**EEO Committee Meeting Minutes Meeting Date**: February 14, 2017

**Members Present:** Janice Townsend, Sabrina Kwist, Dave Belman, Tamara Green, Israel Castro, and Theodora Adkins

**Members Absent**: James Noel, Abby Duldulao, A’kilah Moore, and Carla Rosas

**Note-Taker:** Israel Castro **Transcriber:** Theodora Adkins

1. Welcome
2. Public Comments and Announcements

Israel: The LMCAS created a discount program with some local retailers that is scheduled to begin February 27, 2017. It will provide LMC students with a 10% discount on purchases.

Dave: LMC Food Pantry will be open to students three days a week. Come check us out.

Janice: Spread the word to any faculty you would want to see participate in Faculty Empowerment Team professional development

1. Introduce/Welcome Dean of Equity, Sabrina Kwist
2. Approve Agenda for February 14, 2017. Approve minutes from November 8, 2016 EEO Meeting, Select Note-Taker

Theodora put forth a motion to approve the agenda. Israel seconded the motion. Motion Passed 5-0-0.

Israel agreed to be note-taker for this meeting. It was suggested that we not rely so heavily on classified members for administrative support of our meetings.

The minutes from the last EEO meeting were not available. We will look at the minutes of our last EEO meeting during the next meeting.

1. Districtwide EEO Advisory Committee Meeting Report

James was not present to provide a report. However, Janice told us about an important document that he gave her that was disseminated at the meeting. She stated she would make the document available to the Committee online (Seeking Cultural Competence in Hiring).

1. EEO Sub-Committee Reports

**Retaining a Diverse Workforce/Changing Culture to Support a Diverse Workforce** (Carla, Dave, A’kilah, Israel)

Dave reported from the January EEO meeting that there are mutual efforts towards more inclusive hiring processes.

A letter was sent to Bob from IDEA and EEO a more inclusive hiring process for the Dean of Equity and Inclusion. Bob rejected this idea as he felt it would need to have been stated on the job announcement. This was brought to the District. These conversations captured many ideas, mostly about creating a better experience for job candidates, giving them more opportunities to shine in the hiring process. Our current hiring process is limited and regimented. It was suggested that perhaps we can have more open forums. There is nothing in the current policy that prohibits such acts as long as we maintain transparency on the job announcement about candidates and their roles. Tamara asked if there was any differentiation made between the hiring process for managers and faculty. Dave responded that the conversation revolved around hiring managers and deans. Theodora stated that open forums do not necessarily change the outcomes as we have had open forums for certain positions in the past and the outcomes didn’t result in more diversity. She voiced her concern about the lack of diversity on most hiring committees. She stated that her hiring committee was very diverse (a Chinese woman, a Black woman, a White man, a Puerto Rican woman, a Jewish man) which may explain how she got hired. Our lenses need to be diverse. Dave stated that in the District, it was clear that each college has flexibility-HR informed us that we have a certain amount of freedom. Theodora stated that she is interested in results, practices that bear fruit. Diversity doesn’t happen, generally, unless the people are willing. Her focus is trying to determine the will of the people. She stated that there’s an appointment aspect that concerns her in some of the hiring processes. The will of the people appears to be a resistance towards more diversity. She went on to ask if we can discuss the concept of the members of the screening and interview committees being comprised of the same people. Tamara stated that we are free to do things. We’re not restricted by the District.

Janice commented that this committee plus IDEA and the Senate are moving forward, progressing. The tough questions shall be dealt with here. Theodora stated that we need leadership to be on board. Leadership sets the tone. Janice stated there’s a ?? in changing the culture to supporting towards a more diverse workforce.

Sabrina asked Dave if all the changing of protocol discussed at the DEEOC level is in writing. Having it in written form formalizes all the conversations and decisions. Dave will review the minutes of the January DEEOC meeting and formalize it.

**Hiring a Diverse Workforce (**Tamara, Janice, Ruth, Abbey, Tamara, Theodora)

On January 19, 2017, we had a flex session with Kimberly Papillon about the neuroscience of decision-making in higher education. The idea is to take this message and spread it around the campus. Tamara stated that the workshop taught her a lot of things about herself. She cited Harvard Implicit Bias tests-it’s amazing. We have a rough draft of a letter to send to Bob to see if and how we can partner into disseminating this message. Theodora posited that we need to act in a more unified way with the other colleges. Let’s have a conversation. Tamara stated that there is a video on YouTube reflecting Papillon’s work.

1. **Administrative Support and Budget for EEO Committee**

Tamara inquired about who pays our copying costs. Sabrina responded that per conversations with Bob, copying costs comes out of her budget. She stated that her office should provide Admin support, but she doesn’t have any Admin support yet. She suggested we alternate responsibility in regards to note-taking and take initiative to post more documents online to reduce copying costs and preserve the environment. She stated she has no problem advocating once more for more Budget and Admin support. It’s not clear how much money there is in the District for EEO. Dave stated that the District EEO funding may be used only at the District level -the funds don’t trickle down to the colleges. There is a larger conversation about Admin support happening on campus. But for now, we can go the egalitarian route until April.

1. SGC Approval of EEOC Charges

Janice brought charges and goal to the Academic Senate. Classified Senate needs clarifications on certain items. They said: “Delete or reword charge #4. The campus doesn’t have a definition of diversity yet. Measurability is not clear”. Dave stated that Charge #4 is outlined in the District EEO Plan. The District is in fact monitoring committees. We could reword it but it’s in the DEEOC Plan. Janice stated that we just need to explain it more clearly, they need some education about the EEO plan. Tamara stated that as a Classified Senate Representative, she will help educate the Classified Senate. She stated they’re also confused about the purpose of the trainings described in Charge #3. Dave stated he would be happy to attend wit her.

1. Membership on DEEOC (we need three)

We should have three people from LMC on the DEEOC. One should be the LMC EEO Officer who is also the Business Manager. Dave can continue to attend the DEEOC meetings, since he is our “historical” voice. He stated that the number of college EEO reps on the DEEOC is perhaps changing. James represents LMC EEO Committee on the DEEOC with Theodora as his alternate. It is unclear about who should sit on the DEEOC. Milton Clarke is no longer on the Committee so there may need to be a rep from the LMC UF on the Committee. Is there student representation on the DEEOC (Israel from LMC?). What about Classified Senate representation (Tamara ?). What about Classified Union representation?

1. Follow-Up from DEEOC Meeting with Tamara, Abbey, and Ruth. What is our vision of the role of EEOC? What is the EEOC role in management hires?

Janice asked what questions we want to select going forward on the management hire worksheet. From the Uniform Employment Selection Guide, (she brought a draft)-what is the EEO Committee’s role in the selection process of managers? Dave stated that supplemental questions are created when the job titles go out. Janice stated the possibility of adding “conduct reference checks on equity conduct” of potential candidates.

1. Follow-Up/Next Steps from Kimberly Papillon’s Training

Dave put forth a motion to approve that Tamara draft a letter to Bob on behalf of the EEO Committee to bring back Kimberly Papillon. Tamara seconded the motion. Motion Passed: 5-0-0

1. Next Steps and Future Agenda Items

Spring 2017 Meeting Dates – March 14, April 11, May 9 2:30-4:30 PM

There was no discussion notes regarding future agenda items.

Meeting Adjourned at 4:33 PM.