

LOS MEDANOS COLLEGE

EEO Committee MINUTES

Tuesday April 12, 2016; 3:00 pm – 5:00 pm; President’s Conference Room SS4-409

Members Present: Arzu-Smith (non-voting Co-Chair), Ruth Goodin (Co-Chair), BethAnn Robertson, Abbey Duldulao, David Belman, Erich Holtmann, Janice Townsend, Theodora Adkins, Israel Castro, Jamari Snipes

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u> <ul style="list-style-type: none"> The Committee welcomed a new LMCAS Representative to the Committee, Jamari Snipes. All Committee members gave brief introductions. 		
2.	<u>Public Comment(s) and Announcements</u> <ul style="list-style-type: none"> No public comment(s) given. 		
3.	<u>Approve Agenda for 04/12/2016</u> <ul style="list-style-type: none"> Add to the end of the agenda Poetry Reading – Theodora Adkins to read a poem <u>Approve Minutes from 03/08/2016</u>	Janice T. motion; Erich H. second (9-0-0) Janice T. motion; Erich H. second (8-0-1; Abbey D. abstained)	
4.	<u>Follow-Up Items Update</u> <ul style="list-style-type: none"> District HR is working on securing a training for all EEO Committees. They will let us know when the date has been scheduled and confirmed. Ruth G has heard of EEO Trainings provided by Kimberly Papion and will look into this further. At the last Governing Board Meeting, the EEO Plan was on the agenda as an informational item. BethAnn R. has sent this most recent version to the Committee. 		

OLD BUSINESS			
Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/

			Reference Materials
5.	<p><u>SGC Feedback on EEOC Charges</u></p> <ul style="list-style-type: none"> • The Academic Senate ran out of time to vote on their recommended change to the language in Charge #4. • The verbiage “report to Campus” is an issue as the “Campus” is unable to do anything with the information that would be reported. • The charges were discussed at the Academic Senate and will go back to the Senate for a vote then it will most likely go back to SGC once the recommended change(s) are made. • The Academic Senate also discussed the idea of going to other campuses in the District and requesting individuals at those campuses join our hiring/selection committees in order to create diversity on these committees when needed. • Recommended change to Charge #4, “Create a plan to monitor all selection committees for ethnic, gender and disability balance to hire a more diverse workforce and report the findings to the College President for any necessary action, to increase the integrity of following the requirements and the intent of the EEO Process.” • Academic Senate also wanted to know who is responsible for “monitoring”. • The Committee will bring back the discussion on Charge #4 after Academic Senate and SGC finalizes their recommended changes. 		
6.	<p><u>Report on Districtwide EEO Advisory Committee Meeting</u></p> <ul style="list-style-type: none"> • No meeting to report-out. Next DEEOAC Meeting is scheduled for April 18, 2016. 		
7.	<p><u>Objective(s)</u></p> <ul style="list-style-type: none"> • The suggested EEOC goal/objective statement was e-mailed to the Committee after the last meeting for review and discussion at this meeting. • The Committee discussed the goal/objective. The following are suggestions/comments resulting from this discussion: <ul style="list-style-type: none"> ○ It seems like there is something missing in the goal/objective. ○ It is difficult to incorporate or assign a number or percentage into the goal. A suggestion is to change the goal/objective to leave out a number/percentage and replace with “monitor for changes in data”. ○ Some Committee members are comfortable with one goals for the Committee if it’s for a specific period of time. ○ Do not want to lose other diverse groups (i.e. gender, sexual orientation, disabled, etc.). ○ The term “employee group” in the goal/objective implies that every single monitored group would increase by 10%, which is not possible. The term “employee group” refers to Faculty, Classified, Managers, Students Workers, etc. We want to change the numbers in Faculty, Classified, Managers, Student Workers, etc. 		

	<ul style="list-style-type: none"> ○ A suggestion is to keep the term “racial diversity” in the goal/objective as that is currently where the bias is at on Campus and to take out the term “each employee group”. ○ The demographic changes statewide show that there are issues with hiring a diverse workforce. A suggestion is to change the goal/objective to read “10% overall increase in racial diversity”. ○ It is the priority of our students to see themselves in staff and faculty. ○ Overall, our implied goal is the list of monitored groups in our charge(s) and the list of these groups should be included in our goal/objective. ○ There is a misinterpretation in the 10% of the goal, as some Committee members thought this referred to closing the gap by 10% for all groups (the gap seen in the proportionality index on page 20 of the District EEO Plan). ○ What if we target for two (2) years making a shift in hiring, by changing the where and how we advertise and the selection of members to serve on hiring/selection committees. ○ We should also keep in mind the alignment of what EEO is all about, it is not just about the District it is also about aligning with the State of California. There is a lot more to ensuring a diverse workforce than race. According to the proportionality index we need to get as close as possible to “1.0” in all areas of diversity, in order to create a diverse workforce. ○ The most visible aspect of diversity is racial diversity however, we do not want to lose religious, gender, sexual orientation, disability, etc. by focusing on one (1) aspect of diversity. ○ A suggestion is to add, “The current focus of the EEOC for 20105-16 or 2016-17 is...” before our goal/objective. ○ A member commented on the lack of Hispanic faculty on Campus. Is it out of order, to focus on one (1) specific group? For example, changing our goal/objective to “Over the next two (2) years increasing the number of Hispanic Faculty”. ○ Some Committee members are comfortable with “ethnic, racial diversity” and do not feel the need to include the “10%” in the goal/objective. ○ The goal/objective does go beyond ethnic and racial diversity. It is about providing opportunities and supporting activities. We not only need to shift in our hiring practices, we also need to nurture and support the staff and faculty we already have. ○ <i>A recommendation is to have a second goal that is centered around conducting activities including sub-committees to do work on these activities. Two to three EEO Committee members would make up the membership on each sub-committee, this could include the addition of personnel outside of Committee membership. Ruth G. has come up with the following suggested sub-committees to work on the activities to further our goal/objective:</i> <ol style="list-style-type: none"> 1. <i>Analysis and Report-Out (to SGC, College President and Campus) of LMC Workforce and Applicant Pool (Section 11 of EEO Plan)</i> 2. <i>Address Other Measures to Further Opportunities (Page 30 of EEO Plan-Measures to Further Opportunities)</i> 3. <i>Maintaining Institutional Commitment to Diversity (Section 14B of EEO Plan)</i> 		
--	---	--	--

