**LMC EEO COMMITTEE MEETING MINUTES**

**Tuesday, April 14, 2020**

**3:30pm to 4:50pm**

<https://4cd.zoom.us/j/5105623232?pwd=Wi8xdVZ4Y3ZtaUF6cmJBajRLMnQ2Zz09>

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| |  |  |  | | --- | --- | --- | |  | MEMBERS PRESENT: | | | **Sabrina T. Kwist**, **Carlos Montoya Duldulao,** | | | **Janice Townsend, Dave Belman,**  **Edward Beanes, Abbey Duldulao**  **Teresea Archaga, Nicole Almassey**  MEMBERS EXCUSED:  **Shagoofa Khan** | | | | |
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| Item # | Approx.  *Time*  *(minutes)* | ***Topic/Activity*** | | ***Desired Outcome*** |
|  | 5 | Welcome | |  |
|  | 4 | Public Comment and Announcements | | Bi-directional communication from our College & Community |
|  | 5 | 1. Approve Agenda for April 14, 2020 2. Approve Minutes from February 11, 2020 | | 1. ( Archaga / Almassey) Approved Unanimously 2. (Archaga / Townsend) Approved Unanimously |
|  | 15 | Contra Costa Community College District  RECRUITMENT AND SELECTION GUIDELINES EDITS | | Members of the committee reviewed draft copies of the Recruitment and Selection Guide put forth suggestions to District EEO:  Page 9 - 2nd paragraph: 'predicting' (can be an opinion; suggested word - estimating or determining)  Page 13- “Dimensions of Behavior” to knowledge, skills and abilities  Page 15 - 1st paragraph: 'digested' (suggested word - absorb)  Page 16 - #1: (suggestion - name plates are recommended and appreciated ....)  Page 17 - #9.3: 'problem' (suggestion - 'topic or requested scenario ....)  Closer reads were suggested of page 4, 6, 21-22  Suggested Glossary of Terms  Larger discussion regarding the detail of hiring process for Management Process as compared to Classified Professionals and Faculty Process |
|  | 35 | EEO FINAL REPORT:  Working Group Report Writing Time | | The committee met in breakout rooms to complete their portion of the reports.. |
|  | 5 | COVID-19 and EEO practices | | Was tabled due to time |
|  | 5 | Educational Master Plan Goals | | Reviewed Goals and Objectives of the Educational Master Plan 2020-2025   * EMP KEY MILESTONES * Draft Themes, Goals and Objectives   Townsend raised additional language for High Wage/ High Demand Jobs to also include Living Wage  <https://www.losmedanos.edu/planning/edplan2020-2025.aspx> |
| **9.** | 5  5 | Next Steps and Future Agenda Items  Adjourn Meeting | | Summary of takeaways to Constituency Groups   * SHARE EMP themes, goals, vales, and objectives * Do teamwork on EEO final report |