**EEO COMMITTEE MEETING AGENDA**

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

NEW LOCATION] Math 142

###### Committee Membership:

###### Co-Chairs: Sabrina Kwist; Vacant

Classified Representatives: Abbey Duldulao, Edward ­Beanes

Faculty Representatives: Erich Holtmann, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

Support: Rotate

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| Item # | ***Topic/Activity*** | ***Desired Outcome / Additional Information*** |
|  | Welcome | Welcome! |
|  | Public Comment and Announcements | Committee needs one more faculty to represent EEO  Encore conference application due 3/18 – contribution to equity and inclusion. Need faculty, classified, manager –It’s in Portland end of May/first of June– group rate is $410 |
|  | Approve Minutes for February 12, 2019  Approve Agenda for March 12, 2019 | Cannot approve notes from 2-12-19, as there was no quorum  Agenda for 3-12-19 approved |
| ***Standing Items*** | | |
|  | * Employee Engagement Survey | Chialin Reviews Employee Engagement Survey with EEO Committee - keeping focus on the Diversity and Equity section   * Purpose of survey: Internal voice and learn the standards towards accreditation for ISER and check pulse of campus * Survey received a good return on response at the start; towards end the survey the response rate dropped (from 233 to 150). * Drill down on the data which may represent a strong % of disagreement so we can focus on a smaller group with a stronger answer…rather than look at a larger group that agrees. * We’ll take a look by classification to better understand Q47: 35 (20%) people who have been discriminated against   + Action item – committee to break out data to better understand the classification responses   + Color code individual groups to indicate any possible trends among groups * Janice asks Chialin if we’ll get data from HR DO – timing is undetermined. |
|  | * DEEOAC Updates | There were 2 District meetings since last college meeting  2/27: CCC very vocal, job descriptions for management and requiring a lot of experience. Insights noted:   * Outside of higher ed doesn’t require manager position, but within higher ed it does require management experience. A lot of requirements may be unrealistic   Another meeting focused on data breakdowns:   * Break down data by ethnicity, race, gender, and stage in hiring process. Many errors in the ways data was collected. After 5 hours of meetings it was established that cleanup is required and HR agrees it needs help and they are taking initiative to clean up (per Bob Pacheco) |
|  | EEO Sub-Committee Report-Outs   1. Culture in the Workplace    1. New Employee Survey 2. Hiring A Diverse Workforce    1. IDEA Toolkit       1. Next steps, Manager Workgroup | EEO Sub-Committee Report-Outs  New Employee Survey:  PT faculty hire process: 4 steps:   * Draft = online application (started application online didn’t submit). * Office of Instruction (O.I) Pool = (started application online and hit submit) * Interview= met min requirements * Hired = hired   FT faculty hire process:   * Office of Instruction (O.I) Pool = (started application online and hit submit) met min requirement * Interview1 = passed paper screening * Interview 2 = top #\_\_\_ selected * Hired = hired   There are big problems with data – not all contracts get entered into DO system; Disabilities data is very minimal.  Data is not clean and looking at very small data can gleam actual individuals so it’s not confidential  Sabrina and Dave can finish presentation to DEEAOC and finally Teresa and Carla can finish survey and present?  Hiring A Diverse Workforce IDEA Toolkit/ Next Steps  From the Deans and Manager Meetings:  Dave Belman shared toolkit to managers and gave examples of existing postings and special instructions and pooled from different colleges …an hour plus of communicating and break out sections for writing questions; more time is needed to craft questions and create prompts for hiring process.  EEO could form an Ad Hoch committee so it’s not brown act, so data can be reviewed (could be 4 individuals to look at data to get direction to what more we need around the parameters). More ways to sparse the data, analyze it in more depth, use existing data from DO. What data is available, what gaps, and how best to use it? |
| ***New Business*** | | |
|  | 1. Plan Development for Report to President | EEO will report the diversity and equity data into the report to President.  Erich has to present toolkit, ppt, rubric, 4 weeks to prepare. Needs Documents |
| ***Wrap-Up and Next Steps*** | | |
|  | Next Steps and Future Agenda Items   * Follow-up Items for next meeting | What strategy can we apply to get the data we need from HR/DO? |