**Equal Employment Opportunity**

**(EEO) MINUTES**

**DATE: October 9, 2018**

**TIME: 2:30pm – 4:00pm**

**LOCATION: Office of Instruction Conference Room (SS4 409)**

**Committee Membership:**

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

Classified Representatives: Abbey Duldulao, Vacant

Faculty Representatives: Laurie Huffman, Erich Holtmann, Janice Townsend

Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas

**ATTENDANCE**

Co-Chairs: Alex Porter (Co-Chairs: Non-Voting)

Members present: Janice Townsend (Faculty), Erich Holtmann (Faculty), Dave Belman (Manager), Teresea Archaga (Manager), Abbey Duldulao (Classified), Shelly Baird (Classified)

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| Item # | ***Topic/Activity*** | ***Minutes*** |
|  | Welcome | Carla and Sabrina could not attend |
|  | Public Comment and Announcements | *Alex* called from them but no one had any |
|  | Approve Agenda for October 9, 2018  Approve Minutes for September 11, 2018 | 10-9-18 Agenda approved  *Dave* 9-11-18 Minutes Item 5(2b) last sentence should read: “all classified positions *in my area* must have a unified posting.” |
|  | * DEEOAC Project Proposals | District EEO Meeting Friday 10/12/18 @10 am. *Erich* will attend, *Alex* cannot. *Erich* will update district on project and Toolkit. *Janice* will let Laurie know about the District EEO meeting. |
|  | EEO Sub-Committee Report-Outs   1. Culture in the Workplace    1. New Employee Survey (status/ edits) 2. Hiring A Diverse Workforce    1. Diversity language in job descriptions    2. IDEA Toolkit | 5) *Teresa* (challenge in getting associated students on committee) However, 2 student representatives helped modify the description of the EEO Committee language in order to appeal to a broader perspective but with clear defining roles:   * *Janice* suggests an edit: “It is the district’s goal to promote a districtwide commitment to diversity, inclusion and equal employment opportunities *through a diverse workforce that represents our students*.” * Erich suggest an edit: “The members *participate in* (instead of “*evaluate*”) efforts used to promote equal opportunity for underrepresented groups in the recruitment, hiring/retention, and promotion of the Contra Costa Community College District personnel.” * *Janice* suggests targeting students whose career may be in law, or background in writing public policy so their roles on the committee can support their academics. * *Dave* suggests breaking down the areas of interest (toolkit, data, reporting), so roles are clearly defined   5(1a) *Teresa* Student’s job descriptions are updated based on student feedback; the word “minority” is removed from toolkit language. Questions focused on bias and paper screening processes. ABC parts of the tool kit from Classified perspective.  5(2a) *Dave* – there are multiple sections in tool kit that are not structured by category specific to: faculty, classified, and staff. Must note that there are different departments within these same categories and the same question may apply to any position. Each area must be reviewed for redundancy (especially classified) and faculty questions need to be pulled out, as questions here would only apply to this group. *Abbey* and *Teresa* will tag Shondra and Grace for their focus/input on classified/non-faculty questions.  5(2b) Nov 15th is the goal to have input finalized on questions. These changes/recommendations of classified questions will be presented to the IDEA workgroup committee.  *Erich* The old version of the toolkit is broken out by administration, faculty, manager, director, Dean….all of this could get reshaped – where sample questions could apply to all positions.  *Janice* all questions were really at 1 & 2 from page 41 of the Seeking Cultural Competence in Hiring Manual moved to 3 & 4 to make it more sophisticated; goal was 3 or higher.  *Alex* Faculty and classified houses the large gamut of positions…need to look at subsets within classified (grounds, police, IT – for example) and look at folks hired within past year to get their input on process.  Also need to look to the hiring managers and how they use the classified toolkit – Will ask a quick question on this at Management Council meeting  Training program guide can be used for classified and modify for faculty keeping same structure |
|  | 1. Plan Development for Report to President | *Alex had to leave meeting at 3:10, Janice takes over meeting.*  6(1) The demographic data developed by District is an annual report, produced each Spring using Fall data. This data is to be used in the Plan Development Report to the President – along with our modified questions…would need to get our questions to Chialin this November, so we can get data back in Dec, and write report for Jan. Bring your suggested research questions to the next meeting regarding what data we need beyond this report.  Best to funnel this data through Chialin, as she could advocate for us.  One hurdle is that district uses 3rd party company for data inquires and housing…  *Erich* presents mock-up data “PT Faculty Applicant Pool Analysis” which would serve our needs perfectly in understanding the stages of the hiring process - from paper screening to offer.  The paper screening process is an area we’d like more information on in terms of WHY applicants drop at this point – as well as capturing demographics at this stage. Sophia Leever has this information but it’s too confidential to be released as the numbers may end up too small and identifiable; DO would never release raw numbers to anyone – breaches confidentiality. *Erich* will still pursue this data prototype via District for our purposes – keeping in mind that something like this may take a year to be realized. |
|  | Next Steps and Future Agenda Items   * Follow-up Items for next meeting | **Next steps**   * *Sabrina* will work on job descriptions for senates and committees to vote; *Sabrina* and *Janice* to re-review the 3 statements Sabrina had changes on * *Janice* will contact IDEA and get on their agenda for next meeting in order to present sample classified professional questions and set up desirable training for management council. * *Abbey and Teresa*  to get list of new one year hires and probe on hiring process * 11/28/18 @10:30 am is the Management Council meeting; *Alex* will check with Jennifer to get a spot on the agenda. Sabrina will lead this initiative (presenting modified toolkit questions) at the Management Council meeting. * *Janice, Erich and Sabrina* Developed a Flex Training workshop – *Abbey* will post on EEO Webpage. * *Erich* will find Title 5 and review language about Classified, so PowerPoint can be updated.   **Items for next agenda (11/6/18):**   * Start meeting with an update from above “Next Steps” list * Review a draft of new toolkit, will propose this to district * EEO will vote/evaluate new job description statements |