

# LOS MEDANOS COLLEGE

## EEO Committee MINUTES

Tuesday February 9, 2016; 2:00 pm – 4:00 pm; CORE Conference Room CO-420

Members Present: Ronke Olatunji (non-voting Co-Chair), Ruth Goodin (Co-Chair), Abbey Duldulao, BethAnn Robertson, David Belman, Erich Holtmann, Janice Townsend, A’kilah Moore, Carla Rosas, Theodora Adkins

Guests: Arzu Smith (Director of District Finance Services)

Agenda Item #	Topic/Activity	Action(s) Taken	Handouts/ Reference Materials
1.	<u>Welcome – Ruth Goodin</u> <ul style="list-style-type: none"> <li>• The Committee welcomed Arzu Smith (Director of District Finance Services). Arzu will serve as LMC’s Interim Business Services Director and non-voting Co-Chair to the Committee while Ronke is on maternity leave. All Committee members gave brief introductions.</li> </ul>		
2.	<u>Public Comment(s)</u> <ul style="list-style-type: none"> <li>• The 2015-16 EEO Committee Charges will go to SGC for approval at their February 24, 2016 meeting.</li> <li>• The EEO Committee webpages are currently in development and all content should be loaded prior to the next meeting.</li> <li>• Equal Employment Opportunity &amp; Equity in Faculty Hiring Regional Trainings will take place next week in San Mateo. Ruth will be unable to attend and offered her registration to anyone interested.</li> <li>• The Committee agreed to change the meeting times for the remaining spring 2016 semester to 3:00 p.m. to 5:00 p.m., the second Tuesday of every month.</li> </ul>		
3.	<u>Approve Agenda for 02/09/2016</u> <ul style="list-style-type: none"> <li>• On future agendas bullet-point the items for updates under “Follow-Up Items Update”</li> </ul> <u>Approve Minutes from 11/10/15</u> <ul style="list-style-type: none"> <li>• Remove extra “ambiguity of” on item #5, first bullet</li> </ul>	Janice T. first; Erich H. second <b>(8-0-0)</b> Dave B. first; Erich H. second <b>(5-0-3:</b> <b>Janice T., A’kilah M., Carla R.)</b>	
4.	<u>Follow-Up Items Update</u>		

	<ul style="list-style-type: none"> <li>• BethAnn communicated the need for a call-out for a third Classified Representative on the Committee. Linda Kohler e-mailed a call-out for an EEO Representative to all Classified employees. There was a suggestion to ask Tamara Green (LMC Student Equity Plan Coordinator) to fill the vacant position on the Committee.</li> <li>• Erich spoke with Milton Clarke who is interested in joining the EEO Committee and the DEEOAC. Theodora may open her position based on her teaching time this semester and next. At this time the representative positions are full however, Erich will ask Milton Clarke if he could attend the meetings as a guest for now.</li> <li>• Laura Schulkind was scheduled to come for a training here at LMC however, the cost was too high. District has informed us that she is conducting a regional training on 2/22/2016 in San Mateo. A suggestion is to look into teleconferencing abilities for the next Laura Schulkind training so more people are able to attend the training. Sophia Lever (District HR) is working with Laura on scheduling a training for all three (3) College's EEO Committees. <b>Arzu will follow-up with Sophia on the scheduling of this training and the suggestion to add cameras and teleconferencing abilities.</b></li> </ul>		
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**NEW 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"> <li>• Tammille G. has left DEEOAC to return to her position at CCC. Dio Shipp (Chief Human Resources Office, District Office) has assumed temporary responsibility of the position of Equity, Innovation and Inclusion Officer until the permanent position is filled. Sophia Lever (District HR) is now the DEEOAC Chair and a manager from CCC is the DEEOAC Co-Chair.</li> <li>• The District EEO Plan is moving to a second reading by the District Governance Council (DGC). The plan will require Governing Board Approval following DGC approval.</li> <li>• DEEOAC discussed the chair responsibilities, Committee goals and data. The topics of discussion included how do we look at data, what additional data do we need and how do we identify underrepresented group(s). <b>The Academic Senate provided feedback at their last meeting, inquiring in to what is the DEEOAC action plan for implementing the EEO Plan.</b> <ul style="list-style-type: none"> <li>○ The District EEO Plan was not developed to look at every step in the hiring process. It is an overarching plan designed to look at employee demographics. The Uniform Employment Selection Guide was developed for hiring processes. Pages 26-30 of the District EEO Plan include "Other Measures Necessary to Further Equal Employment Opportunity" and "Maintaining Institutional Commitment to Diversity". <ul style="list-style-type: none"> <li>▪ Faculty would like to know their rights pertaining to hiring committee and candidates (i.e. if faculty on a hiring committee feel uncomfortable with the pool of candidates can they request for the position to be advertised again in order to create a more diverse pool of candidates). We need to</li> </ul> </li> </ul> </li> </ul>		

