

LOS MEDANOS COLLEGE

EEO Committee MINUTES

Tuesday May 10, 2016; 3:00 pm – 5:00 pm; CORE Conference Room CO-420

Members Present: Arzu Smith (non-voting Co-Chair), Ruth Goodin (Co-Chair), Abbey Duldulao, BethAnn Robertson, Tamara Green, Erich Holtmann, Janice Townsend, Theodora Adkins, Carla Rosas, Israel Castro, Richard Stanfield

Guests: none

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Arzu Smith</u> <ul style="list-style-type: none"> • Arzu welcomed the Committee to its final meeting for spring 2016. Ronke will be returning from maternity leave over the summer therefore, this is Arzu’s last meeting. The Committee greatly appreciates Arzu’s hard work and her service as temporary co-chair of the Committee. 		
2.	<u>Public Comment(s)</u> <ul style="list-style-type: none"> • Veronica Neal will be at LMC over the course of the fall 2016 semester to provide workshops on Equity Core Team and Leadership Training. The hope is to have at least 20 members (including at least five students) for equity leadership. The goal of the training is to form teams to find and help address equity issues at LMC. E-mail Janice Townsend if you are interested. • The Committee extended their gratitude to Erich Holtmann for all of his hard work and dedication to the Committee as well as his service on DEEOAC, as this will be Erich’s last meeting. 		
3.	<u>Approve Agenda for 05/10/2016</u> <u>Approve Minutes from 04/12/16</u>	Janice T. motion; Erich H. second (9-0-0) Janice T. motion; Abbey D. second (7-0-2: Richard S., Carla R.)	
4.	<u>Follow-Up Items Update</u> <ul style="list-style-type: none"> • The Academic Senate approved EEOC Charge #4 with recommended modification. The Academic Senate approved charge #4 reads, “Create a plan to monitor all selection committees for ethnic, gender and 		

	<p>disability balance and to ensure the integrity of following the requirements and the intent of the EEO Process to hire a more diverse workforce and report the findings to the President for any necessary action (specific action if required).”</p> <ul style="list-style-type: none"> • SGC has not yet approved the final charges as the Council is awaiting Academic Senate approval. <ul style="list-style-type: none"> ○ Does EEOC offer recommendations to the President? ○ Change “necessary action” to “specific action if required”. • James Noel was nominated and approved by the Academic Senate to replace Erich H. on EEOC. The Academic Senate is awaiting confirmation from James N. regarding acceptance of this appointment. <ul style="list-style-type: none"> ○ The Committee needs to find a replacement representative for DEEOAC. Tamara Green is interested in joining DEEOAC. Ruth G. will check with District on the representation of DEEOAC and will send the Committee and e-mail regarding the outcome. 		
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OLD BUSINESS

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
5.	<p><u>Report on Districtwide EEO Advisory Committee Meeting</u></p> <ul style="list-style-type: none"> • Greg Stoup was at the last meeting and informed DEEOAC that he will be collecting data on where applicants for CCCC positions have been coming from. <ul style="list-style-type: none"> ○ What about recruitment, is it based on student population or community? – Hiring is primarily done locally. ○ How or does it connect to student success? – Some data assumptions discussed were does diversity in hiring and/or current employees lead to student success. ○ A suggestion was to conduct some soft surveys to gather subjective data • The Employee Morale Survey results were reviewed at the December District Governing Board Meeting. 		
6.	<p><u>District-wide Meeting, Training and Follow-Up</u></p> <ul style="list-style-type: none"> • Many EEOC members attended the District-wide Training held at DVC on May 6. Provided below is a brief overview of the training including comments/suggestions from LMC EEOC: <ul style="list-style-type: none"> ○ EEOC’s cannot “call out” specific diverse groups in guidelines, charges, goals, etc. as it violates certain state EEO regulations. ○ “You can speak it but not write it” ○ We do not have to match our population. ○ Diversity is not based on just community, it is also about providing a diverse experience for our students. ○ Monitoring is important, it doesn’t mean we can’t develop an action plan (i.e. key things we want to accomplish). ○ What are the ideas that we have now that we can “move” on? 		

	<ul style="list-style-type: none"> ▪ Collecting longitudinal data ▪ Conducting exit interviews ▪ Retrieve data from two (2) years ago and review it for trends and gaps. ▪ Perform regular updates to job descriptions ▪ Review interview questions <ul style="list-style-type: none"> • When hiring, does the kind of experience the candidate has (including the recency) and if they are bilingual relate to the job? It can as a desirable, as well if someone has a PhD or a Masters. Need to be sure when creating your desirables as to what is not necessarily required for the position but is desired. • If rubrics are tightly written, they tend to box people out. We need to be careful when using rubrics in hiring. We would like to review interview questions and rubric questions to know what is being asked. • Hiring revolves around permanent postings. What could Faculty do to recruit adjunct faculty and Classified positions including part-time hourly. • We need to find out how to make paper screening and interview committees the same. Two people serve on paper screening Committees, which provides those committees with too much power. If all three (3) Colleges agree on the change, the recommendation would then go to FSCCC and all three (3) Senates for approval, then to Chancellor’s Cabinet and Governing Board for final approval. • Title V eliminated the pool certification process, we cannot look at a pool of candidates and decide it is not diverse enough and stop the process. Can only stop the process if the pool is too small. • Targeted recruitment is illegal. <p><u>LMC EEOC Comments/Suggestions:</u></p> <ul style="list-style-type: none"> • It is recommended that over the summer the EEOC read the <i>Uniform Selection Guide</i>. • Advertising and recruitment needs to be reviewed and changed. • We need to do something now as Box 2A is coming fall 2016. We also have nothing in effect to keep candidates here once they have been hired. Ruth G. will be conducting some research on other Colleges’ hiring practices. Sub-Committee development would also help “move the needle” on things. • We need to focus on institutional conduct and not numbers. Exit interviews we can change and would make an immediate difference <ul style="list-style-type: none"> ○ HR would need to conduct the exit interviews in order to keep them confidential. ○ A summary report of these interviews can be provided to EEOC. ○ Can we develop the exit interview questions? We need to develop a sub-committee to research and come up with questions for exit interviews. ○ Conduct implicit bias training (i.e. Kimberly Papillion) and implement in lieu of the pre-Box 2A diverse training. 		
7.	<p><u>Obective(s)</u></p> <p>The following conversations took place:</p> <ul style="list-style-type: none"> • The information reviewed at the District-wide training will not permit us to use the objective we discussed at the last meeting. We need to have an overarching goal statement, then the objectives (a sub- 		

