**EEO COMMITTEE MEETING AGENDA**

**Tuesday, October 9, 2018; 2:30pm-3:50pm**

**SSF-409 Conference Room**

###### Committee Membership:

###### Co-Chairs: Sabrina Kwist and Alex Porter (Co-Chairs: Non-Voting)

Classified Representatives: Abbey Duldulao, Vacant

Faculty Representatives: Laurie Huffman, Erich Holtmann, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

Support: Rotate

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| Item # | *Time* | ***Topic/Activity*** | ***Lead*** | ***I****nformation*  ***D****iscussion*  ***A****ction* | ***Desired Outcome / Additional Information*** |
|  | 1-2 | Welcome | Alex/ |  |  |
|  | 5 | Public Comment and Announcements | Alex/ |  |  |
|  | 5 | Approve Agenda for October 9, 2018  Approve Minutes for September 11, 2018 | Alex/ | A | Review and Approval |
| ***Standing Items*** | | | | | |
|  | 5 | * DEEOAC Project Proposals | Alex | I,D  I,D  D | Information, Follow-up  Upcoming trainings  Discussion LMC’s proposals to DEEOAC project proposals |
|  | 20 | EEO Sub-Committee Report-Outs   1. Culture in the Workplace    1. New Employee Survey (status/ edits) 2. Hiring A Diverse Workforce    1. Diversity language in job descriptions    2. IDEA Toolkit | All | I, D  D    D  D | Continued Discussion  Update from IDEA, faculty workshops, next steps |
| ***New Business*** | | | | | |
|  | 10 | 1. Plan Development for Report to President | Janice | I,D | Information  Plan, Discussion |
| ***Wrap-Up and Next Steps*** | | | | | |
|  |  | Next Steps and Future Agenda Items   * Follow-up Items for next meeting | All | D | Clarify assignments/tasks and persons responsible  Identify items for next month’s agenda  Box 2A timeline- will be on May agenda |