

EEO COMMITTEE MEETING MINUTES
Tuesday, March 13, 2018; 2:00pm-4:00pm
MA-142 Conference Room

Committee Membership:

Co-Chairs: Sabrina Kwist and Alex Porter (Co-Chairs: Non-Voting)
 Classified Representatives: Abbey Duldulao, Grace Villegas
 Faculty Representatives: Vacant, Erich Holtmann, Janice Townsend
 Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas
 Support: Clarissa Cadena

Item #	<i>Time</i>	<i>Topic/Activity</i>	<i>Lead</i>	<i>Information Discussion Action</i>	<i>Desired Outcome / Additional Information</i>
1.	1-2	Welcome	Sabrina		Sabrina Kwist will be attending via Zoom conference call
2.	5	Public Comment and Announcements	Sabrina		S. Kwist shared on 03/19 UndocuAlly will host informational lunch 12:30-1:30
3.	5	Approve Agenda for March 13, 2018 Approve Minutes for February 13, 2018	Sabrina	A	Review and Approval M/S/A M/S/A
<i>Standing Items</i>					
4.	20	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> • Overall report • Laura Schulkind Training • DEEOAC Project Proposals from DVC and CCC 	Erich Sabrina	I,D I,D D	<p>Update from Districtwide EEO meeting 02/23/18 E. Holtmann attended meeting 02/23/18, shared CCC (Revising job announcements, Teacher training) and DVC's (Adjunct Faculty Fair, Integrated Faculty and Diversity Training, DVC Personnel Exit Protocol) project proposal for DEEO. LMC will be sharing the IDEA toolkit.</p> <p>Upcoming trainings Further discussion on Cultural humility and Diversity training to Hiring on future meeting. Laura Schulkind will be at next managers meeting, March 21, 2018.</p> <p>Discussion on CCC and DVC proposals were also discussed on Overall report. For LMC Sabrina Kwist wrote up IDEA toolkit and furthering the language in job descriptions to support the toolkit. LMC EEO committee would like to propose a second project as well.</p>

5.	40	<p>EEO Sub-Committee Report-Outs</p> <p>1) Culture in the Workplace</p> <p>a) New Employee Survey</p> <p>2) Hiring A Diverse Workforce</p> <p>a) Charges</p> <p>b) Diversity language in job descriptions</p> <p>c) Manager Hiring Grid</p> <p>d) LMC Defining Language</p>	<p>All</p> <p>Janice</p>	<p>D</p> <p>I</p> <p>D</p> <p>D</p>	<p>T. Archaga provided the survey has been updated. Will be an item on the agenda for Classified Senate, April 23, 2018 to review the survey.</p> <p>Further discussion on adding this item as a second proposal to DEEOAC Project Proposal.</p> <p>S. Kwist will discuss with A. Porter about writing up second proposal of New Employee Survey for project proposal.</p> <p>“Charges” item can be removed from future agenda.</p> <p>Diversity language in job descriptions is also being discussed at Academic Senate. The group put forth language around job descriptions and what is LMC, how we do outreach to the public-ongoing discussion.</p> <p>J. Townsend would like to also bring forward language in job descriptions for committee approval to share at April 23, 2018 Academic Senate meeting.</p> <p>D. Belman provided “Special instructions” and “Desirable qualifications” are editable by each campus in job announcements for specific language in job announcements.</p> <p>http://www.losmedanos.edu/eoo/documents/Managershiringgrid.2.pdf - Continued Discussion</p> <p>E. Holtmann provided handout on Mission, Vision, and Values Statement http://www.losmedanos.edu/aboutcollege/mission.asp for discussion. Needs to be updated to also reflect job descriptions language.</p> <p>Laurie Huffman provided this statement was recently discussed at Planning Committee where they are revisiting the Mission, Vision, and Values Statement and are inviting committees to provide background information prior to their discussion on revision.</p>
6.	10	<p>Other report-outs</p> <p>1) Language of Leadership Presentation</p>	<p>Teresea Archaga</p>	<p>I</p>	<p>T. Archaga attended presentation at JFK University, Feb. 2018. https://www.youtube.com/watch?v=5DdToaeZBmY</p> <p>Information shared on cultural awareness and sensitivity with language, screenshots shared on gender and cultural bias as it relates to interviews and staff evaluations.</p> <p>Suggestion to bring these speakers, Lori Nishiura Mackenzie and Dr. Melissa Victoria Abad to LMC to provide this training.</p>

					<p>Further discussion by committee on providing training to our constituents on topics such as EEO hosting FLEX on Cultural Competency, or department training.</p> <p>At next meeting: Review NCORE rubric.</p> <p>Laurie Huffman will write letter to Sylvester Henderson requesting to join EEO committee.</p>
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New Business

7.	10	<p>Next Steps and Future Agenda Items</p> <ul style="list-style-type: none"> • Follow-up Items List for next meeting 	All/Sabrina	D	<p>Identify items for next month's agenda:</p> <ul style="list-style-type: none"> • NCORE rubric • Cultural Humility and broader diversity training • Voting on job classification language (A) • Follow-up with Dio Shipp and Alex Porter on Proposal 2 (New Employee Survey) • Hiring, Diversity and Faculty Hiring Conference in LA- April meeting • Academic Senate update <p>Box 2A timeline- will be on May agenda</p>
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Spring 2018 meeting schedule:

April 10, 2018

May 08, 2018

June 12, 2018