

LOS MEDANOS COLLEGE

EEO Committee MINUTES

Tuesday October 11, 2016; 2:00 pm – 4:00 pm; CORE Conference Room CO-420

Members Present: Ruth Goodin (non-voting Co-Chair), Abbey Duldulao, BethAnn Robertson, Janice Townsend, James Noel, Dave Belman, Israel Castro

Guests: Steven Freeman, Jr.

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u> <ul style="list-style-type: none"> • Ruth welcomed the Committee to its first meeting for fall 2016. 		
2.	<u>Public Comment(s)</u> <ul style="list-style-type: none"> • No public comment given at this time 		
3.	<u>Approve Agenda for 10/11/2016</u> <u>Approve Minutes from 05/10/16</u>	Janice T. motion; Abbey D. second (6-0-0) Janice T. motion; Dave B. second (5-0-1: Dave B.)	
4.	<u>Follow-Up Items Update</u> <ul style="list-style-type: none"> • The Academic Senate approved the EEO Committee charges for 2016-17. The charges will go to SGC for approval at their November 9th meeting. Ruth G. recommended we request the President, Bob Kratochvil, to be come to our next EEOC meeting before the November 9th SGC meeting. It would be helpful for the Committee to know exactly what our role is specifically as we begin to move forward with action plans from our sub-committees. Certain projects the Committee is undertaking would require us to have specific input and/or information (i.e. interview/screening committee membership, job descriptions, etc.), does our role allow for us to make changes, provide input and retrieve specific hiring information? The Committee agreed to request the College President to attend our next EEOC meeting (November 8, 2016). <ul style="list-style-type: none"> ○ The definition of diversity is a topic for discussion in recent Academic Senate meetings, leading to question if EEOC is responsible for defining diversity. If so, can we expand on our definition of diversity? It is commented that there is an approved and adopted District EEO Plan in which diversity is defined. 		

	<p>The District EEO Plan definition of diversity will be included in the next Academic Senate meeting discussion on October 24, 2016.</p> <ul style="list-style-type: none"> ○ James N., Israel C., Janice T. and Ruth G. will present to SGC our charges, projects we are working on and role. BethAnn R. will send the notes from the meeting today for development of a Prezi/PowerPoint. ● Currently there is one staff member, one faculty member and one manager from each College on DEEOAC. The representation calls for one student from each College however, there are currently no student representatives on the Committee. In addition, there is one member from each Senate (i.e. Academic Senate, Classified Senate), the UF President and the Local One President, the EEO Officer from each College, the District EEO Officer and District HR personnel. 		
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OLD BUSINESS

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
5.	<p><u>Report on Districtwide EEO Advisory Committee Meeting</u></p> <ul style="list-style-type: none"> ● At the last DEEOAC meeting, the Committee brainstormed a list of items that recur for discussion at meetings. From the list compiled, the Committee will make a decision as to which item(s) this year to works towards resolution. <ul style="list-style-type: none"> ○ It is commented to add Cultural Humility to the list of ideas as it is not just about Culture Competence. ● The Committee has also been working with District Research and Greg Stoup on obtaining specific data. ● A position is being created, titled “Special Assistant to the Chancellor for Diversity, Inclusion and Equity”. Dave B. provided the Committee with the job description for this newly developed position. There will be discussion at the November DEEOAC meeting regarding this position and the next steps then it will be going to the Governing Board for approval. If you have any thoughts or input regarding this position/role e-mail Dave B. and Ruth G. to provide your feedback. <ul style="list-style-type: none"> ○ It is commented that this position appears to be taking more of the compliance and responsibility off of the Vice Chancellor and less about taking action. ● The October DEEOAC meeting was cancelled. 		
6.	<p><u>EEO Sub-Committee Report-Outs</u></p> <ul style="list-style-type: none"> ● Ruth G. provided a brief overview of the goal and objectives set by the Committee at the last meeting. Clarification is given on two (2) sub-committees: “Retaining a Diverse Workforce” is obtaining/gathering data and information on why employees leave LMC; “Changing the Culture to Support a Diverse Workforce” is activities and initiatives to change the LMC culture in order to support new and existing employees. ● Retaining a Diverse Workforce Report-Out (BethAnn R. and Carla R.) <ul style="list-style-type: none"> ○ Ruth G. informed the Committee that Dave B. and A’kilah Moore will be joining this sub-committee. 		

