

**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

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome																		
1.	5	Welcome	Sabrina and Alex																				
2.	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 committee Teresea Archaga will be joining committee as a manager representative.																		
3.	5	Approve Agenda for September 12, 2017 May 9, 2017 minutes- No Quorom	Sabrina and Alex	A	Motion made by Rosa and Abbey- unanimously approved Meet quorum, D. Belman clarified quorum is the majority of members, not seats.																		
Follow-up																							
4.	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.																		
5.	10	Hidden bias training for hiring	All	I, D	<div>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.</div> <table><tr><th>Location</th><th>Date</th><th>Time</th></tr><tr><td>LMC- CC2-236</td><td>Thursday, September 21<sup>st</sup></td><td>1pm – 4pm</td></tr><tr><td>DVC Diablo Room</td><td>Tuesday, September 26<sup>th</sup></td><td>1pm-4pm</td></tr><tr><td>DVC Diablo Room</td><td>Tuesday, September 26<sup>th</sup></td><td>9am-12pm</td></tr><tr><td>District Office – 6<sup>th</sup> Floor Board Room</td><td>Tuesday, October 3<sup>rd</sup></td><td>9am-12pm</td></tr><tr><td>CCC-GE 225</td><td>Tuesday, October 10<sup>th</sup></td><td>1pm-4pm</td></tr></table>	Location	Date	Time	LMC- CC2-236	Thursday, September 21 <sup>st</sup>	1pm – 4pm	DVC Diablo Room	Tuesday, September 26 <sup>th</sup>	1pm-4pm	DVC Diablo Room	Tuesday, September 26 <sup>th</sup>	9am-12pm	District Office – 6 <sup>th</sup> Floor Board Room	Tuesday, October 3 <sup>rd</sup>	9am-12pm	CCC-GE 225	Tuesday, October 10 <sup>th</sup>	1pm-4pm
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					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 <a href="http://www.4cd.edu/gb/policies-procedures/hr/EqualEmploymentOpportunityPlan.pdf">http://www.4cd.edu/gb/policies-procedures/hr/EqualEmploymentOpportunityPlan.pdf</a> [page 13 section 9] can review in next meeting.
6.	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.
<b>Reports</b>					
7.	5	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> <li>Overall report</li> </ul>	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.
8.	10	EEO Sub-Committee Report-Outs <ul style="list-style-type: none"> <li>Updates from sub-committees – Items not agenized as old or new business</li> </ul>	All	I, D	Information sharing, discussion and possible approval of potential action plans <b>Two Sub-Committees:</b> 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

					<p>2. Hiring a Diverse Workforce: Lead: Janice Townsend. Members: Sabrina Kwist, Abbey Duldulao</p> <p>Meet independently and develop a charge and present to group.</p>
<b>Old BUSINESS</b>					
9.	20	SGC Approval of EEOC Charges <ul style="list-style-type: none"> <li>Classified Senate</li> <li>Academic Senate</li> <li>Associated Students</li> <li>Date for SGC</li> </ul>	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
10.	20	Manager Hiring Grid <ul style="list-style-type: none"> <li>Academic Feedback regarding Manager Hiring Grid</li> <li>Managers' plan (Instructional Deans, Student Support, road show, etc)</li> <li>Classified Senate</li> <li>Next Steps</li> </ul>	Janice Dave and Carla  Abbey	I, D	J. Townsend provided job descriptions need to be updated with equity and diversity language  Action: 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.
11.	20	New Employee Survey <ul style="list-style-type: none"> <li>Work plan and timeline</li> </ul> Exit Survey <ul style="list-style-type: none"> <li>Can we get the questions from District</li> <li>Carla to share models</li> </ul>	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.
<b>New Business</b>					
12.	10	Next Steps and Future Agenda Items <ul style="list-style-type: none"> <li>Follow-up Items List for next meeting</li> <li>Fall 2017 meeting dates: Oct. 10, Nov. 14, Dec. 12, 2017</li> </ul>	Sabrina and Alex	D	Clarify assignments/tasks and persons responsible Identify items for next month's agenda For next meeting: scan notes and attach, UES, EEO plan. Sub-chair groups will put together strategic options Motion made by Teresea and Carla - unanimous approval to close.

13	5	Compressed Calendar	Sabrina Kwist	D	<p>Sabrina Kwist asked the group if anyone received feedback regarding the compressed calendar.</p> <p>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.</p> <p>S Kwist: from EEO perspective, consider the faculty that may or may not have a venue to give input.</p> <p>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.</p>
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