



EEO Diversity Advisory Council

Meeting Summary

Friday, December 1, 2017

West Valley College – Club Room

1:30 PM – 3:00 PM

I. Welcome

X	Amy Vu	Faculty	West Valley
X	Jennifer Aguayo	Faculty	West Valley
X	Donnelle McGee	Faculty	Mission
X	Stacy Hopkins	Faculty	West Valley
X	Debra Williams	Administrative	Mission
	Ken Songco	Administrative	Mission
X	Virginia Marquez	Administrative	West Valley
	Matais Pouncil	Administrative	West Valley
	Luan Szeto	Classified Staff	District
X	Xuan Lu	Classified Staff	Mission
X	Sarah Randle	Classified Staff	District
	Thuy Foot	Classified Staff	Mission
X	Emilio Espinosa	Classified Staff	West Valley
X	Albert Moore	Ex Officio	District
	Sean McGowan	Ex Officio	District
X	Ryan Ng	Ex Officio	District
X	Daniel LeGuen-Schmidt	Ex Officio	District
X	Prachi Samant	Ex Officio	District

II. Approval of October 6, 2017, EEO Diversity Advisory Council Meeting Summary

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

III. Report on the Black Minds Matter; Public Course Live Cast at WVC

Members of the council who attended the live broadcasts of the Black Minds Matter course reported approximately 20-25 attendees each week with about half a dozen of the attendees being students. Human Resources sponsored refreshments for attendees at the initial sessions. After each live broadcast, time was allotted for participants to discuss the topic of the week. Mae Conroy did an excellent job of facilitating discussion with

many people engaged and creating an atmosphere of candid and productive conversation on the issues and ideas presented. If the college participated in an event like this in the future, there was some concern about Monday evenings for the lecture.

In addition to the Black Minds Matter report, Donnelle announced the upcoming “Black Excellence” Networking Social Event at Mission College. This event is designed to connect experienced professionals with Mission College students to create mentorship opportunities and a place for self-expression and inclusion that will inspire and motivate the students in their academic and professional goals.

IV. LCW Trainings

Albert reported that the Human Resources department is hiring a Director of Compliance, Training, and Employee Relations. With this new director position, the goal is to fill a need for coordinating compliance, professional development, and employee relations activities within the District.

Upcoming training dates at West Valley College:

March 2-3, 2018 (Tentative)

- Screening Committee Training

March 9, 2018

- Allegations and Reports of Sexual Misconduct: Effective Compliance with Title IX
- Bullying at Work and School: Legal Obligations and Interdisciplinary Prevention Strategies

April 6, 2018

- Sick & Disabled Employees
- The Disability Interactive Process

May 18, 2018

- Title IX

V. Mental Health Accommodations for WVM Employees

a. How employees know the pathway to obtaining workplace accommodations?

Debra shared that students and employees have been reaching out to DSPS at Mission College regarding requests for accommodations. The training hosted on April 6, 2018 will address these issues and train supervisors and administrators on how to handle these issues. Albert also noted that anyone with a mental or physical health issue (except a workplace injury) requesting accommodations should visit their personal physician to identify necessary restrictions in the workplace. Based on the restrictions, Human

Resources will work with the employee to determine if reasonable accommodations can be made and what they should be.

VI. EEO Expenditure Report

In the past several years, EEO Funding has increased significantly from \$6,000 to \$60,000 last year to now \$50,000 for fiscal year 2017-2018. To qualify for EEO funding for fiscal year 2017-2018, districts were required to submit the Multiple Methods certification form. One of the requirements for the Multiple Methods certification form is the EEO Fund District Expenditure Report. The report consists of two sections: (1) District Expenditure Report and (2) District Performance Report. The report highlights 2016-2017 expenditures as well as key performance indicators where funding was allocated in our District, such as: Outreach and Recruitment (\$18,339.63) and Professional Development on Equal Employment Opportunity (\$14,685.61). It is also noted that the District has a separate fund for Accommodations from which we spent \$45,662.02. With the remaining funds from 2016-2017 and the new funds for 2017-2018, the focus continues to be on Outreach and Recruitment and numerous Professional Development and Training opportunities for staff at both colleges and EEO council members as we look to explore new avenues to spread awareness of EEO.

VII. Enhancements to the Website

Under the Diversity & EEO tab in the Human Resources web page on the District Website, we have added a list of the members and contact information. Staff inquired about who the members of the council were so the change was implemented. In addition, the agendas and meeting summaries from all past and present meetings can be found on the EEO page for anyone who missed a meeting or wants to learn more about what we have been doing.

Recently, Human Resources partnered with a graphic designer to create an animated EEO training video for search committees. With the help and input from members of the council, we were able to identify four key areas for search committees: Benefits of Workforce Diversity, Important Laws, Bias in Hiring Decisions and Best Practices. Ryan displayed the video during the meeting and a lot of positive feedback was received. This training video will become a requirement for all search committees.

In the future, the goal is to have EEO monitors involved in the interview process. Human Resources representatives have slowly been integrated into certain recruitments as EEO monitors. The plan is to invest more in training so there can be EEO monitors in all recruitments.

Finally, the Statewide EEO Council is partnering with the Professional Learning Network to create a section for EEO.

VIII. Future Agenda Items

- Approval of December 1, 2017, EEO Diversity Advisory Council Meeting Summary
 - A Doodle to schedule our third and fourth meeting will be sent out
 - Targeting February and April 2018