



West Valley - Mission
Community College District

EEO Diversity Advisory Council

Meeting Summary
Wednesday, April 27, 2016

I. Welcome – Attendance

X	Amy Vu	Faculty	West Valley
X	Thanh Nguyen	Faculty	Mission
X	Donnelle McGee	Faculty	Mission
	Debra Williams	Administrative	Mission
X	Ken Songco	Administrative	Mission
X	Herlisa Hamp	Administrative	West Valley
X	Matais Pouncil	Administrative	West Valley
X	Luan Szeto	Classified Staff	District
X	Xuan Lu	Classified Staff	Mission
X	Sarah Randle	Classified Staff	Mission
	Thuy Foot	Classified Staff	Mission
X	Albert Moore	Ex Officio	
X	Sean McGowan	Ex Officio	

II. Approval of Minutes of February 24, 2016, EEO Diversity Advisory Council Meeting

Action Taken: By voice consent, the minutes were approved.

III. Reflections on the Article—Court Case on Accessible Technology [Xuan]

Council members shared their reactions to shared article describing court case, Reyazuddin v. Montgomery County, where jury found that county discriminated against blind employee by not providing reasonable accommodation. Council members shared perspectives on how this example case could be applied to our district, and reviewed procedure for employees requesting accommodations.

IV. Review of 2014-15 Mission College Hiring Committee Survey Results [Sarah]

Sarah presented the results of a Fall 2015 survey conducted of Mission employees who served on search committees for Mission positions during 2014-2015 [attachment]. Council members discussed several of the highlights from the survey results.

The importance of confidentiality was discussed. Members suggested exploring possible consequences of violating confidentiality requirements, such as removal from participation from future search committees. Members also suggested re-introducing the confidentiality agreement form for use in all search committees.

In-person training was also discussed. Members noted strategies employed by other community college districts where an EEO rep is assigned to every search committee. Members discussed this idea worth exploring for implementation, including the members of the EEO Diversity Advisory Council being trained to serve in such capacity.

Council members also observed the overall importance of search committees and managers investing adequate time into the recruitment process so as to ensure hiring a highly effective and diverse workforce.

Overall, members noted the impressive data generated in this survey, and suggested that the survey be implemented next year district-wide.

V. Evaluation of Statewide EEO *Multiple Method* Allocation Certification Report

Council members reviewed the EEO Multiple Methods Allocation Certification Report form. Each multiple method was discussed, and members provided input and evidence, as well as discussed whether or not the District achieved that method. It was agreed that HR staff will prepare the report and send to the Council for review.

VI. New Accommodations Budget Line Item

Albert reported that a new line item has been added to the District's Fixed Costs schedule, to set aside budgeted funds to handle accommodation request. It was noted that while the budget line item is new, the expenditures are not. The line item is being added to reflect accurately that funds are set aside each to support accommodation requests.

VII. Updates from Statewide EEO Committee [Albert]

Albert provided a report from his attendance at the statewide EEO Advisory Committee. Work is being continued on developing an "AA-to-MA" program, whereby community colleges offer programs and activities that encourage community college students to pursue advanced degrees and return to community colleges in faculty roles. One suggestion includes utilizing current faculty who also attended our colleges to collaborate in developing these initiatives.

It was also shared that the new budget committee chair in the State Assembly is known as a strong advocate for promoting diversity in hiring. This will create challenges and opportunities in upcoming legislative session to observe.

VIII. Questions & Other Items

IX. Future Agenda Items

The committee added the following items for a future committee meeting agenda:

- District-wide Search Committee Survey
- Discuss possible recommendations for changes to recruitment procedures
- Review sample interview questions

Meeting adjourned.

Sean McGowan

From: Sean McGowan
Sent: Tuesday, April 26, 2016 4:57 PM
To: Albert Moore; Amy Vu; Debra Williams; Donnelle McGee; Herlisa Hamp; Kenneth Songco; Luan Szeto; Matais Pouncil; Sarah Randle; Thanh Nguyen; Thuy Foot; Xuan Lu
Subject: FW: Article for EEO Diversity Advisory Council meeting tomorrow
Expires: Saturday, October 08, 2016 12:00 AM

Greetings EEO Diversity Advisory Council members!