<p>committee assigned to each objective) and lastly the actions/activities to meet our objectives and ultimately reach our goal. Need to have representation from each constituency on each sub-committee. We need to prioritize, organize sub-committees and develop checklists. We need to ensure that our objectives are focused and measurable. Communicate with District HR on a contact person that may be able to assist the sub-committee with their objectives.</p> <ul style="list-style-type: none"> • Need to be sure that we have specific actions associated with a sub-committee to achieve our goal and objectives such as developing and implementing exit interview protocol and increasing diversity in hiring and retention. • Need a sub-committee to work on changing the culture on campus to support a diverse workforce. A suggested activity is to provide a mentoring program for new employees (i.e. Black Faculty & Staff Association). • Need a sub-committee to work on how we retain a diverse workforce. A suggested activity is to develop and implement exit interview protocols. The exit interviews will inform us as to why the employee is leaving and may help us to improve certain issues on campus that may have played a role in their exit. Through research we can review what other institutions use for exit interview programs. • Need a sub-committee to work on hiring a diverse workforce. Some suggested activities are to provide “Hidden Bias Training” for interview committees, reviewing interview questions and rubrics, reviewing job announcements/descriptions, reviewing the recruitment process (i.e. where we advertise). • We can measure hiring in two (2) years however; it will be harder to measure the retention of a diverse workforce. The end measurement would be, has diversity in hiring within a two (2) year period increased, stayed the same or decreased and how many employees from monitored groups are still here. • The following objectives and sub-committees associated with each objective have been developed (* means point person to arrange meetings and communicate): <ul style="list-style-type: none"> ○ Retaining a Diverse Workforce – Richard S., Carla R.*, BethAnn R. Some objective activities include implementing exit interview protocols ○ Hiring a Diverse Workforce – Janice T., Ruth G., Theo A., Tamara G.*, Abbey D. Some objective activities include – hidden bias training for interview committees, reviewing interview questions and rubrics, reviewing job announcements and descriptions, advertising and recruitment ○ Changing the Culture to Support a Diverse Workforce –Carla R., BethAnn R*, Israel Castro Some objective activities include mentoring program for all employees and/or connecting employee with affiliations on campus (i.e. Black Faculty & Staff Association, La Raza Faculty & Staff, etc.). ○ BethAnn R. will send the list of sub-committees and their objectives to the EEOC tomorrow and will include James Noel (possible new Academic Senate representative). The Committee agreed that the sub-committees should attempt to meet and begin work over the summer. • <i>The Committee motioned to approve the following with the guiding principle that the work is focused and measurable:</i> 	<p>Janice T. motion; Theo A. second (9-0-0)</p>	
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	<ul style="list-style-type: none"> ○ GOAL STATEMENT – <i>The goal of the EEO Committee is to increase the diversity of our College workforce with a specific focus on monitored groups in 2016-18 by decreasing the gap in our proportionality index within each employee group (Classified Monthly, Classified Hourly, Part Time Faculty, Full-Time Faculty, Managers/Supervisors/Confidential and Student Employees).</i> ○ OBJECTIVES – <i>(1) Retaining a Diverse Workforce; (2) Hiring a Diverse Workforce; (3) Changing the Culture to Support a Diverse Workforce</i> ○ CORRESPONDING ACTIVITIES – <i>(1) Implementing exit interview protocols; (2) hidden bias training for interview committees, reviewing interview questions and rubrics, reviewing job announcements and descriptions, advertising and recruitment; (3) mentoring program for new employees, connecting employees with affiliations on campus (i.e. Black Faculty & Staff Association, La Raza Faculty & Staff, etc.).</i> 		
NEW BUSINESS			
8.	<u>Next steps and Agenda Items for the Fall 2016</u> <ul style="list-style-type: none"> • The Committee agreed to return to our previously regularly scheduled time of 2:00 p.m. to 4:00 p.m. in Core Conference Room CO-420 for our fall 2016 meeting dates of: September 13, October 11, November 8 and December 13. • BethAnn R. will send an Outlook Request for the fall 2016 meeting dates. 		
9.	<u>Poetry Reading</u>		
10.	<u>Adjourn</u> <ul style="list-style-type: none"> • The meeting adjourned at 5:05 p.m. 		

NEXT MEETING: Tuesday, September 13, 2:00pm – 4:00pm, Conference Room 420.