



EEO Diversity Advisory Council

Meeting Summary

Friday, March 1, 2019

West Valley College, Club Room

1:30 :PM – 3:30 PM

I. Welcome

X	Amy Vu	Faculty	West Valley
	Donnelle McGee	Faculty	Mission
	Stacy Hopkins	Faculty	West Valley
X	Debra Williams	Administrative	Mission
X	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
	Albert Moore	Ex Officio	District
	Sean McGowan	Ex Officio	District
X	Ryan Ng	Ex Officio	District
	Paul Williams	Ex Officio	District
	Prachi Samant	Ex Officio	District

II. Approval of November 30, 2018, EEO Diversity Advisory Council Meeting Summary

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

III. Review EEO Plan 2017-2020 (Ryan Ng)

One of the requirements from Title 5 of the Equal Employment Opportunity regulations is to review the District’s EEO plan at least every three years. Next year, 2020, marks the third year of our latest updates from 2017. Albert has requested that EEO Diversity Advisory Council members begin reviewing the EEO plan now in anticipation of upcoming changes to add to the EEO Plan for next year.

There was discussion about receiving updates on workforce composition data as presented in the EEO Plan. Ryan will reach out to Prachi and Sean to see if we can obtain the data by our next meeting.

IV. Training Updates (Paul Williams)

The District continues to provide multiple training opportunities for staff to attend but has recently seen low attendance to some trainings like the Diversity Uncovered Training due to competing priorities. The last session for the Diversity Uncovered Training was held on March 1, 2019 from 9:00 am – 12:00 pm at West Valley College. There was approximately 16 attendees, which included several Deans, faculty, supervisors, and classified staff. Majority of the feedback from these training has been positive. Some attendees have inquired about diversity training specifically for leaders at the colleges. This opened a discussion on whether there should be training about diversity available to students/student workers as well.

Paul shared important dates for the upcoming Management-in-Training Series. The program is designed to help current and potential supervisors and managers address the challenges of leading a team. The focus will be on:

- Module 1: Knowing Your Leadership Style—3/8/2019
- Module 2: Hiring, Onboarding, and Employee Development—3/8/2019
- Module 3: Aligning People to Goals—3/22/2019
- Module 4: Engaging Employees through Work Teams—3/22/2019
- Module 5: Effective Communication in High Stakes Conversations—3/29/2019
- Module 6: Achieving Success with a Project or Initiative—3/29/2019

In addition, Paul reminded the council of the remaining training programs for Administrators and Supervisors for Spring 2019.

- Exercising Your Management Rights
 - Friday, March 15, 2019 from 1:00 pm – 4:00 pm (Mission College)
- Managing the Marginal Employee/Accommodating Bad Behavior Summit
 - Friday, April, 2019; all day (Cabrillo College)
- Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment
 - Friday, May 3, 2019 from 1:00 pm – 4:00 pm (West Valley College)

Other trainings to be mark on your calendar:

- Hiring Best Practices for Screening Committee Training
 - Friday, March 22, 2019 from 9:00 am – 12:00 pm at West Valley College (CHE 150)
 - Friday, March 29, 2019 from 1:00 pm – 4:00 pm at Mission College (TAV 130)

Human Resources is in the process of reviewing EEO monitor training for Human Resources staff and members of the EEO Diversity Advisory Council. The goal would be to have an EEO monitor for all recruitments to ensure compliance with recruitment procedures and manage employee relations issues.

V. Updates: Districtwide Undocumented Student Efforts (Ken Songco)

Since 2017, members of both colleges including: Virginia Marquez, Lucia Moreno, Maritza Cantarero, Ken Songco, Debra Williams, and Noehemy Chavez, have held meetings to identify areas the colleges could support undocumented students in this legal climate. Several members of this team gave a presentation to the Board of Trustees in February to discuss how the District document DACA students, which resulted in the Board passing a resolution in support of undocumented students.

A major concern from the group was what the course of action is if ICE comes onto campus. If this were to occur, both College Presidents and the Chancellor have agreed that the procedures must be the same for Mission College and West Valley College. Currently, the District does not have a policy for this but there is a need for one. One solution proposed by Amy Vu is to look into a couple of organizations called Northern California Rapid Response & Immigrant Defense Network (NCRRIDN) or Rapid Response Network in Santa Clara County. NCRRIDN is comprised of immigration and civil rights advocates who provide support to families against immigration enforcement actions in Northern California. The Rapid Response Network in Santa Clara County goal is to expand the community's capacity to monitor and document ICE operations in real time.

VI. Spring 2019 Equity Professional Development Series (Ken Songco)

Mission College has been successful in developing an equity framework and are now operationalizing it through the college. The equity framework team comprised of faculty, classified staff, and administrators who developed goals for the equity team. Equity is a cultural change that takes time and must be intentional. For the first time in Mission College history, the Student Services department was able to host a training for student staff across multiple department. Several topics included were communication skills, FERPA, customer service, campus resources, equity and personal development. Over 30 students attended and felt the training was interactive, useful and informative.

Ken also shared the list of trainings offered through the Spring 2019 Equity Professional Development Series:

- The Indispensable Role of Classified Professional Educators in Equity
 - February 22, 2019; 9:00 am – 1:00 pm
- Student Equity Plan Retreat
 - February 23, 2019; 10:00 am – 2:00 pm
- Designing for Equity: Equity Frameworks, Lenses, and Rubrics

- February 27, 2019; 9:00 am – 1:00 pm
- Equity-Centered Dialogue: From Calling-In to Equity Centered Data Discussions
 - March 22, 2019; 9:00 am – 1:00 pm

VII. Future Agenda Items

- Approval of Minutes of November 30, 2018, EEO Diversity Advisory Council Meeting
- Next Meeting: April 12, 2019 at West Valley College from 1:30 PM – 4:30 PM; Location: WVC Club Room.