

EEO COMMITTEE MEETING MINUTES (Draft)
Tuesday, November 14, 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, Grace Villegas
 Faculty Representatives: Vacant, Vacant, Janice Townsend
 Manager Representatives: Dave Belman, Teresea Archaga, Carla Rosas
 Support: Clarissa Cadena

Item #	Time	Topic/Activity	Lead	Information Discussion Action	Desired Outcome
1.		Welcome	Sabrina and Alex		
2.		Public Comment and Announcements	Sabrina and Alex		None
3.	5	Approve Agenda for November 14, 2017 Approve Minutes for October 10, 2017	Sabrina and Alex	A	Note: James Noel no longer a member J.Townsend move to approve, C.Rosas seconded, unanimous approval. G Villegas moved to approve upon removal of James from minutes, C Rosas seconded; 1 abstention- S. Neal
Reports					
4.	5	Report on Districtwide EEO Advisory Committee Meeting <ul style="list-style-type: none"> Overall report 	Alex	I,D	No report from DEEO; D Belman provided DEEO has not been held due to campus closure on previous date and until retreat is held in December. Representative from LMC EEO: A Porter, D Belman, and one vacant spot, can be filled by student rep or classified. S. Neal will confirm her spring schedule to see if she can attend. D Belman provided they are held Friday mornings from 10 am to Noon.
5.	15	Hiring, Diversity and Faculty Hiring Conference in LA	Alex	I	Information A Porter will send out materials on Conference attended in LA. Those in attendance included District representation: S. Morgado, L. Armistead; some from CCC. N. Orante from DVC, From LMC: S. Hendersen, K. Horan and A. Porter. Put out by USC. Focused on Faculty Hiring, educated management team on good practices for hiring, good interview questions, engagement of faculty- focus was on faculty but can be used across staff hiring. If they offer training again, would be good to send Deans, Dept. Chairs that sit on interview panels.

					<p>Desirable qualifications can be done at the local level.</p> <p>A. Porter recommended generating additional draft language, consider what can be said to engage candidates.</p> <p>D. Belman will begin discussion about language at DEEOC.</p> <p>Goal: EEO language generation for job descriptions.</p>
7.	10	Other report-outs	All	I	<p>Information: Other committee report-outs</p> <p>NASA event went well. UC Office of President wants to institutionalize the event</p> <p>At managers meeting 11/15 will do training w Laura Schulkind. Part two in February training. Institutionalize the training.</p>
New Business					
8.	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: Dec. 12, 2017- No meeting in December, next meeting will be in February. 	Sabrina and Alex	D	<p>Clarify assignments/tasks and persons responsible</p> <p>Identify items for next month's agenda:</p> <p>Management Hiring Grid</p> <p>Toolkit- Discussion- http://www.losmedanos.edu/eeo/documents/IDEAToolKit.pdf</p> <p>Remove Exit Survey from agenda</p> <p>Laura Schulkind on next meeting-Sabrina will discuss.</p>