**EEO COMMITTEE MEETING MINUTES**

**Tuesday, September 12, 2017 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, Tamara Green

Faculty Representatives: Vacant, Vacant, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

Student Representatives: Vacant, Vacant

Support: Clarissa Cadena

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| Item # | *Time* | ***Topic/Activity*** | ***Lead***  |  ***I****nformation* ***D****iscussion* ***A****ction* | ***Desired Outcome***  |
|  | 5 | Welcome | Sabrina and Alex |  |  |
|  | 5 | Public Comment and Announcements | Sabrina and Alex |  | Suggestion brought up by J. Townsend on behalf of Math and Child Development to reconsider Diversity training dates in respect of religious holidays. Clarissa Cadena will be support for the committeeTeresea Archaga will be joining committee as a manager representative.  |
|  | 5 | Approve Agenda for September 12, 2017May 9, 2017 minutes- No Quorom  | Sabrina and Alex | A | Motion made by Rosa and Abbey- unanimously approvedMeet quorum, D. Belman clarified quorum is the majority of members, not seats.  |
| Follow-up |
|  | 5 | Email to ask district to formalize campus hiring process options | Sabrina | I,D | Email was sent to Dio Shipp, S. Kwist stated there is no response yet. Will follow up.   |
|  | 10 | Hidden bias training for hiring | All | I, D | Suggestion made that EEO members attend the Diversity Hiring training (see schedule below) with a rubric and see if this training covers what is required for the EEO plan and what is outlined in the Uniform Selection Guide.

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| Location | Date | Time |
| LMC- CC2-236 | Thursday, September 21st  | 1pm – 4pm |
| DVC Diablo Room | Tuesday, September 26th  | 1pm-4pm |
| DVC Diablo Room | Tuesday, September 26th  | 9am-12pm |
| District Office – 6th Floor Board Room | Tuesday, October 3rd  | 9am-12pm |
| CCC-GE 225 | Tuesday, October 10th  | 1pm-4pm |

View this training as a series of trainings that are available throughout the district, so that this committee and others can build on.D.Belman noted the EEO plan rubric is already existent, it needs to meet Title 5, District’s EEO plan <http://www.4cd.edu/gb/policies-procedures/hr/EqualEmploymentOpportunityPlan.pdf> [page 13 section 9] can review in next meeting.  |
|  | 5 | Letter to college president regarding Kimberly Papillion | Tamara/Sabrina | I, D | D. Belman clarified that Laura Schulkind is the attorney that does the District-sponsored training at LMC. Letter was made to bring Kimberly back but in a districtwide format. S Kwist says Bob Kratochvil responded to the email and he said it would go to district which translated into Kimberly Papillion contracted by district. Action: Follow-up with Dio Shipp about future trainings with Kimberly Papillion.  |
| ***Reports*** |
|  | 5 | Report on Districtwide EEO Advisory Committee Meeting* Overall report
 | Alex | I,D | Information: Last one held was in April, it was discussed that the hiring process/uniform process is inadequate and needs to be revised. Chancellor agreed, general consensus that there were inadequacies and needs to be looked at. Need to have clear process and procedure, it’s currently focused on process, not necessarily yielding the right outcome. Discussion about what to move forward with, as a lot of the USG comes from collective bargaining agreement. The USG is not a clear guide, we need to come up with a recommendation for the District. Action: At next meeting review USG to ensure it reflects LMC’s values, priorities and are aligned, then present to District EEO.We need a third representative for EEO District meeting: currently Alex Porter and Tamara Green.D Belman will be the additional representative in October. A. Porter to verify future dates.  |
|  | 10 | EEO Sub-Committee Report-Outs* Updates from sub-committees – Items not agenized as old or new business
 | All | I, D | Information sharing, discussion and possible approval of potential action plans **Two Sub-Committees:** 1. Culture in the workplace- retaining and changing the culture to support a diverse workforce.2. Hiring a diverse workforce- hiring manager grid, looking at EEO’s role. Action: reconstitute these committees, reconvene, and bring back to next meeting- developing process for hiring, and exit surveys, the other group will deal w culture and climate on campus.1. Culture in the workplace: Lead: Teresea Archaga. Members: Alex Porter, Carla Rosas, David Belman
2. Hiring a Diverse Workforce: Lead: Janice Townsend. Members: Sabrina Kwist, Abbey Duldulao

Meet independently and develop a charge and present to group.   |
| ***Old BUSINESS*** |
|  | 20 | SGC Approval of EEOC Charges * Classified Senate
* Academic Senate
* Associated Students
* Date for SGC
 | All | I, D, A | Carla Rosas said they were approved. Forming a by-law committee to revise by-laws.Teresea Archaga will follow-up on student representatives from AS |
|  | 20 | Manager Hiring Grid* Academic Feedback regarding Manager Hiring Grid
* Managers’ plan (Instructional Deans, Student Support, road show, etc)
* Classified Senate
* Next Steps
 | JaniceDave and CarlaAbbey | I, D | J. Townsend provided job descriptions need to be updated with equity and diversity languageAction: Make a plan to share the work that’s been done for Manager Hiring Grid to incorporate in Sub-Committee work for Hiring a Diverse Workforce.  |
|  | 20 | New Employee Survey* Work plan and timeline

Exit Survey* Can we get the questions from District
* Carla to share models
 | Carla and Dave | I,D | D. Belman wants feedback, start w tangible first steps e.g. challenges w full time classified vs full time faculty in the summer. Carla Rosas suggested we focus on exit survey from last meeting to address some issues. Per Andrea Medina there isn’t a consistent exit survey. There is no sample as it applies to non-voluntary departures. Suggestion for new employee surveys about 6 months into the college, get feedback on acculturation into the college.Action: Make a plan to share the work that’s been done for Exit surveys to incorporate in Sub-Committee work for Culture in the Workplace.  |
| ***New Business*** |
|  | 10 | Next Steps and Future Agenda Items* Follow-up Items List for next meeting
* Fall 2017 meeting dates: Oct. 10, Nov. 14, Dec. 12, 2017
 | Sabrina and Alex | D | Clarify assignments/tasks and persons responsible Identify items for next month’s agendaFor next meeting: scan notes and attach, UES, EEO plan. Sub-chair groups will put together strategic optionsMotion made by Teresea and Carla - unanimous approval to close.  |
|  | 5 | Compressed Calendar | Sabrina Kwist | D | Sabrina Kwist asked the group if anyone received feedback regarding the compressed calendar.D. Belman provided in Student Services will be impact, the new calendar is getting negotiated w United Faculty, staff is just waiting. Initial roll-out it might feel easier, and then at intersession it will speed up. S Kwist: from EEO perspective, consider the faculty that may or may not have a venue to give input. EEO can take on task to communicate with managers, for example Student Services. Timeline and planning are important, will find bodies in charge of this roll- out and reconvene. SS will know around November.  |