

LOS MEDANOS
COLLEGE

EEO Committee
MINUTES

Tuesday December 8, 2015; 2:00 pm – 4:00 pm; Math Conference Room MA-142

Members Present: Ronke Olatunji (non-voting Co-Chair), Ruth Goodin (Co-Chair), Abbey Duldulao, BethAnn Robertson, David Belman, Erich Holtmann

Members Absent: A’kilah Moore, Carla Rosas, Janice Townsend, Theodora Adkins

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u>		
2.	<u>Public Comment(s)</u> • No public comment(s)		
3.	<u>Approve Agenda for 12/08/15</u> • Change meeting room location on agenda to Math Conference Room MA-142 • Add BethAnn Robertson to list of Classified Representatives. <u>Approve Minutes from 11/10/15</u> • Item #4, first bullet, last line change “mangers” to “managers” • The bold areas on the minutes are items that require follow-up • Item #4 will be added to EEO Committee Meeting agendas and minutes beginning with this meeting, for a report out on follow-up items from previous meeting (indicated in bold in minutes).	Dave B. first; Erich H. second (5-0-0) Erich H. first; BethAnn R. second (6-0-0)	
4.	<u>Follow-Up Items Update</u> • Item #4, bullet #1 – the <i>IDEA Tool Kit</i> is being sent to the Classified Staff and Managers with the recruitment schedule. • Ruth G. will send an e-mail to Kevin Horan regarding sending the <i>IDEA Tool Kit</i> with the e-mail to call for Box 2A requests. • Ruth G. will check with Dio Shipp and Ronke O. will check the EEO Plan if this desirable qualification statement is mandatory and if it is used in faculty hiring. • Will discuss the training with Laura Schulkind later in the meeting. • Ruth G. will check with Mary Oleson to see if everyone that attended the training received a survey. • Ronke O. will check if the hiring managers’ forward the IDEA Tool Kit to the members of each hiring committee.		

	<ul style="list-style-type: none"> ○ It is suggested that it may not be relevant to send the <i>IDEA Tool Kit</i> to the hiring managers as they have already developed the questions and desirable qualifications have already been developed. ○ The EEO Committee should discuss how hiring managers can be more inclusive of the process. A suggestion is for interview committees to meet prior to the interview(s) to discuss understand what we are looking for. ○ The IDEA Tool Kit needs to be sent to hiring managers for Classified Staff and Managers earlier in the process (i.e. prior to the paper screening). Kathy Griffin will direct the managers to key pages in the tool kit for hiring committees to focus on. ○ Faculty should receive the tool kit when they develop their Box 2A requests. ○ It is recommended that the EEO Committee put a process in place to develop hiring committees earlier on in the hiring process. 		
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NEW BUSINESS

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
4.	<p><u>Committee Membership – Ruth Goodin</u></p> <ul style="list-style-type: none"> ● BethAnn R. was officially voted in as a new Classified Representative on the Committee. BethAnn R. will check with Linda K. on a call-out for a third Classified Representative including a part-time Classified representative. ● Theodora Adkins will return from sabbatical as a Faculty representative on the Committee in spring 2016. ● Ronke O. and Ruth G. will discuss going to an SGC meeting regarding the 2015-16 EEO Committee charges with Bob Kratochvil and Jennifer Adams. ● BethAnn R. is working on the development of the EEO Committee webpage. 		Tool Kit for Recruiting A Diverse Workforce (IDEA)
5.	<p><u>Report on Districtwide EEO Advisory Committee Meeting and Sub-Committee Meetings</u></p> <ul style="list-style-type: none"> ● The DEEOAC EEO Plan Sub-Committee had minor recommended modifications to the EEO Plan that were approved. Erich H. discussed the ambiguity of “under-represented”. <p><u>DEEOAC Meeting</u></p> <ul style="list-style-type: none"> ● The DEEOAC discussed groups/identities and looking at the language in the EEO Plan. ● It was requested to change hiring committee training in the EEO Plan to occur every 24 months instead of within 12 months for those serving on hiring committees. ● The EEO Plan will be located in HR Procedure 1010.01. The details regarding language and the meaning of under-represented will be in the modified Uniform Selection Guide. ● There is no “standard” or reference point to determine the disproportionate impact of under-represented groups. Tammille G., Newin O. and Dave B. are meeting to make meaning of the data on under-represented groups in the workforce, our student population and our community. Dave B. has data on 		