4. Recommended Changes to Hiring Practices (Section 12 of EEO Plan)

- In conjunction with the above sub-committees and their activities, we should include a second bullet to the goal/objective, “We are intentionally conducting practices on an ongoing basis to attract and hire a diverse workforce”.
- A suggestion is for the Committee to make a recommendation to have the paper screening and interview committees be the same members. In addition, during the paper screening committee should not be able to see the names of the candidates. These suggestions would be included in sub-committee number four (4), working on recommending changes to hiring practices.
- We should state an overall purpose of Committee specific to racial diversity. We should possibly include an overarching objective, then our goal under the objective. The sub-committees and activities can be listed under our goal.
 - The Committee discussed the following overarching objective: “The objective of the EEO Committee is to increase the overall diversity of our College workforce.”
 - *After Committee discussion two (2) goal statements were formed:*
 1. *“The goal of the EEO Committee for 2016-2018 is to increase the racial diversity of our College workforce by decreasing the gap in the proportionality index among underrepresented racial groups in each employee group (Classified Monthly, Classified Hourly, Part-Time Faculty, Full-Time Faculty, Managers/Supervisors/Confidentials and Student Employees).*
 2. *“The goal/objective of the EEO Committee is to increase the diversity of our College workforce with a specific focus on racial diversity in 2016-18 by decreasing the gap in proportionality index among underrepresented racial groups in each employee group (Classified Monthly, Classified Hourly, Part-Time Faculty, Full-Time Faculty, Managers/Supervisors/Confidentials and Student Employees).*
- Janice T. motioned to accept the second goal statement, Erich H. seconded – the Committee discussed the motion.
 - We need to include the District’s definition of diversity and the year(s) in the statement of our goal.
 - The Committee also needs to ensure that we do not state or do anything that does not adhere to Title V regulations. We also need to define “underrepresented”.
 - The language in the first statement is more focused and powerful. The second statement is a little more ambiguous. Therefore, if we approve the first statement we would not need to provide multiple goals under it. If we approve the second statement, we would need to provide additional goals or objectives under it.
 - ***The Committee voted to deny the motion to approve the second goal statement (0-5-3; abstentions: Abbey D., Jamari S. and Israel C.)***
- Both goal statement require some word-smithing. There needs to be revisions to the verbiage and/or clarification of the proportionality index in the statements. The goal should be an overall alignment with the Federal, State and District EEO Plans. We should decide on an overall objective of achieving diversity in our College workforce and a goal to aid in reaching our objective.

	<ul style="list-style-type: none"> <input type="checkbox"/> Ruth G. will work on revising the verbiage in the overarching objective statement and the four (4) sub-committees. <input type="checkbox"/> Erich H. and Abbey D. will work on word-smithing/revising the verbiage in the goal statements. BethAnn R. will e-mail them the Word document the Committee updated during the meeting today. • The Committee commented that and co-chairs acknowledged that agenda items have taken longer than scheduled for the past few meetings. 		
8.	<u>Assessing each step of this hiring process</u> <ul style="list-style-type: none"> • This information will be included in the work of the four (4) sub-committees addressing our goal(s) and objective. 		
NEW BUSINESS			
9.	<u>Other Measures in District EEO Plan (Pages 26-30)</u> <ul style="list-style-type: none"> • This information will be included in the work of the four (4) sub-committees addressing our goal(s) and objective. 		
10.	<u>Next steps and Agenda Items for the May meeting</u> <ul style="list-style-type: none"> • Review Academic Senate’s feedback or recommendations for EEOC Charges (specifically #4) • Ruth G. will work on revising the verbiage in the overall objective statement and the four (4) sub-committees. • Erich H. and Abbey D. will work on word-smithing the two (2) goal statements and bring back to the Committee for review, discussion and approval at the next meeting. • The next meeting will be dedicated to the review, discussion and approval of the Committee’s goal(s) and objective. • Erich H. will be leaving the EEO Committee at the end of the semester. Replacement for his position on the Committee is on the Academic Senate Meeting Agenda for April 25th. 		
11.	<u>Adjourn</u> <ul style="list-style-type: none"> • The meeting adjourned at 5:00 p.m. 		

NEXT MEETING: Tuesday, May 10, 3:00pm – 5:00pm, Conference Room 420.