	<p>look at data and action steps. From a faculty perspective (faculty interviews beginning on 03/01/2016) we need to find out the steps that can be taken to get a diverse pool of candidates. According to page 5 of the Uniform Employment Selection Guide, “Positions for which there is an inadequate applicant pool should be reopened”. <b>Ruth will bring this information to Kevin Horan so he is aware of this information.</b></p> <ul style="list-style-type: none"> <li>○ The DEEOAC discussed developing the right research questions and doing more research in order to “drill down” further in to the data. We need to look at the candidate pool before it gets to the interview process. In addition, this discussion included the DEEOAC looking at action steps before the research (i.e. taking concrete steps to monitor the selection of hiring committees). <ul style="list-style-type: none"> <li>▪ Arzu stated that the District Office recently started tracking trainings for hiring committee members.</li> <li>▪ How do we remedy not enough diversity on hiring committees?</li> <li>▪ Pages 26-30 of the District EEO Plan</li> </ul> </li> <li>○ At the next DEEOAC they will be looking at action steps. Dave mentioned concerns of where we post or advertise positions. In addition, we do not offer travel reimbursement(s) for out-of-state candidates.</li> </ul>		
6.	<p><u>Data-LMC Employees Compared to LMC Students and East County Community</u></p> <ul style="list-style-type: none"> <li>● Ruth provided the Committee with an additional handout from CA Community Colleges Chancellor’s Office Data Mart. Ruth has also requested more East Contra Costa County data from Greg Stoup. The Committee reviews the data handouts. <ul style="list-style-type: none"> <li>○ Do we want to compare our Employee population to the County or our Employee population to our student population?</li> <li>○ It is important that students are able to see themselves in the College they attend.</li> <li>○ The numbers in the data handouts inform us that in some populations we are meeting our goal(s) however, in other ways we have disproportionate impact(s). We need to think about this differently as the numbers do not tell the whole story. We may need to look at other data because some of the Committee members feel that this data is not representative of how our populations actually are.</li> <li>○ We need to analyze data at each College to determine under-represented groups and “do something” about it. We need to set benchmarks locally (i.e. here at LMC).</li> <li>○ We need East Contra Costa County data in order to make a decision on whether we want to Employee data to mirror the county or mirror our student population. <b>In the <i>Student Equity Plan</i>, the “Access Section” LMC essentially mirror in East Contra Costa County and our student population.</b></li> <li>○ Do we want to develop a small group to get together to look at data and what areas should we focus on in each population (i.e. race, gender, etc.). There is some danger in looking at data right now. What are the right questions or what questions do we want to ask.</li> <li>○ Do we want to conduct a student survey to ask students what they think of diversity on campus, do they feel that they see themselves in their teachers/staff.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ We have data on our employee demographics (i.e. gender, race, ethnicity, etc.) that we can combine to tell us where we are now.</li> <li>○ The goal is we want a diverse campus among students, staff and faculty. Do we as managers, staff and faculty see ourselves in our respective classification? How do we get more Latinos, Asian and African-American faculty and managers?</li> </ul>		
7.	<u>Assessing each step of this hiring process</u> <ul style="list-style-type: none"> <li>• Tabled for review at next meeting.</li> </ul>		
8.	<u>Links to CCCCD HR Procedure 1010.01 and the CCCCD Uniform Employment Selection Guide (HR Procedure 1010.02)</u>		
9.	<u>Next steps and Agenda Items for the December meeting</u> <ul style="list-style-type: none"> <li>• <b>The Committee will review the chart/list developed at the December meeting during the March meeting.</b></li> <li>• <b>Have a structured discussion at the next meeting with objectives we need to meet. It is not just about recruiting, it's also about supporting and nurturing our current employees.</b></li> <li>• <b>Determine where we are now and where we want to be.</b></li> <li>• <b>Discuss recommended measures on pages 26-30 of the District EEO Plan.</b></li> </ul>		
10.	<u>Adjourn</u> <ul style="list-style-type: none"> <li>• The meeting adjourned at 4:05 p.m.</li> </ul>		

**NEXT MEETING: Tuesday, March 8, 3:00pm – 5:00pm, Conference Room 420.**