EEO COMMITTEE MEETING MINUTES (Draft) Tuesday, November 14, 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, Grace Villegas
Faculty Representatives:	Vacant, Vacant, Janice Townsend
Manager Representatives:	Dave Belman, Teresea Archaga, Carla Rosas
Support:	Clarissa Cadena

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome
1.		Welcome	Sabrina and Alex		
2.		Public Comment and Announcements	Sabrina and Alex		None
3.		Approve Agenda for November 14, 2017 Approve Minutes for October 10, 2017	Sabrina and Alex	P	Note: James Noel no longer a member J.Townsend move to approve, C.Rosas seconded, unanimous approval. G Villegas moved to approve upon removal of James from minutes, C Rosas seconded; 1 abstention- S. Neal
Reports	3				

Reports

4.	5	Report on Districtwide EEO Advisory Committee Meeting Overall report 	Alex	I,D	No report from DEEO; D Belman provided DEEO has not been held due to campus closure on previous date and until retreat is held in December. Representative from LMC EEO: A Porter, D Belman, and one vacant spot, can be filled by student rep or classified. S. Neal will confirm her spring schedule to see if she can attend. D Belman provided they are held Friday mornings from 10 am to Noon.
5.	15	Hiring, Diversity and Faculty Hiring Conference in LA	Alex	I	Information A Porter will send out materials on Conference attended in LA. Those in attendance included District representation: S. Morgado, L. Armistead; some from CCC. N. Orante from DVC, From LMC: S. Hendersen, K. Horan and A. Porter. Put out by USC. Focused on Faculty Hiring, educated management team on good practices for hiring, good interview questions, engagement of faculty- focus was on faculty but can be used across staff hiring. If they offer training again, would be good to send Deans, Dept. Chairs that sit on interview panels.

					Review material that will be sent out and we could discuss at next meeting. A. Porter noted main point taken from conference: under-
					preparedness of managers being able to talk about cultural competency, language selection, and lack of understanding
	20		All	I, D, A	Information sharing, discussion and possible approval of action plans
		EEO Sub-Committee Report-Outs: Updates from Sub- Committees			1. Culture in the Workplace Subcommittee
					A) C. Rosas provided (see SC 1, Report-Out 2) the subcommittee met last Tuesday and further discussed the New Employee Survey, when and if it should apply to employees new to the college or district. It was also discussed the anonymity of the survey, and the level of accountability on feedback provided.
		 Culture in the Workplace a) New Employee Survey 			Annual report will be done to see where trends are.
		b) Exit Survey			Friday Nov. 17 th -will be on agenda at DEEO meeting to be discussed.
					Note to subcommittee: Be mindful about demographic questions
				A.Porter encouraged subcommittee to look for things they're not aware of such as specific EEO questions; can be discussed here when identified.	
					Process will be to develop language, bring to Academic Senate, Classified Senate and SGC, then Cabinet for final approval.
6.					Motion made to remove "Exit Survey" from agenda. M/S/A
					2. Hiring A Diverse Workforce Subcommittee:
				A) Charges for subcommittee presented by A. Duldulao (see SC 2, Charges), discussion on language used. Work with the College and District EEO to include language.	
					Discussion for Charges, item 3 to be re-worded: update to promote, "include substantial" to "enhance", job description then job announcement.
	2) Hiring A Diverse Workforce a) Charges			Included in UESG, getting Deans (managers) trained in EE with descriptions of positions.	
		b) Diversity language in job descriptionsc) Manager Hiring Grid			Voting on formal charges possibly at next meeting.
					Call for vote of revised version of handout: M/S/A
					B) Job description draft language handout (see SC 2, Job Description Draft Language). Discussion on draft language for job descriptions, general to different hiring levels; then job announcements.
					D. Belman noted on hiring toolkit, questions applicable to any type of classification, look at different roles we have.

					Desirable qualifications can be done at the local level. A. Porter recommended generating additional draft language, consider what can be said to engage candidates. D. Belman will begin discussion about language at DEEOC.	
					Goal: EEO language generation for job descriptions.	
	10		All	1	Information: Other committee report-outs	
					NASA event went well. UC Office of President wants to institutionalize the event	
7.		Other report-outs			At managers meeting 11/15 will do training w Laura Schulkind. Part two in February training. Institutionalize the training.	
New Bu	New Business					
8.	10	Next Steps and Future Agenda Items	Sabrina and Alex	D	Clarify assignments/tasks and persons responsible	
		Follow-up Items List for next meeting			Identify items for next month's agenda:	
		• Fall 2017 meeting dates: Dec. 12, 2017- No meeting in			Management Hiring Grid	
		December, next meeting will be in February.			Toolkit- Discussion-	
					http://www.losmedanos.edu/eeo/documents/IDEAToolKit.pdf	
					Remove Exit Survey from agenda	
					Laura Schulkind on next meeting-Sabrina will discuss.	