

**EEO COMMITTEE MEETING AGENDA**  
**Tuesday, September 11, 2018; 2:30pm-4:00pm**  
**SS-409 Conference Room**

**Committee Membership:**

Co-Chairs: Sabrina Kwist and Alex Porter (Co-Chairs: Non-Voting)  
 Classified Representatives: Abbey Duldulao, Grace Villegas  
 Faculty Representatives: Laurie Huffman, Erich Holtmann, Janice Townsend  
 Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas  
 Support: Rotate

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome / Additional Information
1.	1-2	Welcome	Alex/Sabrina		
2.	5	Public Comment and Announcements	Alex/Sabrina		
3.	5	Approve Agenda for September 11, 2018 Approve Minutes for May 8, 2018	Alex/Sabrina	A	Review and Approval

***Standing Items***

4.	10	<ul style="list-style-type: none"> <li>DEEOAC Project Proposals</li> </ul>	Sabrina	I,D	Information, Follow-up Upcoming trainings Discussion LMC's proposals to DEEOAC project proposals
5.	20	EEO Sub-Committee Report-Outs 1) Culture in the Workplace a) New Employee Survey 2) Hiring A Diverse Workforce a) Diversity language in job descriptions b) Manager Hiring Grid c) IDEA Toolkit	All	I, D  D  A,D D  D	Information sharing, discussion  Continued Discussion  Review job descriptions, classification language <a href="http://www.losmedanos.edu/eo/documents/Managershiringgrid.2.pdf">http://www.losmedanos.edu/eo/documents/Managershiringgrid.2.pdf</a> - Continued Discussion

***New Business***

6.	10	1) Uniform Selection Guide 2) Candidate information on paper screening 3) Plan Development for Report to President	Erich Dave Janice	A I,D I,D,	Plan, Discussion Information Plan, Discussion
<b>Wrap-Up and Next Steps</b>					
7.		Next Steps and Future Agenda Items <ul style="list-style-type: none"> <li>• Follow-up Items for next meeting</li> </ul>	All	D	Clarify assignments/tasks and persons responsible Identify items for next month's agenda