Xuan shared the following article. Please take a look in advance of the EEO Diversity Advisory Council meeting tomorrow. I'll bring copies along with the agenda. Should you have any other items to add to the agenda, please let me know. Albert will be sharing a report from the statewide EEO committee meeting.

Thanks much and see you tomorrow!

-Sean

From: Xuan Lu

Reyazuddin v. Mountgomery County. Three of the most important questions are:

- 1) what are the essential functions of a job for an individual with a disability whose job includes working with advanced information technology;
- 2) what is the scope of the duty of an employer to acquire accessible software or to adapt that software if it is not otherwise accessible to an employee who is blind; and,
- 3) to what extent and how is the undue burden doctrine applied to question 2.

[See the write-up](#)

Jury Finds County Discriminated Against Blind Employee

Greenbelt, Maryland (February 29, 2016): The National Federation of the Blind, the nation's leading advocate for equal access to employment and technology for the blind, today applauded a jury verdict reached in the matter of Yasmin Reyazuddin vs. Montgomery County (Civil Action No. 8:11-cv-00951-DKC) in federal district court Friday afternoon.

The jury found that the county failed to provide Ms. Reyazuddin, who is blind, with a reasonable accommodation, as required by the Rehabilitation Act of 1973, by refusing to implement accessible software so that she could continue to work as an information specialist in the county's 311 call center. Ms. Reyazuddin

worked in the call center of the County's Department of Health and Human Services until the County consolidated that call center and others into its Montgomery County 311 Call Center.

Ms. Reyazuddin had been using screen access software, which converts information on a computer screen into synthesized speech or into Braille that can be displayed on a device known as a refreshable Braille display, to access the computer programs with which she needed to interact in order to provide accurate information to callers, keep records of calls, and perform other tasks necessary for resolving the concerns of callers. When she learned that her agency's call center would be consolidated into the County's new 311 call center, she repeatedly inquired of County officials whether the software for the new call center would be accessible and provided information to the County about accessible solutions. The county ultimately procured call center software that was not accessibly configured. Thereafter, the County refused to implement the necessary changes. As a result, instead of being transferred to the new 311 call center,

Ms. Reyazuddin was transferred to make-work positions which, at best, involved duties that only filled roughly half of her eight-hour work day. Ms. Reyazuddin filed suit with the assistance of the National Federation of the Blind in April of 2011. In addition to its finding that Montgomery County failed to reasonably accommodate Ms. Reyazuddin, the jury found that the failure to transfer her to the customer service center was an adverse employment action. The jury rejected the county's defense that it would have been an undue hardship to make the customer service center accessible to Ms. Reyazuddin. Ms. Reyazuddin will now proceed before the Court to seek injunctive relief ordering the County to make the software accessible.

Mark A. Riccobono, President of the National Federation of the Blind, said: "Blindness does not define an individual or his or her capacity to contribute in the workplace, and this was demonstrated by Yasmin Reyazuddin's ten years of service to Montgomery County prior to this debacle.

The only thing that prevented her from continuing to be an effective employee was the county's failure to provide the reasonable accommodation of accessible technology, as the jury found after careful deliberation.

This case underscores the critical importance of accessible technology for the success of blind workers in the modern workplace. Generally, as in this case, procuring and deploying such technology does not place an undue burden on employers. I encourage all employers to take steps to ensure that their workplace technologies are accessible at the time they are first implemented so that the technology does not erect an artificial barrier to people who are blind."

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

District Name: West Valley-Mission Community College District

The district met Multiple Method #1 (District's EEO Advisory Committee and EEO Plan).

- Yes
- No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: _____ Title: _____
Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____

Name: _____ Title: ***President/Chair, Board of Trustees***
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2016
Return to: Javier Gonzalez (jgonzalez@cccco.edu)

Chancellor's Office California Community Colleges: 1102 Q Street, Ste. 4500, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2015-16

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*. The Chancellor's Office will select some of the practices reported and highlight them in an "EEO and Diversity Best Practices Handbook".

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please write a response suitable for publication in the best-practices handbook. Please keep narrative to no more than one page per Multiple Method.

Nine (9) Multiple Methods

Pre-Hiring

1. District's EEO Advisory Committee and EEO Plan
2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee and EEO Plan)?

