

LMC EEO COMMITTEE MEETING MINUTES

Tuesday, October 11, 2022, 2:30pm to 4:30pm via ZOOM

Join Zoom Meeting – <https://4cd.zoom.us/j/5244234068> | Meeting ID: 524 423 4068 | Phone Audio: 1 (669) 900 6833

Committee Membership Present:	
Co-Chairs:	Sabrina T. Kwist, Carlos Montoya
Notetaker	Mika Sugahara
Student Representative:	TBC
Classified Representatives:	Abbey Duldulao,
Faculty Representatives:	Janith Norman, Cameron Bluford
Manager Representatives:	Dave Belman, Teresea Archaga

Item #	Approx. Time (minutes)	Topic/Activity	Lead	Information Discussion Action	Notes
1.	2	Welcome	Co-Chairs	I	Meeting Attendance: 5 out of 7 members, quorum qualified Absence: Nadiya Korkuna (CS), Nicole Trager (AS)
2.	3	Public Comment and Announcements	Co-Chairs	I	Carlos Montoya announced it was the last EEO meeting for Sabrina Kwist. Sabrina Kwist shared information of an up-coming event - Igniting the Dream: Día de la Familia on Saturday, October 22 nd .
3.	4	Approve Agenda for Tuesday, October 11 Approve Minutes for Tuesday, September 13	Co-Chairs	D/ A	Agenda approved with addition of one topic on Campus Training (Process of Payroll, Purchasing and HR) as Item# 7b – 1 st motion Janith Norman, 2 nd Dave Belman: 5 Votes, 0 opposed. Minutes approved – 1st motion Teresea Archaga, 2nd Janith Norman: 4 Votes, 0 opposed, 1 Abbey Duldulao abstained.
Old Business					
4.	4	Membership review	C. Montoya	D	Review the membership of the EEO Committee. https://www.losmedanos.edu/eo/EEOListofMembers.aspx <ul style="list-style-type: none">- Classified Senates; Membership of Abbey Duldulao is confirmed. And a new member appointed - Nadiya Korkuna.- Academic Senates; Membership of Nicole Trager is confirmed to move from an alternate to a representative.- Management; One vacant will be confirmed in the next President Council next week.- Student Senates; In progress of recruiting.- DEEOAC representative; Irma Gregory will continue to represent.

5.	6	DEEOAC report	S. Kwist	I/D	<p>DEEOAC is a guiding body of the District and give advisements in particular around Equitable Hiring Practices, our data, and key initiatives like Employee Selection Guide.</p> <p>Janith Norman shared the last DEEOAC meeting summary.</p> <ul style="list-style-type: none"> - One of the Co-chairs has been appointed to Janith Norman. - Dr. Micaela Ochoa shared status of recruitment for Associate Vice Chancellor and Chief HR Officer. - District EEO Plan (ref Plan 2016-2019) update status was shared and discussion continued. Sophia Lever pointed out new State requirements to be addressed in the plan. And the updated plan to be submitted by December 31st 2022. - No update on Uniform Selection Guide , which has been postponed till further notice due to the change in District leadership.
6.	17	Student Equity Plan Update	S. Kwist	I/D	<p>Reference: Tableau Data for Student Equity Plan. https://tableau2.4cd.edu/#/workbooks/201/views</p> <p>Sabrina Kwist informed Student Equity Plan to be finalized in next 2 weeks and an up-coming event of College Assembly on October 17th 3pm-5pm. And she suggested EEO committee to develop a work plan focusing around employee onboarding and engagement.</p> <p>Dave Belman suggested need of more comprehensive onboarding process.</p> <p>Abbey Duldulao informed of the last NEXUS meeting had mixer and suggested for Classified Senate to consider something similar.</p>
New Business					
7a.	8	EEO Training requirements	A.Duldulao	I/D/A	<p>Align our EEO members with the District EEO training requirement. Diversity training is good for 2 years and R. Tirado and S. Lever do keep track of employees that have taken the class.</p> <p>Review the current EEO training and provide feedback/recommendation to District for improvement.</p>
7b.	20	Campus Internal Training	C. Montoya	I/D/A	<p>Shared the progress of Campus Training and its information.</p> <p>Janith Norman raised the point to improvements on guiding people to the right web pages.</p> <p>Abbey Duldulao suggested need of coordination between Office of Instruction – Classified / Faculty sites and Business Services website information.</p>
Committee Business					
8.	5	Next Steps and Future Agenda Items	Co-Chairs	I/D/A	<p>Summary of takeaways to Constituency Groups</p> <ul style="list-style-type: none"> - Membership of Management / Students to be followed up. - Student Equity Plan to push for disaggregated data around APIDA groups. - Align constituency groups with the District EEO training requirement.

					- Add an agenda to discuss future topics inviting Dr. Micaela Ochoa and Dr. Emma Blackthorne to the next EEO committee meeting.
9.	1	Adjourn Meeting	Co-Chairs	I/D/A	At 3:43