



EEO Diversity Advisory Council

Meeting Summary

Friday, October 19, 2018
West Valley College, Fox 211
1:30 AM – 3:30 PM

I. Welcome

X	Amy Vu	Faculty	West Valley
X	Donnelle McGee	Faculty	Mission
X	Stacy Hopkins	Faculty	West Valley
	Debra Williams	Administrative	Mission
X	Ken Songco	Administrative	Mission
X	Virginia Marquez	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	District
	Thuy Foot	Classified Staff	Mission
X	Emilio Espinosa	Classified Staff	West Valley
X	Albert Moore	Ex Officio	District
X	Sean McGowan	Ex Officio	District
X	Ryan Ng	Ex Officio	District
	Daniel LeGuen-Schmidt	Ex Officio	District
X	Prachi Samant	Ex Officio	District

II. Approval of April 13, 2018, EEO Diversity Advisory Council Meeting Summary

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

III. 2017-2018 EEO Applicants Reports (Sean & Prachi)

a. New EEO Analysis Tools

Sean, among other staff, faculty and administrators, including other EEO Diversity Advisory Council Members, attended a one-day conference on Building Diversity – Using Data for Hiring. Notably, there were many takeaways from the EEO Data Workshop Session: Collecting and Analyzing Employment Activity Data presented by Gregory Smith, Associate Vice President of Human Resources at Shasta College.

Sean highlighted the key talking points from Greg's presentation, including the definitions of Adverse Impact and Underrepresentation, and several tools that Shasta College Human Resources utilize to track EEO data, including the U.S. Census Estimates, Availability Analysis Tool, Longitudinal Analysis – Applicant Pool Composition and Longitudinal Analysis – Hiring Process Phase Analysis.

Because Greg shared these tools publicly on Shasta College's HR page, Sean and Prachi were able to use the Availability and Utilization Analysis to identify underrepresentation in our Administrators. By comparing multiple availability sources from the San Jose Metropolitan Area and all of California, Sean and Prachi were able to compare the District's workforce (staff, faculty, & administrators) race demographics to the race demographics of these two major areas. Based on the results, it is clear that the Asian, Native Hawaiian/Pacific Islander and the Hispanic/Latino ethnic groups suffer the most adverse impact depending on the college and which workforce group.

IV. Undocumented Student Week of Action at Mission College: 10/15 – 10/19 (Ken)

Mission College declared October 15 – 19, 2018, as "Undocumented Student Week of Action." In solidarity with community colleges across the state, Mission engaged in a week of advocacy and activities to support and build awareness about undocumented students. Undocumented Student Week of Action is a student-led campaign to advocate for a permanent solution to codify the Deferred Action for Childhood Arrivals (DACA) program to include a pathway to citizenship and provide support and resources to ALL undocumented students. Mission is committed to serving undocumented students and ensuring that Mission is a safe campus, which will support them whether they are here to obtain an associate's degree, transfer to a four-year college/university, or simply for enrichment. There were two focused actions during that week:

1. DACA Post Card Campaign – Signed postcards urging Congress to take immediate and permanent action to codify the DACA program and include a pathway to citizenship. Almost 200 postcards were created to be delivered to Congressman Ro Khanna's Santa Clara district office.
2. UndocuAlly Table – Mission College UndocuAllies and ASG senators/members had a table set up in the campus quad to engage the community to sign DACA postcards and to share resources available for undocumented students.

V. UndocuAlly Workshop at Mission College: 10/26 (Ken)

Ken invited the EEO Council to the UndocuAlly workshop at Mission College from 9:00 am – 12:00 pm. The training will assist faculty, staff and administrators with understanding the needs of undocumented students, legislation regarding undocumented immigrants, and case scenarios for participants.

On the topic of undocumented students, Virginia also shared some of the activities going on at West Valley College. One event she recently hosted with Debra Griffith was a workshop on financing your education. Another event hosted by the Office of

Student Equity and Success was Conversation Café: How to Best Support Undocumented Students, which included a mix of 25 students and staff participants. Debra is one of the leaders at WVC in the area of DACA and Undocumented Students, and more events like these are to come.

VI. Faculty Diversity Internship Updates (Paul)

Paul provided a comprehensive breakdown of the Faculty Diversity Internship Program - Pilot Draft Proposal to the Council. The program is designed to help prepare and recruit a diverse community college faculty, who are sensitive to the needs of the students and community it serves. Ultimately, the goal is to improve the diversity pool of faculty in the District so that we may better serve the diversity of our community.

Program overview: Interns will be assigned a faculty mentor, who teaches in the intern's subject area, to work with 3-5 hours per week; 16 consecutive weeks through the semester. Interns will be given the opportunity to receive on-campus training from their mentors and District staff, learn new teaching methods, and how to prepare lessons and activities for students. Throughout the program, interns will receive feedback from their mentor to prepare them for mock interviews for a faculty position.

