

EEO COMMITTEE MEETING MINUTES
Tuesday, February 13, 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: Vacant, 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	Sabrina and Alex		
2.	5	Public Comment and Announcements	Sabrina and Alex		Welcome back. E. Holtmann will voice record meeting.
3.	5	Approve Agenda for February 13, 2018 Approve Minutes for November 14, 2017	Sabrina and Alex	A	Review and Approval of Agenda- M/S/A J.Townsend and E.Holtmann will need printed copies in future meetings. Review and Approval of Minutes- M/S/A; 1 Abstention, E. Holtmann
4.	1-2	EEOC Faculty Rep approval	All	A	Welcome Erich Holtmann to EEO

Standing Items

5.	10	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> Overall report 	Sabrina	I,D	Information, Follow-up S. Kwist shared information from attendance to two retreat and districtwide meeting- three tasks at hand. Both looking at USG, and District EEO Plan. How we understand it at various college and norming sessions. Went over experience at USC conference. District members: Alex, Kevin and Sylvester, discussed looking at larger demographics. It was discussed the language and equity minded interview questions. Also in alignment with the work being done at LMC EEOC. Short talk on Multiple Measures Rubric- tools that were made available in the retreat. Continuing discussion at DEEO: how district will continue to implement and include equity and inclusion by conducting forums and cross cultural workshops, ongoing training, guest speakers in leadership positions, and conversation at District level, site specific to overcome barriers. District asked what each campus is doing to build a proactive climate.
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6.	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) IDEA Toolkit</p> <p>b) Charges</p> <p>c) Diversity language in job descriptions</p> <p>d) Manager Hiring Grid</p>	<p>All</p> <p>Belman</p> <p>Janice</p>	<p>I, D</p> <p>I</p> <p>I, D</p> <p>I, D</p> <p>I, D</p>	<p>Information sharing, discussion</p> <p>No update from Sub-committee 1.</p> <p>Current sub-committee work was explained to new member: New Employee Survey developed for managers and permanent classified staff to be done at 4-6 month mark, to understand the onboarding experience.</p> <p>E. Holtmann suggested sharing the IDEA Toolkit with District because it is further developed as campus project.</p> <p>D. Belman provided background on IDEA Toolkit: Developed in 2014, created this toolkit as a resource to assist with the hiring process to increase diversity in applicant pools and people we hire. Focus was 1 to help people think about desirable qualifications. Reviewed recruitment steps, developing questions for interviews.</p> <ul style="list-style-type: none"> • Page 6 in toolkit has list of places that people could advertise. • Page 10 and 11 – has questions that can be used for different types of positions, appropriate for anybody. <p>Example of “opening statement” that committees could use to indicate the values of our campus. Statements like this could indicate to them what our values as an institution are.</p> <p>Tool to pull language from, including in interviews themselves.</p> <p>Committee had a further discussion on ideas to bring to DEEO as campus project. Charges and Diversity Language are still being worked on. E. Holtmann provided the IDEA Toolkit sounded like the Education Master Plan Goal number 2.2. D. Belman will confer with the IDEA Committee.</p> <p>Managers Hiring Grid: J. Townsend provided background: Individual colleges needed to decided roll of EEO committee to be part of hiring process, it went through Academic Senate and they agreed that EEO should be a part of it. So</p>

					<p>now it is the decision of this committee if they want to move forward with this. This came from gaps of EEO Plan and USG (Determined from meeting with Dio).</p> <p>AP reviewed the positions that are already in place within the Manager Hiring Guide, Calendar of activities: recruitment schedule from start to finish.</p> <p>Job announcement is set by District</p> <p>Questions by J. Townsend: Is there a role for EEO in these steps? What is the role of EEO in the plan?</p> <p>Goal: That our hires are equity minded. Role of EEO is how to get to that and the role of EEO in the hiring process.</p> <p>A. Porter would prefer training for hiring managers. Infusing ideas from Toolkit, if we push recommendations forward.</p> <p>*Manager Hiring Grid—make it standing agenda item*</p> <p>E. Holtmann: Review and consider EEO questions or descriptions- e.g. faculty applications mentioned nothing for diversity or equity</p> <p>Language was added in July when classifications were updated.</p> <p>With questions then a supplemental qualifications- how are they screening for diversity.</p> <p>Every one of our job postings begin with language on who the campus is, adopt at a college level.</p> <p>Subcommittee #2 could work on broad “What LMC Is” language for job postings. Bring to next meeting for language, affirmation of our values. Review job descriptions language.</p> <p>SC 1 work on survey</p> <p>SC 2 work on language, Erich will join SC 2.</p> <p>Information, Background and Development. Applicable to various job classifications.</p> <p>http://www.losmedanos.edu/eoo/documents/IDEAToolKit.pdf</p> <p>http://www.losmedanos.edu/eoo/documents/Managershiringgrid.2.pdf</p>
7.	10	<p>Other report-outs</p> <p>1) Language of Leadership Presentation</p>	<p>All Teresea Archaga</p>	I	<p>Information on other committee report-out</p> <p>None- T. Archaga not present</p>

New Business					
8.	10	Next Steps and Future Agenda Items <ul style="list-style-type: none"> • Follow-up Items List for next meeting 	Sabrina and Alex	D	Clarify assignments/tasks and persons responsible Identify items for next month's agenda Hiring, Diversity and Faculty Hiring Conference in LA. Laura Schulkind training Box 2A timeline- is usually sent out in the Fall semester- Note to place on May agenda. Toolkit timeline. Meeting ended at 3:36pm

Spring 2018 meeting schedule:

Feb. 13, 2018

March 13, 2018 (in MA-142)

April 10, 2018

May 08, 2018

June 12, 2018

DRAFT