**EEO COMMITTEE MEETING NOTES**

**Tuesday, February 12, 2019; 2:30pm-3:50pm**

**MA\*142 Conference Room**

###### Committee Membership:

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

Classified Representatives: Abbey Duldulao, Edward Beanes,

Faculty Representatives: Laurie Huffman, Erich Holtmann, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

Support: Rotate

###### In Attendance:

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

Members Present: Janice Townsend (Faculty), Erich Holtmann (Faculty), Dave Belman (Manager), Teresea Archaga (Manager), Shelly Baird (Classified)/note taker

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| Item # | ***Topic/Activity*** | ***Notes*** |
|  | Welcome |  |
|  | Public Comment and Announcements | Laurie Huffman will not be able to serve on the EEO committee this semester/Spring 2019 due to her packed schedule. |
|  | Approve Agenda for 2/12/19  No Minutes / December Meeting Cancelled | We did not have quorum; no approval of the 2/12/19 agenda was permitted |
|  | * DEEOAC Update and Projects | **DEEOAC Update and Projects**  Erich announced that District HR is beginning to re-write the Table of Contents of Uniform of Employment Selection Guide. Erich distributed a draft.  The revisions have been a point of discussion for quite some time, with District HR taking the lead on this. HR is welcoming suggestions among unions, senates, SGC. Once a final draft is complete, it will go before the governing board and chancellor’s cabinet.  District Equal Employment Opportunity Advisory Council (DEEOAC) is where the revisions began. Janice asked if there was a process of documenting the parties it has/will go in front of to ensure it’s going in front of all necessary people.  Dave would like to set up a de-brief session to create a timeline on the process, drafts, deadlines. Since we have limited meetings to create a draft and present to the necessary parties for review, we hope district drafts happen **prior** to the unions and senates reviewing.  Friday, March 8th from 10am -12 noon LMC will be presenting the EEO Plan Review to DEEAOC. Focus is that this document continues to evolve and be an ongoing document that requires training and involves the Box 2A process.  Erich needs the PowerPoint presentation from faculty to use as a starting point; formulate what we did, the outcomes, Box 2A and which faculty went to our workshops.  Best if we had 3 or more LMC representatives to present (faculty, classified, student, and ideally a VP). Erich will present, and Janice will ask Cameron Bluford to attend. Who else? |
|  | EEO Sub-Committee Report-Outs   1. Culture in the Workplace    1. New Employee Survey (status/ edits) 2. Hiring A Diverse Workforce    1. IDEA Toolkit – Training Series | **EEO Sub-Committee Report-Outs**  **Culture in the Workplace**  **New Employee Survey (status/edits):** Teresea provided the New Employee (Newly Hired Classified) Survey Feedback: from Classified Senate:   * Include an introduction regarding the purpose of the survey:   + Professional Development   + Development of a more consistent on boarding process for new employees   + Identifying gaps within current processes * How about a survey to all permanent LMC Classified Staff?   + It can help maintain anonymity   + Establish building a baseline   + Offer an opportunity to learn from Classified Staff that have been at LMC for a while * Include a questions regarding being encouraged/discouraged to participate in any college committees * Review HR Checklist to ensure alignment * Be purposeful and specific, for example: Do you have the tools/resources to work with a diverse population of students? * Follow up regarding potential conflict regarding Q12: Did you feel your last evaluation was collaborative and supportive? If okay include N/A since some folks have not had a formal evaluation. * Also, include a question about what you wish you knew ....   Next Steps:   * Check-in with Chialin regarding Employee Survey * Verify information for items in question {question 12 verification) * Ensure alignment with current processes * Update survey   Is there an END DATE on the survey?  **Hiring A Diverse Workforce**  **IDEA Toolkit – Training Series**  Box 2a workshop training was well received. Sabrina and Dave will be conducting a training for managers on March 20th. Follow rubric, and use IDEA toolkit as a guide, and make suggestions for hiring – use this as a beta test for upcoming hires.  Classified hiring is still challenging. IDEA toolkit template needs to reflect Embedded Equity Component  *It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.*  Discussion/training for managers – and use of toolkit for managers -- how can this toolkit be used to best understand the questions they need to ask/and the desired result they’re looking for?  Hiring process/ template should have equity statement in it, regardless of position: faculty, classified, staff. Equity/diversity qualifications need to be examined in:   * Desirable qualifications (weave in the equity component rather than as a separate question). * Supplemental questions (piggy-back on the qualification in order to prove experience) Need to ensure that we do not go overboard here where, the supplemental questions add up to 10 questions. * Interview (equity and diversity should be examined in the interview where it becomes a discussion).   How and where we advertise the position needs to be considered in order to reach a more diverse population to begin with.  The thread of discussion around how to best achieve the process we need in order to hire equitably is DATA DATA DATA |
|  | 1. Plan steps for Report to President | **Plan steps for Report to President**  As per our local EEO charge, we are responsible to prepare a report to the President for all protected groups. Janice is developing a report on how we hire – to report to President. Ideally, we would need DATA DATA DATA from DO:   * Demographics (age, gender, race/ethnicity) * Veteran Status * PT/FT Faculty status * Classified * Manager * Student * Titles * Salary Classification Ranges * Job Categories * Meta-majors   Currently we have access to gender, race and age through Data Mart as compared to County Population, Employee Make-up and Student Body. But it’s just not enough to get to the level of equity examination we need.  A good starting point is to examine the past 5-10 years of hires vs. to date. We may find that historically, areas may have been underrepresented, but over the years have shown a better equitable landscape.  Requesting any data has to be purposeful in what we want to achieve; a strategy must be in place so when we look at the data we have a focus of WHY we requested it and WHAT our plan is to use it.   * Janice will talk with Chialin, Scott, and perhaps Sophia to request data needs. * Bob Pacheo (per Alex) is trying to focus the data in more specifics and not too broad, keeping it to CA at district level; aiming for simple data requests from DO that provide greater detail. |
|  | Next Steps and Future Agenda Items   * Follow-up Items for next meeting   Next Meeting 3/12, 4/9 | Next EEO Meeting:  Develop research questions to align with our objectives of our use of data and our desired outcomes. |