

LOS MEDANOS  
COLLEGE

**EEO Committee  
MINUTES**

Tuesday March 8, 2016; 3:00 pm – 5:00 pm; President’s Conference Room SS4-409

Members Present: Arzu-Smith (non-voting Co-Chair), Ruth Goodin (Co-Chair), BethAnn Robertson, David Belman, Erich Holtmann, Janice Townsend, A’kilah Moore, Carla Rosas, Theodora Adkins, Tamara Green, Israel Castro, Richard Stanfield

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u> <ul style="list-style-type: none"> <li>• The Committee welcomed the two (2) new LMCAS Representatives to the Committee, Israel Castro and Richard Stanfield. All Committee members gave brief introductions.</li> </ul>		
2.	<u>Public Comment(s) and Announcements</u> <ul style="list-style-type: none"> <li>• Ruth G. and Arzu S. attended the EEO Training in San Mateo. Laura Schulkind was unable to facilitate this training therefore, another facilitator conducting the training. Arzu S. also stated that the District Office is working on coordinating a specific training for all EEO Committees. In addition, Arzu S. had picked up a book at the training if anyone would like to read it.</li> <li>• Janice T. announced that Dr. Veronica Neal will be coming this Friday from 2:00 p.m. to 4:00 p.m. in the Child Study Center if anyone would like to attend.</li> <li>• Jeffrey Matthews (Professor of English and LGBT Studies) sent an e-mail providing an update on the LGBT Studies Degree Program.</li> <li>• Carla R. read a poem at the end of the meeting to calm, heal and to adjourn the meeting in a positive and enlightening manner. BethAnn R. will remind Theo to bring a poem to the next meeting.</li> </ul>		
3.	<u>Approve Agenda for 03/08/2016</u>  <u>Approve Minutes from 02/09/2016</u> <ul style="list-style-type: none"> <li>• Item #5, second to last bullet, first sub-bullet change “tracking” to “tracks”.</li> <li>• Item #6, add a bullet stating the following: “The data is not just quantitative, it is about the qualitative experience. We are not trying to match numbers in the data we are trying to increase diversity on our campus”.</li> </ul>	Janice T. motion; Erich H. second <b>(11-0-0)</b> Janice T. motion; Tamara G. second <b>(11-0-2; Israel C. and Richard S. abstained)</b>	

4.	<p><u>Follow-Up Items Update</u></p> <ul style="list-style-type: none"> <li>• Milton Clarke has not provided a definite answer regarding attending EEO Committee Meetings. BethAnn R. will include Milton in the distribution of EEO Committee agendas, minutes and handouts.</li> <li>• District HR is coordinating a training for all EEO Committees and the District Office. No date has been set yet however, Arzu S. will inform the Committee when the details have been set.</li> <li>• Ruth G. was informed at the training that the only time the hiring process can be stopped is at the beginning prior to the screening process.</li> <li>• It is noted that EEOC Members currently have different versions of the District EEO Plan. Therefore, BethAnn R. will get the most recent version from Arzu S. and e-mail it to the Committee. <b>This item will be placed under “Follow-Up Items Update” for the April meeting.</b></li> </ul>		
----	--	--	--

OLD BUSINESS			
Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
5.	<p><u>SGC Feedback on EEOC Charges</u></p> <ul style="list-style-type: none"> <li>• Arzu S. reported out on the first round of feedback on the EEOC Charges from SGC. <ul style="list-style-type: none"> <li>○ The EEOC Charges document should refer to the Strategic Plan <ul style="list-style-type: none"> <li>▪ Do we need to state each monitored group or possibly change “ethnic, gender and disability balance” to “all protected EEO categories”. The monitored groups are listed in the Education Code and in the District EEO Plan (page 20).</li> <li>▪ It is commented that we are not as diverse as we want to be. We also need to ensure that we are not “calling on” the same people every time to serve on a hiring committee.</li> <li>▪ We need to create a plan to monitor the diversity on hiring committees. If there is not enough diversity on a hiring committee then we need to have a plan of action.</li> <li>▪ Rather than list “ethnic, gender and disability balance”, the hiring committee is essentially examining whether applicants demonstrate sensitivity to diversity. SGC has recommended changing this verbiage to “monitored groups”. Do we want to encourage and monitor?</li> <li>▪ The Committee recommends changing “ethnic, gender and disability balance” to “monitored groups included without limitation”.</li> <li>▪ It is commented that our language should be about both monitoring the selection of hiring committees and ensuring diverse membership on these committees.</li> <li>▪ A comment was made to insert “for diversity” in to Charge after “monitored groups included without limitation”. Another suggestion is “for diversity balance and to ensure the integrity”.</li> <li>▪ The Committee discussed if we are EEOC that is ensuring compliance with everything in the District EEO Plan or are we an EEOC that is doing more than compliance. It is more than just compliance; we need to determine how we create a diverse environment. It is the responsibility of the EEO Officer to</li> </ul> </li> </ul> </li> </ul>		

