

**EEO COMMITTEE MEETING AGENDA**  
**Tuesday, April 10 2018; 2:00pm-4:00pm**  
**SS4-409 Conference Room**

**Committee Membership:**

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

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome / Additional Information
1.	1-2	Welcome	Alex/Sabrina		
2.	5	Public Comment and Announcements	Alex/Sabrina		None
3.	5	Approve Agenda for April 10, 2018 Approve Minutes for March 13, 2018 Approve minutes for February, 2018	Alex/Sabrina	A	Review and Approval M/S/A- 1 abstention M/S/A

**Standing Items**

4.	20	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> <li>Overall report</li> <li>Laura Schulkind Training</li> </ul>	Alex/Sabrina	I,D I,D D	Information, Follow-up Update from Districtwide EEO meeting DEEOC approved Hiring Toolkit by Dio. Upcoming trainings- L. Schulkind training for management in hiring committees. Online training is required if you are in any interview committee. Discussion on the L.Schulkind training: it is the same presentation at each training. Implicit bias isn't trained on. Falls short on cultural humility. Focused on faculty hiring process, should tailor to right audience at the right time. Policy related training should be occurring at District HR level, and should not be in the training. Suggested to look at job descriptions and screening questions and review. AP provided he reviews panels at campus levels for diversity. Committee would like to see more equity inclusion in the trainings. Propose that this committee would like to send feedback that we have a desire for cultural humility and implicit bias training and activities that are relevant. AP suggested to bring this feedback up at the next meeting for DEEO agenda items request.
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		<ul style="list-style-type: none"> <li>• DEEOAC Project Proposals</li> </ul>			<p>DEEO advises HR Officer. As we produce effort to bring to DEEO they then advise the HR Officer. – Keep that in mind as we expect resolutions.</p> <p>Discussion on creating a training within the toolkit, have outside sources, experts to come in and create our own knowledge-then train our own set of experts. Include experiences from conferences.</p> <p>S. Kwist offered to revisit last year’s request for Kimberly Papillion.</p> <p>A.Porter we have to look at the content of the training and identify the gaps.</p> <p>Our hiring toolkit proposal got accepted, Dio asked for a budget. Will include a section for interview questions, section on job descriptions, get districtwide input. People would like the toolkit as a handbook – can look into options at making it accessible.</p> <p>CCC proposal that got approved was having a districtwide Q conference.</p> <p>Sabrina will be going to NCORE and will provide information available. Will build a budget.</p> <p>DVC proposal that got approved was the job fair for part time faculty.</p> <p>Erich suggested maybe having satellite job fairs at LMC and CCC, possibly simulcast it. They like to have union reps there as well.</p> <p>Should probably have a classified job fair, recruiting for internal positions.</p> <p>Bi-annual report at District also looked at table of data of demographics at DVC, CCC, LMC, also see diversity of managers.</p> <p>L.Huffman stated she would like to see diversity of student population vs. faculty population.</p> <p>JT provided this is part of our charges to do a report and make recommendations. Data was looked at and made recommendation for improvements. Part of commitment to hiring a diverse workforce.</p>
5.	40	<p>EEO Sub-Committee Report-Outs</p> <ol style="list-style-type: none"> <li>1) Culture in the Workplace <ol style="list-style-type: none"> <li>a) New Employee Survey</li> </ol> </li> <li>2) Hiring A Diverse Workforce <ol style="list-style-type: none"> <li>a) Diversity language in job descriptions</li> <li>b) Manager Hiring Grid</li> </ol> </li> </ol>	All	<p>D</p> <p>A,D</p> <p>D</p> <p>D</p>	<p>Information sharing, discussion</p> <p>Continued Discussion(TBD)</p> <p>Review job descriptions, classification language(TBD)</p> <p><a href="http://www.losmedanos.edu/eo/documents/Managershiringgrid.2.pdf">http://www.losmedanos.edu/eo/documents/Managershiringgrid.2.pdf</a> - Continued discussion, some things will be covered within the toolkit, some parts will be contributing- so the toolkit will not be all inclusive to include the Manager Hiring Grid - toolkit needs to be updated.</p> <p>Where is the impact - toolkit gives locations on where to post jobs, but do we want to focus on other areas?</p> <p>Identify external recruitment supports. Is implicit bias due to mode (Skype, Zoom) interviews. – Will be discussed further.</p>

		c) LMC Defining Language			Discussion on Language for job announcements on “What is LMC”, affirmation of our values (TBD)
6.	10	Other report-outs 1) Hiring, Diversity and Faculty Hiring Conference in LA	Porter	I	Information on key points from conference (TBD)
<b>New Business</b>					
7.	10	1) Flex Planning  2) NCORE Rubric 3) Candidate information on paper screening	Erich Janice Belman	A I,D I,D,A	Plan, Discussion- e.g. Training for Hiring. E.Holtmann was thinking a variable flex, maybe on how to write a Box 2A. Agenda item for next meeting TBD Discuss to take action on removing information of candidates to eliminate bias- can discuss at next meeting.
<b>Wrap-Up and Next Steps</b>					
8.		Next Steps and Future Agenda Items • Follow-up Items for next meeting	All	D	Clarify assignments/tasks and persons responsible Identify items for next month’s agenda: Box 2A timeline (possible FLEX item)- will be on May agenda  Clarissa Cadena – will no longer be able to do the administrative support, identify a new support person.

**Spring 2018 meeting schedule:**  
**May 08, 2018**  
**June 12, 2018**