**LMC EEO COMMITTEE MEETING MINUTES**

**Tuesday, February 11, 2020**

**3:30pm to 4:50pm - Library 215**

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|  | MEMBERS PRESENT: | | | | |
| **Sabrina T. Kwist**, **Carlos Montoya, Abbey Duldulao,** | | | |
| **Janice Townsend, Dave Belman, Teresea Archaga**,  **Carla Rosas**  MEMBERS EXCUSED:  **Shagoofa Khan** | | | |
| Item # | | ***Topic/Activity*** | ***Lead*** | | ***Outcome*** | |
|  | | Welcome | S. Kwist | |  | |
|  | | Public Comment and Announcements | C. Montoya | | UPCOMING EQUITY SPEAKER SERIES ON TRAUMA INFORMED CARE on equity website. | |
|  | | 1. Approve Agenda for February 11, 2020 2. Approve Minutes from November 11, 2019 meeting and December 19, 2019 | C. Montoya | | a. Motion Teresea, Second Edward, Approved by all  b. Motion Teresea, Second Edward, Approved by all | |
|  | | EEO to honor Erich Holtmann  Members present are invited to create a space of memory and healing. | All | | Group shared memories and Erich’s impact on equity and our lives | |
|  | | Working Group Report:  Hiring a Diverse Workforce - A. Duldulao. J. Townsend,  C. Montoya, & S. Kwist | J. Townsend | | Janice shared enhancements to the EEO training for the Box 2A faculty hiring training including Equity Matrix in order to build group norms. The committee agreed that we need to enhance this tool and present to District EEOC. | |
|  | | Working Group Report:  Retaining a Diverse Workforce/ Changing the Culture to Support a Diverse Workforce - C. Rosas, D. Belman,  E. Beanes, T. Archaga & S. Khan | C. Rosas/  T. Archaga | | Key Findings:   * Have you participated on a hiring committee?   + *Yes (34) 70.83%*   + *No (14) 29.17%*   + *If yes, which committee(s) have you participated on? (Check all that apply)*     - Screening Interview (26)     - Paper Screening (23)     - Final Interview (4) * Should the District limit the number of times an individual serve on hiring committees?   + *No (20) 41.67%*   + *Yes (14) 29.17%*   + *Unsure (14) 29.17%* * The college actively promotes respects for diverse backgrounds, identities, and perspectives.   + *Agree (20) 46.51%*   + *Strongly Agree (9) 20.93%*   + *Unsure (8) 18.6%*   + *Disagree (4) 9.3%*   + *Strongly Disagree (2) 4.65%* * Do you feel you have the proper tools/resources to serve LMC’s diverse student groups and community?   + *Yes (24) 55.81%*   + *Unsure (12) 27.91%*   + *No (7) 16.28%* * Human Resources   + *Review the current hiring committee structure. Is the current structure a barrier when as a college we place an emphasis on having representation from the department filling the vacancy?* * Management Council   + *Orientation/training- Feedback provided identifies a lack of consistency across the college.*     - Timeliness and frequency training (per semester?) and managers’ role in facilitating a connection with college collaborators.   + *Supporting participation in PD activities.*     - How does encouragement translate to budget allocation? Additional questions raised include: Why are we making individuals jump through hoops to acquire funding for PD? * Office of Equity & Inclusion/PDAC   + *Recommend further evaluation of questions/responses specific to promotion of respect for diverse backgrounds and tools/resources available to serve LMC’s diverse student groups and community.*     - Further exploration of what has been learned and how it is being put into practice?     - It was noted that participant responses did not necessarily address the survey questions. Perhaps, we did not ask the “right” question.   *Address concerns regarding access and scheduling constraints.*   * Shared Governance Council   + *Share feedback regarding Shared Governance.*     - How can we support increased participation?     - What can SGC and its committees do to increase awareness and engagement in college priorities?   Next Steps: attend Classified Senate and collaboratively develop recommendations | |
|  | | None | - | | - | |
|  | | Next Steps and Future Agenda Items | C. Montoya | | 3 TAKEAWAYS FOR REPORTING BACK   * + Hiring a Diverse Workforce: Work continues for the Faculty Equity Hiring Matrix-Developing supplemental interview questions. Connect with IDEA committee.   + Uniform Selection Guide--being reviewed District EEOC and the EEO committee will review current draft at the next meeting   + Retaining a Diverse Workforce--Classified Survey Results:  4 areas of recommendations have been drafted to engage constituency groups and are seeking additional participation on workgroup for next steps. The sub-group will present to Classified Senate and Management Council to gather additional input. | |
|  | | Adjourn Meeting | C. Montoya | | Meeting Adjourned 5:04 pm | |