



EEO Diversity Advisory Council

Meeting Summary  
Wednesday, November 30, 2016

**I. Welcome**

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

**II. Approval of Minutes of October 5, 2016, EEO Diversity Advisory Council Meeting**

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

**III. Report from Statewide EEO Committee**

Albert shared updates from attendance at the State-wide EEO Advisory Committee:

- To assist districts with developing their EEO plans, the State Chancellor's office will develop and distribute a checklist.
- For this year's Multiple Methods Annual Report, a requirement will be added that districts must confirm that they have submitted their annual EEO expenses report for the previous year.

- CCC Registry reported that they are exploring possible changes to the Candidate Interest Form feature available on their website.
- State Chancellor's office has asked the Statewide EEO Advisory Committee for any recommendations they may have on possible changes to Title 5 as it relates to EEO.

#### **IV. Keenan online diversity training modules**

##### **a. Introductory letter**

##### **b. Timeline**

Council discussed implementation of sharing the Keenan online diversity training modules with District employees. A window of 2-3 months would be active in the Keenan portal for permanent, regular faculty and staff to access the four diversity modules, previously reviewed by this Council. The Council agreed that an email letter from the EEO Council should be drafted and sent out to employees prior to the training module release to invite employees to take advantage of the training opportunity.

The Council spent some time in brainstorming the draft of the email letter. Albert agreed to take ideas to pen the draft email message.

#### **V. Collaboration with College Student Equity Committees [Ken]**

Ken shared that one of the stated goals in the Student Equity plan is to work with EEO Advisory Council to diversify applicant pools. The Council was asked what ideas they have for how to include the two College Student Equity committees in collaborative efforts. Ideas include:

- Student Equity committee members could participate in diversity-focused job fairs
- We are contacting the two student governing organizations for possible representation on the EEO Advisory Council.
- We will be providing in spring semester an EEO training workshop on each campus, provided by EEO trainers associated with the District's law firm.
- We can look at diversifying our search committees
- Perhaps the Student Equity committees would review and provide feedback on search committee training modules
- Perhaps Student Equity committees would review and provide feedback on District applicant/workforce demographic data
- Student Equity committees could assist in developing a grow-your-own program

## **VI. Review of EEO Budget**

Council reviewed the 2016-17 EEO Diversity budget, administered by Human Resources. This includes two streams of funding: the EEO Diversity funds allocated by the State for EEO purposes; and funds used in HR's budget towards diversity and EEO initiatives. One line item, accommodations, is a budget line of funding that specifically comes from the two colleges to support requests for accommodation.

## **VII. Review of EEO Planning Checklist**

Council reviewed a planning document that outlines all EEO projects, activities and initiatives currently in progress. This document is used by HR staff to track and manage these activities. Council members can use this document to identify additional ways they can get involved in EEO activities. Additionally, Council members ideally return to their constituency at least once a semester and provide a report on EEO activities; this can be a useful document to use in preparing your report.

## **VIII. Future Agenda Items**

None listed.

## **IX. Other Items**

Council members raised questions about DACA and the recent letter from the State Chancellor's office in support of students who have concerns in the new political climate. It was asked whether the District could offer training. Opportunities to approach college and district committees offering training and professional development were discussed.

Council members raised questions over recent campus discussions about the possible idea of creating on-campus housing [instigated by a construction development firm's inquiry at Mission College]. It was discussed how this idea could contribute to recruitment efforts of hard-to-fill academic openings. While the campus housing idea is just an idea currently, the Council was encouraged to brainstorm other ways that we might explore for hard-to-fill academic openings.