	<p>under-represented groups in the workforce (i.e. employees compared to students, community, etc.). LMC has data on diversity in our student population and our community in the Student Equity Plan.</p> <p><u>LMC EEO Committee Discussion</u></p> <ul style="list-style-type: none"> • Should the LMC EEO Committee define locally the disproportionate impact and determine the reference point for LMC? Should this reference point be based on our student population or the community? A suggestion is to request Human Resources assist us with finding out how other colleges identify their disproportionate impact. • LMC EEO Committee Future agenda item: Look at data from Tammille G. of employees compared to student and community. By looking at this data, we can discuss the development a reference point for disproportionate impact of under-represented groups at LMC. 		
6.	<p><u>Alerting EEO Committee of Potential Interviews</u></p> <ul style="list-style-type: none"> • We need to collect information on how and what occurs during interviews. The number of applications and demographic data is easier to request however, there are no details included only generic information. We want understand where we are now in order to determine what we need to change to insure there is diversity in every step of the hiring process (i.e. job announcements, advertisement of positions, paper screening, hiring committee training, etc.). • Faculty has voiced concerns regarding no diversity in the hiring of candidates. We need to find out at what level/step in the hiring process does this happen. We need to gather information at each step in the process and assess representation in each step of the hiring process in order to address these concerns. • The individuals involved in the hiring process should have completed EEO/Diversity Training(s). Currently, no one keeps track of the Faculty who have completed the EEO/Diversity Training(s). How do we ensure that they have received training and that they update their training? It is currently not required for Classified Staff or Managers to complete the EEO/Diversity Training(s) before serving on a hiring committee. • The Committee brainstormed a list of information we need to gather. The requested information can be separated in to two (2) groups: What did we do and what was the outcome. Need to include in our list the dynamic of Local One as it relates to voluntary transfer requests. We want to be informed and note when a position if filled by a transfer within the District. • When the list is complete and reviewed by the Committee, we will forward it to District HR to inquire what information they can provide. Please see page 5 for the chart of the information the Committee will request. 		
7.	<p><u>Webinar(s)/EEO Trainings</u></p> <ul style="list-style-type: none"> • Ruth G. contacted Diverse Webinars regarding the “Driving Student Success at Minority Serving Institutions: National, Research and Institutional Perspectives.” They are checking on if it has been downloaded. Ruth G. will also check with Paula Gunder if it is not downloaded and available if, we can download it for free or if there is a cost, what it is. 		

	<ul style="list-style-type: none"> • The Committee would like Laura Schulkind to come to our February meeting to provide us with the Title V training. The Committee approved extending the invitation to all three (3) CCCC colleges to attend. Ruth G. will contact Laura to schedule the training for our February meeting or another date if she is unavailable. • Dio Shipp would be the contact person on EEO Trainings including more specific trainings that the Committee is requesting (i.e. mock interviews, writing desirable qualifications, etc.). 		
9.	<p><u>Next steps and Agenda Items for the December meeting</u></p> <ul style="list-style-type: none"> • Ruth G. will look at trainings and scheduling Laura for the EEO Committee training in February • The next meeting the Committee will review the list of data requested from the chart created as a result of item #6 discussions • The next meeting the Committee will review data from DEEOAC, Uniform Selection Guides and HR links (Erich H. will e-mail BethAnn the links). 		
10.	<p><u>Adjourn</u></p> <ul style="list-style-type: none"> • Meeting adjourned at 4:05 p.m. 		

NEXT MEETING: Tuesday, February 9, 2:00pm – 4:00pm, Conference Room 420.

EEO COMMITTEE DECEMBER 9, 2015 MEETING REQUESTED INFORMATION ON HIRING PROCESS

**Disaggregate all applicant data by employee groups', monitored groups and geographic location.*
 *Employee Groups: FT Faculty, PT Faculty, Classified Staff, Managers, Hourly and Student Employees**

DATA REQUESTED	NOTES
1. Did the job announcement include desirable qualifications and supplemental questions, which promote EEO (need rubric)? <ul style="list-style-type: none"> • Is the statement "Demonstrates sensitivity to an understanding of diverse, socio-economic backgrounds, cultures and abilities" included in the job announcement as a minimum qualification? 	
2. Where was the position advertised?	
3. Disaggregated information on the number of applicants.	
4. Information(?) on who met the minimum qualifications (to be forwarded to paper screening)?	
5. Information on who met the desirable qualifications (to be forwarded to first interview)?	

6. Information on who moved to the final interview?	
7. Information on who was offered the position?	
8. Information on who accepted or declined the offer (if declined, reason if available)?	