

EEO COMMITTEE MEETING MINUTES (DRAFT)
Tuesday, October 10, 2017 2:00pm – 4:00pm
SS4-409 Conference Room

Committee Membership:

Co-Chairs: Sabrina Kwist and Alex Porter (Co-Chairs: Non-Voting)
 Classified Representatives: Abbey Duldulao, Vacant
 Faculty Representatives: Vacant, James Noel, Janice Townsend
 Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas
 Student Representatives: Serena Neal, Vacant
 Support: Clarissa Cadena

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome
1.	5	Welcome	Alex		
2.	5	Public Comment and Announcements	Alex		Introduction of Serena Neal-Student Representative from Associated Students. Grace Villegas- guest Introductions of committee
3.	5	Approve Agenda for October 10, 2017 Approve Minutes for September 17, 2017	Alex	A	Review and Approval Motion made by A. Duldulao and C. Rosas to approve agenda-approved Motion made by T. Archaga and C. Rosas to approve-approved.
Follow-up					
4.	10	Discussion/Email to District Re: Hiring Process <ul style="list-style-type: none"> • Review Meeting Notes from meeting with Dio 	All	I,D	A. Duldulao, T. Green, J. Townsend, had meeting with Dio Shipp, Gene Huff, and Sophia Lever on 11/23/16, to discuss role of EEO committee within the hiring process. J. Townsend reported from this meeting that it was discussed the role of LMC EEO is to mirror what DEEO is doing. LMC EEO members were invited to ensure they were on the same page, such as with interview questions. Provided clarity at the college level what role of EEO is, e.g. USG, hiring guide, screening committees, EE plan. Began process with management hiring guide. A Duldulao suggested EEO member should be transparent in hiring process. Consensus that this belongs in sub-committee 2: Hiring A Diverse Workforce. D Belman will share information with departments, C. Rosas and A. Porter will share with managers DB Shared with Presidents Council about the project EEO was working on for hiring.

					A. Porter recommended to put together a process how to integrate grid into hiring process to formalize request to cabinet. Bring back to committee for agreement and move to SGC and Cabinet.
5.	10	Hidden bias training for hiring	All	I, D, A	<p>"Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees"- District provided training. Attended by D. Belman, T. Archaga, J. Townsend, A. Porter</p> <p>D. Belman developed rubric to list things that are mandated or EEO policy, attended to see how well the training is doing at accomplishing these goals.</p> <p>Further discussion at next meeting.</p> <p>Overall opinion of committee on training: training was similar to last years. Good on standpoint of policy and mandate. Discussion on hidden bias, cultural humility, questions and how to interview was too short.</p> <p>D. Belman suggested items that can be done: remove names from applications during paper screenings to not make assumptions of gender or race.</p> <p>Don't include documents that were not requested e.g. letters of recommendations.</p> <p>Consider supplemental questions and the importance of them, as Laura Schulkind suggested, to be mindful that supplemental questions can be a deterrent to people from applying.</p> <p>Interview debriefing, asking people to explain their lower scores to check biases.</p> <p>A. Porter provided that supplemental questions should be questions to augment what's on the application. For focused discussions, please suggest it for next meeting's agenda items- this can also be passed to sub-committee work.</p>
6.	5	Letter to college president regarding Kimberly Papillion	Tamara	I, D	<p>Note: T. Green has stepped down.</p> <p>President Bob responded and it was sent back to District. Nothing formal yet- AP.</p> <p>This letter was drafted by committee to President Bob about expanding training that Kimberly Papillion does on hidden bias, and have greater attendance. Need to follow up on letter, maybe a request to DEEOC.</p> <p>FocusedFlex did not include as many people.</p> <p>D. Belman will bring it up at next month's DEEO meeting.</p> <p>A. Porter will go back to District EEO committee and say a larger more impactful training should happen.</p>
7.	5	Additional training for managers	Alex	I	Information/Follow Up: Laura will meet w Presidents Council in depth training for hiring committees for managers that are in a role in leading a committee, to train our hiring managers to ensure cultural humility is talked about. Will be broken up over 2-3 Presidents Councils meeting, November, January and February.

					Silvester Henderson, Kevin Horan, and A. Porter along with other District representatives attended conference training in LA about Hiring, Diversity and Faculty Hiring- will do a 15 minute presentation at next meeting.
Reports					
8.	5	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> Overall report 	Alex	I,D	No meeting, retreat is this Friday, but current members cannot make it. Will ask who can attend on behalf of LMC to represent us. All day retreat at CCC- UPDATE: Retreat was cancelled due to Districtwide closure. Need 3 reps for DEEOC committee: A. Porter, student rep.? Will check with Sabrina if she is going.
9.	20	EEO Sub-Committee Report-Outs <ul style="list-style-type: none"> Updates from sub-committees : <ol style="list-style-type: none"> Culture in the Workplace Hiring a Diverse Workforce 	All	I, D	1. C. Rosas provided flyer for sub-committee 1 report-out: (see flyer) Goal: to design a survey for new permanent classified employees; establish plan for implantation. Will engage with Classified Senate to help implement and strategize change. Include questions that can be asked to previously engaged employees, questions pertinent to different positions. Information on results could be pertinent to: Classified Senate, PDAC. Observation noted that exit surveys are too late, get initial mark to support them from the beginning. Grace Villegas will join sub-committee 1. A. Porter: bring proposed action items to next meeting. D. Belman stated suggestions can be emailed to sub-committee members: T. Archaga, C. Rosas, D. Belman, A. Porter, G. Villegas 2. J. Townsend provided flyer for sub-committee 2, language suggestion for re-wording job descriptions. (see flyer) Goal: promote trainings for hidden bias and cultural humility, waiting for A. Porter or D. Belman to bring to District. Noted that wording isn't enough to ask questions about diversity for candidates. A. Porter: Sub- committee 2 to draft language to bring to EEO for DEEO; proposals for USG, procedural adjustments made, pass suggestions to sub-committee 2: A. Duldulao, S. Kwist, J. Townsend.
10.		Other Report-Outs	All	I	Classified Senate: D. Belman did presentation on BSI, Integrative Planning, 3SP- voted to approve it.

					Curriculum Committee: Future changes on positions language hopefully. Systemic changes to come with updates, in curriculum, course outlines. Future agenda item: Committee report-outs.
11.	20	<p>Manager Hiring Grid</p> <ul style="list-style-type: none"> Academic Feedback regarding Manager Hiring Grid Managers' plan (Instructional Deans, Student Support, road show, etc.) Classified Senate Next Steps 	<p>Janice Dave and Carla Abbey</p>	I, D	<p>At next meeting, sub-committees bring forward ideas to review and vote to take to District EEO.</p> <p>A. Porter stated at next meeting we will formalize charges and give general recommendation on what committee will be working towards. Item of "Managing Hiring Grid" be folded into subcommittees and will be dropped from agenda- unanimous approval for this.</p>
12.	20	<p>New Employee Survey</p> <ul style="list-style-type: none"> Work plan and timeline <p>Exit Survey</p> <ul style="list-style-type: none"> Can we get the questions from District Carla to share models 	Carla and Dave	I,D	Discussed in item 9. Will become report-out for subcommittee 1.
New Business					
13.	10	<p>Next Steps and Future Agenda Items</p> <ul style="list-style-type: none"> Follow-up Items List for next meeting Fall 2017 meeting dates: Nov. 14, Dec. 12, 2017 	Alex	D	<p>Clarify assignments/tasks and persons responsible</p> <p>Identify items for next month's agenda</p> <p>Motion to close meeting: D. Belman and T. Archaga moved to close, unanimous approval.</p>