- BethAnn R. communicated with Sophia L. (District HR) and currently there is no exit interview process in the District. However, this is one of the items on the list for DEEOAC to address.
- BethAnn R. provided a brief report-out and handouts of exit interview samples for the Committee to review. Some of the samples are completed through Survey Monkey, some are available on their Colleges' HR webpages and some are to be completed in person during an exit interview with a supervisor. BethAnn R. requested that the Committee review the handouts and provide feedback via e-mail on which sample(s) or process(s) they recommend. The sub-committee would like to move forward with developing an exit survey to bring to the EEOC at the next meeting.
- EEOC Comments/Suggestions:
 - A Faculty member at the last Academic Senate meeting stated that he has been here quite awhile and has yet to be asked about his experience at LMC. It is recommended that this sub-committee develop a climate survey to be sent to existing employees and then integrate it in to Nexus for new employees to complete after six months. This would provide us with feedback from our new, current and longstanding employees.
 - Need to ensure that this Committee is committed to receiving feedback and taking action.
 - A recommendation is for the EEO to sponsor a Focused FLEX on Community Building (similar to the one Janice Townsend held earlier this year.
 - LMC used to have a diverse pool of adjunct faculty it is noted, that the diverse adjunct faculty pool has changed as some adjuncts have left due to not being hired full-time, not feeling supported amongst their departments or other faculty, etc. Some focus needs to be on current/longstanding employees and how they interact with new employees (i.e. do they make them feel supported, offer support, etc.).
 - Some employees are not comfortable talking about their experience nor are they comfortable completing a survey either. A suggestion is to proceed with the climate survey for all current, longstanding, newly hired and new employees. Then conduct the surveys annually and based on those results conduct a few focus groups every year to dig deeper in to themes that arise.
 - Need to ensure that the survey, collecting results, producing data, reporting results, focus groups, etc. is manageable and sustainable over time.
 - A challenge with exit interview is occasionally the reason the employee is leaving is due to the manager/supervisor. An employee in this situation is less likely to complete an exit interview or a survey for fear of retaliation or a bad recommendation.
 - A challenge in capturing the data is many employees are in various, sometimes multiple, roles (i.e. interim assignments, OoCA, roles between Colleges, etc.).
 - Add "Would you like an Exit Interview" (Yes or No) and if "Yes" provide the user with options as to whom they would like to interview them (i.e. a specific Dean, their manager, HR Assistant, other, etc.).
- **Hiring a Diverse Workforce Report-Out (Ruth G., Janice T., Theo A., Tamara G., Abbey D.)**
 - Ruth G. sent a list of questions to Dio Shipp at District, on the information this sub-committee needs to gather data on. Ruth G. has not yet heard back from Dio. Ruth G. will continue to reach out to Dio and

	<p>inform the Committee of the outcome when contacted. The sub-committee is interested in looking at data around advertising, the hiring process and hiring committees.</p> <ul style="list-style-type: none"> ○ Obtain a list of where advertising should be done and then work on the “packaging” of our advertisements. When a reader views a job announcement for LMC it does not state LMC anywhere on the advertisement, just CCCCD or Contra Costa CCD. This can be misleading to the user and may lead to losing a possible applicant. ○ “Head Hunter” recruiting can still be done. There is some benefit in making cold calls/emails to various colleges/universities throughout the nation. ○ The District does not pay for travel for candidates, which has cost us good candidates. Need to learn more about funds that may be available to assist in paying for travel for hiring candidates. ○ Inquire about geographical advertising and advocate if a candidate is moved forward to the final interview, we should pay for travel. ○ The sub-committee is working with Tess Caldwell to hire Kimberly Paipillon to conduct a five hour workshop on the neuroscience and decision making that can lead to implicit bias. Ms. Paipillon is well known her trainings/workshops and we are looking at hosting it on Focused Flex Day in January. The sub-committee is talking with the College President and HR to make it a mandatory workshop for those on hiring committees. ○ Janice T. stated that on November 1, 2016 she will be notified if LMC was awarded a grant to fund a one-year Classified Staff Nexus training. <ul style="list-style-type: none"> ● Changing the Culture to Support a Diverse Workforce (BethAnn R., Carla R, Israel C.) <ul style="list-style-type: none"> ○ Ideas are still in the brainstorming phase for this sub-committee and not all members have been able to meet. There will be a report-out from this sub-committee at the next meeting. ● A suggestion for an activity is to implement a workshop for adjunct faculty on hiring. For example, how to interview well, what look for, etc. ● We will only be able to receive data regarding past interviews and not from current interview screenings. ● Provide a survey to students to get their perspective of their faculty and staff. Unfortunately, students do not get the opportunity to participate on interview committees. ● <i>Sub-Committees will continue to meet over the next month and bring to the Committee next month one specific item to work on during the next year.</i> 		
7.	<p><u>Communication with Senates</u></p> <ul style="list-style-type: none"> ● The Academic Senate has recently discussed diversity and EEO. Need to ensure that there is thorough and consistent communication between the Committee representatives and the Senates so work and initiatives are not duplicated. ● The Classified Senate Committee representatives will communicate a representative to attend the next meeting to report-out on Committee projects and receive feedback. ● If someone is not a member of the Committee and wants to participate on a sub-committee, they should communicate their interest in participating to their constituency representative. It is noted that we need 		

	to ensure the sub-committee membership does not get too large as it can be difficult to accomplish the tasks at hand with too many members. In addition, we need to adhere to confidentiality protocols/procedures when working in sub-committees.		
NEW BUSINESS			
8.	<u>Next steps and Agenda Items for the Fall 2016</u> <ul style="list-style-type: none"> • Sub-Committees Report-Out • Update on information request from Dio Shipp • EEOC alternate representatives • Senate Meeting Feedback 		
9.	<u>Poetry Reading</u>		
10.	<u>Adjourn</u> <ul style="list-style-type: none"> • The meeting adjourned at 4:02 p.m. 		

NEXT MEETING: Tuesday, November 8, 2016 2:00pm – 4:00pm, Conference Room 420.