The Faculty Diversity Internship Program provides hands-on experience and a unique perspective in an educational setting with a faculty mentor for one semester. Due to busy recruitment season for Spring 2019, the program will begin in Fall 2019. Paul Williams is currently conducting presentations at the college Cabinets and the Academic Senates over the next few weeks. Please see the schedule below:

Tuesday, November 13, 2018 WVC Cabinet

Tuesday, November 27, 2018 MC Cabinet

Tuesday, November 27, 2018 WVC Academic Senate

Thursday, November 29, 2019 MC Academic Senate

VII. Diversity Education Proposal Review and Scheduling (Paul)

Paul shared that the District will be partnering with CircleUp Education to host a workshop on diversity, equity and inclusion (DEI) with a focus on implicit bias. The workshop is designed to equip administrators, faculty, supervisors and classified staff with DEI knowledge and the skills in creating inclusive communities and workplaces. In order to start the process of changing a culture to be more diverse, DEI awareness, understanding implicit bias, and open dialogue is necessary for the long-term commitment toward a diverse and inclusive future. This first training is called Diversity Uncovered. There will be four sessions: two at WVC and two at MC. Paul will be sending out a district-wide email with registration details.

Program Description:

Diversity Uncovered is an interactive introduction to implicit bias, microaggressions, stereotypes, and inclusion. This training is designed to take seasoned Administrators, Faculty, Supervisors, and Classified Staff on a journey to develop a common language to identify and address challenges related to prejudice and unconscious discrimination in their workplace. This engaging and flexible training style is suitable for all staff regardless of prior diversity, equity and inclusion training.

Click here to learn more about our learning partner CircleUp Education:

<https://www.circleuped.org/>

Registration will be first come, first served so please register to confirm your seat. The class maximum for this program is 35 participants. Please see the dates and locations below and click on the link below to register for one of the options.

Dates and Locations:

Session 1: November 15, 2018, from 9-12noon at WVC Baltic Room

~~Session 2: November 15, 2018, from 1-4pm at WVC Baltic Room XLED~~

~~Session 3: November 16, 2018, from 9-12noon at Mission College SEC-205-Location update!~~

~~Session 4: November 16, 2018, from 1-4pm at Mission College SEC-205-Location update!~~

****To be rescheduled***

VIII. Upcoming Recruitment Fairs (Sean)

Sean shared the list of job fairs the District is planning to participate in for fiscal year 2018-2019. He requested volunteers to assist at the fairs and will be contacting several people, who have participated in the past.

IX. Upcoming Supervisors/Management Trainings (Paul)

Paul shared a few Management Trainings that are coming up:

1. ~~***Name that Section: Frequently Used Education Code and Title 5 Sections for Community Colleges***~~ – ~~November 30, 2018 from 1:00 – 4:00 pm (MC)~~

****To be rescheduled***

~~This practical workshop, designed for all levels of managements, provides guidance on structuring personnel policies and practices as well as managing day-to-day interactions to prevent unlawful harassment. Fully meets requirements of AB 1825 and AB 2053.~~

2. ***Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment*** – December 7, 2018 from 1:00 – 4:00 pm (WVC)

This practical workshop, designed for all levels of managements, provides guidance on structuring personnel policies and practices as well as managing day-to-day interactions to prevent unlawful harassment. Fully meets requirements of AB 1825 and AB 2053.

3. ***Safety Summit*** – February 8, 2019, All Day (MC)

In this day-long summit, administrators from Bay Area institutions, including academic affairs, student discipline, student health services, human resources, facilities, risk management, DSPS, campus safety & police, athletics, and Title IX Coordinators, are invited to join together to discuss the legal obligations of responding to campus safety concerns, without simultaneously violating the rights of accused parties, victims, students, employees, and employee organizations. Together in this training, we will develop creative solutions for multifaceted scenarios that touch on these issues.

4. ***Exercising Your Management Rights*** – March 15, 2019 from 1:00 – 4:00 pm (MC)

This introductory overview workshop identifies the rights of supervisors and managers with respect to employee associations/unions and show them how to exercise those rights in ways that can improve their management skills and preserve management rights.

5. ***Managing the Marginal Employee/Accommodating Bad Behavior Summit*** – April 19, 2019, All Day (Cabrillo College)

This summit continues the Bay Area CCD Employment Relations Consortium's summit-style trainings that were initiated in 2016. These summits take an interdisciplinary approach to issues which impact management employees. This summit will provide administrators, supervisors, and managers from across the institution with tools to address performance, supervision, and discipline of employees who require specific skills and strategies to manage – marginal and disabled employees. These tools will be provided through interactive exercises and lively discussion.

6. ***Creating a Culture of Respect*** – Friday, May 3, 2019 from 1:00 – 4:00 pm (WVC)

This workshop addresses some of the issues surrounding diversity and its impact on the workplace: creating a culture of respect, confronting prejudice, managing differences, and understanding the power of diversity.

X. Statewide EEO Updates 9/13 Meeting (Albert)

Albert shared a few updates from the Statewide EEO Committee. Daisy Gonzales from the Chancellor's Office has been appointed as Co-Chair of the Statewide EEO Committee alongside Albert. In addition, the committee has committed to an EEO and diversity statewide strategy that will be rolled out in three phases: (1) EEO Data – Local Longitudinal Data Workshops (2) Statewide Plenary Sessions (3) Faculty Diversity Summit. Other opportunities include the Vision Resource Center (formerly known as the Professional Learning Network or PLN). The goal of these initiatives is to increase faculty diversity, as there has been a push for equity between part-time and full-time faculty.

XI. Future Agenda Items

- Approval of Minutes of October 19, 2018, EEO Diversity Advisory Council Meeting
- Next Meeting: November 30, 2018 at Mission College from 9:00 am – 11:00 am in the HR office, MT-18.