



West Valley - Mission
Community College District

EEO Diversity Advisory Council

Meeting Summary

Friday, November 8, 2019

West Valley College – Fox 211

1:30 PM – 3:30 PM

I. Welcome

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

II. Approval of April 12, 2019 and September 20, 2109 Meeting Summaries

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

III. Faculty Diversity Internship Program Updates (Paul)

Interns have had the opportunity to attend specific trainings focused on providing tools and resources for them to become successful faculty at the community college level. Trainings include “Critical Pedagogy” and “Developing a Syllabus/Curriculum Development and Planning.” At the end of the semester,

interns will participate in mock panel interviews and receive constructive feedback immediately following their interview. In addition, they will also learn best practices for interviews. The mock panel interviews are scheduled for December 4, 2019. The panel is comprised of faculty mentors and HR representatives.

In the spring semester, interns will have the opportunity to attend a CCC Registry job fair opportunity in San Francisco and meet Beth Au, Director of the CCC Registry. She will also be coming on campus to present to the interns on February 4, 2020 on Careers in Higher Education.

Recruitment for the new intern class of Fall 2020 will begin in March. The recruitment will be posted for approximately 8 weeks. Interns and mentors will be paired by the second week of June.

Since the inception of the Faculty Diversity Internship Program, multiple interns have been hired as adjunct faculty at multiple institutions:

Number of Hires	College	Department
1	West Valley College	Paralegal
1	West Valley College	Kinesiology
1	San Jose-Evergreen Community College District	
1	San Jose State University	

As the program continues to grow and become successful, HR plans to expand the FDIP marketing campaign by creating success stories of interns and mentors for its webpage and future recruitments.

IV. EEO/Diversity Related Training for Spring 2020 (Paul)

Screening Committee Training

The District will again offer several training opportunities for the mandatory Screening Committee EEO Training during the 2019-2020 academic year.

Program Versions:

- A. The Full Program is intended for staff who have not attended any EEO Screening Committee training at WVMCCD
- B. The Refresher is intended for staff who have attended a prior EEO Screening Committee training at WVMCCD since 2017 and must renew after two years

1. Tuesday, November 5, 2019, 1-4pm – West Valley College (CHE 139)
Full Program newly added.
2. Thursday, December 5, 2019, 1-4pm – West Valley College (CHE 150)
Full Program
3. Friday, December 6, 2019, 9am-12pm – Mission College (TAV 130)
Full Program
4. Friday, January 31, 2020, 9am-11am – Mission College (TAV 130) Refresher
5. Friday, February 7, 2020, 9am-11am – West Valley College (CHE 152)
Refresher
6. Thursday, May 28, 2020, 1-4pm – West Valley College (CHE 150)
Full Program

“Diversity Uncovered” – Circle Up Education
Wednesday, January 22, 2020 – Mission College (TAV 130)

“Creating Accessible Documents with Word and PowerPoint”
Accessibility Training Program III – Gaier Dietrich
February 2020

“Bias is a Four Letter Word, but it doesn’t have to be!” – Suzanne Solomon
Session 1 – 9:00am – 12:00pm – West Valley College
Session 2 – 1:30 pm – 4:30 pm – Mission College

“Creating Inclusive Work Cultures to Attract and Retain the People You Want”
Laura Schulkind
Friday, April 17, 2020, 8:30am – 2:30pm – Cabrillo College

V. All District HR Training Updates

Last year, SB 1343 was passed, which mandated organizations to provide all non-supervisory employees with at least one hour of mandatory sexual harassment and discrimination training and all supervisors with at least two hours of the training. SB 1343 required the training to be completed by January 1, 2020. However, effective August 30, 2019, SB 778 pushed the training deadline to January 1, 2021.

The District is working with Keenan Safe Colleges to provide online training for all staff and meet the requirements of the Senate Bills. Required trainings will include:

1. Cleary Act Overview
2. Confidentiality of Records/FERPA

3. Sexual Harassment Prevention for Non-Managers
4. Title IX and Sexual Misconduct
5. Title IX and Gender Equity in Athletics
6. Workplace Violence: Awareness and Prevention
7. Child Abuse and Neglect/Mandated Reporter

VI. EEO Plan Review and Revision/ Statewide Review of EEO Plan Template (Albert)

At least every three years, the District's EEO Plan will be reviewed and updated based on analysis of ethnic group identification and gender composition of workforce, applicants and students. The EEO Committee is tasked to review the EEO Plan and submit all input/revisions to Ryan.

The Statewide EEO Committee has tasked a subcommittee to work on the revisions of the EEO Plan template. Albert Moore and Jake Knapp are co-chairs of this subcommittee. The new template changes will be focused on plans containing less statement of policies and more on how the colleges/districts are going to reach their goals.

VII. Staff with Food and Housing Insecurity Assistance (Debra)

On hold. Debra was unable to attend meeting.

VIII. Future Meetings

- Future Schedule of Meetings and Agenda Items: February 28, 2020 and April 17, 2020
- Location: Fox 211
- Time: 1:30 pm – 3:30 pm
- Future Agenda Item: Staff with food and housing insecurity assistance (Debra)