- **Yes**
- **No**

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee and an updated EEO Plan.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

- EEO Plan approved by Board [date]
- EEO Diversity Advisory Council meetings 2015-16 [dates]

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

To receive funding for that year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- ✓ **Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

- BP 3410 Nondiscrimination
- BP 3420 Equal Employment Opportunity
- BP 3430 Prohibition of Harassment
- BP 7100 Commitment to Diversity

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #4 (Focused outreach and publications)?

- **Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

- Job fairs [DeAnza, CCC Registry, campus, Diversity]
- Annual subscriptions [InsightintoDiversity.com, DiverseEducation.com, ...]
- Brochures

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- **Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

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**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

✓ Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

- Developing online training format
- Piloting new training presentation

Does the District meet Method #7 (Professional development focused on diversity)?

✓ Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

- Committee evaluating online training modules
- Offer online diversity training modules to employees [TBD]

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2015-16**

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

✓ Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

- Participate in campus career fairs, showing students career possibilities in teaching and working at community college
 - Present career workshops such as resume building and social media
 - Provide mock interviews for students in HR Business course for college position

Hiring Committee Survey Summary

Survey Conducted Fall 2015

Overview:

- Population: all hiring committee members from 2014-2015 (list provided by WVMCCD HR)
- Deployed from September 8 – 18, 2015
- N = 53 (63% response rate)

Highlights:

- Excellent response rate (63%) from range of constituents (50% faculty; 29% staff; 21% administration)
- 53% of respondents reported being knowledgeable or very knowledgeable about proper recruitment policies and procedures before serving on a hiring committee at Mission College
- Among those who reported receiving training , 62% reported that the training was very helpful
- 69% of participants responded that in-person training by Human Resources at the hiring committee's first meeting is the most effective training delivery medium. 18% responded that the online videos were most effective.
- 88% of respondents reported that the communication among the hiring committee members was open and honest
- 98% of respondents felt that all committee members had an opportunity to speak freely and express their opinions during the hiring process

Areas for Improvement:

- 45% of respondents reported that they did not receive any training in preparation for serving on the hiring committee(s)
- 19% of respondents reported that members of their hiring committee either did not, or somewhat, honored rules about confidentiality in the hiring process

Respondent recommendations regarding hiring committees at Mission College:

- **Training:**
 - I viewed training modules on the HR website. I thought that they provided the necessary information for serving effectively on a hiring committee.
 - The online (e-recruit) videos were helpful as well as the direct help from Sean McGowan anytime I had questions.

Office of Research, Planning, and Institutional Effectiveness

- My training consisted of reading the procedure manual. However, after following the procedures carefully, I was twice told to do things differently because "we don't do it that way anymore." This was frustrating and wasted time.
- I attended a training from HR on the e-recruit system. It was really helpful. I got good training on the process and the software.
- I think we need all 3 (modes of training: videos, in person, and policy and procedures manual)
- Additional feedback:
 - I had to learn about the hiring process through piecemeal information I received from administrators here at Mission. There needs to be a more formalized training conducted by the district which goes beyond a handbook e-mailed to hiring committee chairs. Also, the district needs to seriously think about what efforts it will take to help diversify the district's workforce to better reflect the populations that we're serving. I know that other college districts have an EEO office where they do trainings on diversity and hiring and what to look for in such a hiring process. No type of support or guidance regarding this topic exists and this needs to be addressed as there are no clear goals or directive from the district to truly diversify it's (sic) faculty ranks. Case in point is the number of Latino or AAPI faculty at Mission College in comparison to the college's large AAPI student population and it's (sic) ever-increasing Latino population.

Recommendations to District Council from Executive Cabinet and GAP:

- Training for hiring committees needs to be provided to all members in a consistent fashion (also clarify responsibility for providing training – does it lie with HR or with the hiring committee chair?)
- Need for emphasis of the importance of confidentiality of hiring processes and decisions; need a clear confidentiality policy
- Need to increase awareness of training videos, either as primary or secondary training information source
- Need to clarify policy about diversity of hiring committees
- Need to clarify/make transparent the policy about diversity of hiring pools
- The college should create its own bullet list/flow chart for hiring processes from the HR point forward, including recommended /required timelines