	<p>ensure that the College complies with the District EEO Plan. While we cannot force any one person to comply, there has been a growing momentum over the past few years for equity and diversity on campus. This Committee’s work is to help shift the culture of hiring by providing trainings, resources, data, etc.</p> <ul style="list-style-type: none"> <li>▪ A suggestion is to include “monitoring shift in hiring practices”.</li> <li>▪ Need to ensure that if we include “report to” in our charge(s) we develop a plan for the frequency and design of that report.</li> <li>▪ We also need to see the big picture and attempt to take a broad look at our hiring committees. A limitation of those who can serve on hiring committees is all members are required to complete training.</li> <li>▪ The second line of “Amendment of Charges” insert “the” before “charges”. We also need to insert a revised date at the bottom.</li> <li>▪ <b>The Committee would like to revise Charge #4 to read – “Create a plan to monitor and report to Campus all selection committees for all monitored groups (included and without limitation to: ethnicity, race, age, national origin, religion, gender, sexual orientation, disability and socio-economic backgrounds) and to ensure the integrity of following the requirements and the intent of the EEO process and regularly report information to all Senates, LMC EEO Officer and College President.” The Committee would like to include this item on the next meeting agenda for discussion and possible approval.</b></li> </ul>		
6.	<p><u>Report on Districtwide EEO Advisory Committee Meeting</u></p> <ul style="list-style-type: none"> <li>• No meeting to report-out. Next DEEOAC Meeting is scheduled for April 18, 2016.</li> </ul>		
7.	<p><u>Objective(s)/Data-LMC Employees compared to LMC Students and East County Community</u></p> <ul style="list-style-type: none"> <li>• What we really want is to move towards a more diverse population. How do we know we have a diverse workforce? It is more than just numbers, when the data is provided how do we look at it? Each of us may have a different view as to what a diverse workforce is.</li> <li>• Looking at the data we have been given it is shocking in regards to the under-representation of Latinos in our Classified workforce. We would want every monitored group to have equal representation on campus.</li> <li>• We need to delve more into an action plan. We also need to make sure we support and nurture the staff we have now. It is about the hiring, retention, support and inclusion.</li> <li>• It is suggested our goal should be to increase the racial diversity by 10% of each employee group over the next two (2) years. Do we want to increase the amount of diversity in each employee category (i.e. Classified, Faculty, Management, etc.) by 10 % over the next two (2) years with priority to certain monitored groups?</li> <li>• We need to be careful when we are selecting numbers. For example, if we increase by 10% one certain monitored group in Adjunct Faculty it would be double the percentage of the monitored group in our students.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Some members are uncomfortable with just using the words equity or diversity; we need to be clear if it is racial diversity, gender diversity, age diversity, etc. Be specific, be intentional – what are we looking for. Students need to see themselves in the Faculty and Staff.</li> <li>• <b>The Committee requests BethAnn R. e-mail them the following objective to review and think about for discussion and vote at the next meeting: “The goal/objective of the EEO Committee is to increase racial diversity in each employee group by 10% over the next two (2) years.”</b></li> <li>• There would need to be at least 100 hiring processes resulting in at least 30 new hires in each employee group over the next two (2) years in order to create a shift. Can we get a breakdown of the discipline or department, as there could be enclaves within a discipline/department?</li> <li>• The Committee also needs to think about the data when reviewing it as people self-identify especially when the U.S. Government mandates that they identify with a certain group/population. The data can have a skew to it as it all depends on how the applicants identify themselves.</li> </ul>		
8.	<p><u>Assessing each step of this hiring process</u></p> <ul style="list-style-type: none"> <li>• <b>BethAnn R. will resend the “Steps of Hiring” handout to the Committee to review prior to the next meeting and be prepared to discuss.</b></li> <li>• A question is on the handout where it is stated “interview questions” – what are the actual interview questions?</li> <li>• We also need to make sure that trainings are done for Classified. Will this Committee look at the trainings beforehand?</li> <li>• <b>This item was tabled to the next meeting due to time restrictions.</b></li> </ul>		
<b>NEW BUSINESS</b>			
9.	<p><u>Other Measures in District EEO Plan (Pages 26-30)</u></p> <ul style="list-style-type: none"> <li>• <b>This item was tabled to the next meeting due to time restrictions.</b></li> </ul>		
10.	<p><u>Next steps and Agenda Items for the December meeting</u></p> <ul style="list-style-type: none"> <li>• <b>BethAnn R. will e-mail the Committee the most current version of the District EEO Plan.</b></li> <li>• <b>BethAnn R. will e-mail the Committee the most current version, including the feedback from SGC to the Committee. The Committee will review, discuss and be prepared to approve the EEOC Charges 2015-16.</b></li> <li>• <b>The Committee requests BethAnn R. e-mail them the following objective to review and think about for discussion and vote at the next meeting: “The goal/objective of the EEO Committee is to increase racial diversity in each employee group by 10% over the next two (2) years.”</b></li> <li>• <b>The Committee will discuss the “Steps of Hiring” handout at the April meeting (BethAnn R. will resend the handout).</b></li> <li>• <b>The Committee will be prepared to discuss recommended measures in the District EEO Plan.</b></li> </ul>		
11.	<p><u>Adjourn</u></p> <ul style="list-style-type: none"> <li>• The meeting adjourned at 5:00 p.m.</li> </ul>		

**NEXT MEETING: Tuesday, April 12, 3:00pm – 5:00pm, Conference Room 420.**