-Committee Meetings</u></p> <ul style="list-style-type: none"> ● There were not a lot of changes to the second half of the <i>Draft EEO Plan</i>. The majority of our recommended changes were addressed. In the other areas to which we had issues or recommended changes, the sections were cut. Some of our edits/suggestions have more to do with process and will be taken in to account when the implementation piece is developed. ● Last week the sub-committee’s recommendations were incorporated and the revised draft will be taken to DEEOAC. ● Erich H. asked where are the definitions for some of these terms (i.e. underrepresented) and what is the representation percentage? What level is statistically significant? What is the percentage at which you have an adverse or disproportionate impact? 		
6.	<p><u>Alerting EEO Committee of Potential Interviews</u></p> <ul style="list-style-type: none"> ● What do we as the EEO Committee want to look at with our interviews? For example, do we want to know who is interviewing, who is hired, etc.? This item will be tabled until the next meeting. 		
7.	<p><u>Webinar(s)</u></p>		

	<ul style="list-style-type: none"> The time was up on the diverse webinars. We need to think about whether we want to update our time or some new webinars have been located that we may want to view instead. 		
8.	<u>Update on Potential Trainings</u> <ul style="list-style-type: none"> Laura can't do any additional trainings this semester. She was asked to come to the February 7th EEO Meeting and we did inquire with her about the Title V Training(s). 		
9.	<u>Next steps and Agenda Items for the December meeting</u> <ul style="list-style-type: none"> Move item #6 to the next meeting. Ronke O. and Ruth G. will communicate with HR about the <i>IDEA Tool Kit</i> being sent on all hires. Think about creating a rubric for some of these ideas on hiring. The <i>EEO Plan</i> is what we have do and should be doing and the <i>IDEA Tool Kit</i> is a resource. Ronke O. and Ruth G. will ask the Managers at President's Council about what types of questions are being asked (i.e. Box 2A questions, etc.). 		
10.	<u>Adjourn</u> <ul style="list-style-type: none"> Meeting adjourned at 4:04 p.m. 		

NEXT MEETING: Tuesday, December 9, 2:00pm – 4:00pm, Conference Room 420.