



West Valley - Mission
Community College District

EEO Diversity Advisory Council

Meeting Summary

Friday, February 28, 2020

West Valley College – Fox 211

1:30 PM – 3:30 PM

I. Welcome

x	Amy Vu	Faculty	West Valley
	Donnelle McGee	Faculty	Mission
x	Stacy Hopkins	Faculty	West Valley
x	Debra Williams	Administrative	Mission
x	Debra Griffith	Administrative	West Valley
	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
	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 November 9, 2019 Meeting Summary

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

III. EEO Plan/Multiple Methods Report - Request for Feedback (Ryan)

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 Council is tasked to review the

EEO Plan and submit all input/revisions to Ryan. Ryan is working with Amy, Prachi, and Sean to incorporate the new data tables on the District and Colleges' workforce by ethnicity and gender for Fall 2013 to Fall 2018, the Total Applicant Persistence Data by ethnicity and gender for FY 2017, 2018, and 2019, and Total Student Population and for each college by ethnicity and gender Fall 2016 to Fall 2018.

One question was raised on whether we can track other disabilities as diversity or sexual orientation as diversity. This created a discussion about how we can include disparate groups as part of our diversity and equity framework, but it could be potentially risky to ask applicants due to discrimination concerns.

IV. Faculty Diversity Internship Program Updates (Paul)

The colleges have hired four Faculty Diversity Internship Program interns to part time faculty positions in disciplines ranging from counseling, kinesiology, and paralegal studies. Here is a list of their upcoming trainings and events.

- **Diversity Uncovered: Intro to Implicit Bias** - Thursday, February 27, 2020, from 1-4 pm at Mission College (TAV 130)-Interns and Mentors Required to attend
 - Paul shared that the training went very well with a small group of interns. There was lots of open discussion on difficult topics and some interns shared their diversity/bias stories in the classroom or work environment.
- **Advanced Curriculum Development & Planning for Online Teaching** - Thursday, March 26, 2020, from 3-5 pm at Mission College (TAV 130) Interns and Mentors Required to attend
- **Mastering the 2nd Level Interview (Advance Mock Panel Interviews)** -Thursday, April 9, 2020, from 3-5 pm at West Valley College (CHE 150) Interns and Mentors Required to attend
 - Interviews will focus on diversity statements and a teaching demonstration.
- **FDIP Showcase/Graduation** - Thursday, May 7, 2020, from 3-5 pm at Mission College (TAV 130) Interns and Mentors Required to attend

A 2020-2021 proposal has been submitted to the Chancellor and Land Corp for more funding and conditionally approved. We will begin the process of identifying mentors by the end of the spring semester. Last year, there was strong

interest in counseling from multiple intern applicants. HR is potentially partnering with Nohemy Chavez in creating a counseling curriculum.

V. Search Committee EEO Training Update (Sean)

For 2019-2020, we have offered 5 workshops for the full search committee training program, Hiring the Best While Developing Diversity in the Workplace: Legal Requirements and Best Practices for Screening Committees, and have two more planned (May 28 @ WV, May 29 @ MC). 39 participants completed training across these 5 workshops. In total, we have 483 employees trained (however this number includes a small number of former employees who have since left the District).

Our EEO Plan requires that employees receive training every two years in order to remain eligible to serve on search committees. Since this is the third year of implementation for this training program, there were a number of employees whose training eligibility will expire at the end of this spring semester. Therefore, Paul, Ryan and Sean created a refresher workshop for employees to recertify their search committee training requirement. The refresher training program is a 2-hour workshop, which includes highlights and reminders from the full program and legal updates, as well as advanced practice in the form of group case studies. The refresher workshop does cover the four required topics, as described in our EEO Plan: (1) Legal requirements, (2) Benefits of workforce diversity, (3) Elimination of bias in hiring decisions, and (4) Best practices for search committees. On January 31 at Mission, and February 7 at West Valley, we conducted the first two refresher workshops, with a total participation by 93 employees. Feedback has been very positive; many have shared appreciation for the inclusion of real-world case studies. We observed that participants were able to use experience they have, having served on search committee(s) over the past two years, in engaging with the training content. This resulted in robust questions and discussion at both workshops. These are the only two refresher workshops planned to be offered this semester. Beginning in the summer, we will offer multiple opportunities for this refresher workshop throughout 2020-2021. Doing so, there is no reason for any employee to lose eligibility to serve on search committees.

VI. Faculty and Staff Diversification Symposium: March 19-20, 2020 (Albert)

Albert, Paul, Stephanie Kashima, Gretchen Ehlers, Aram Shepherd, and Brad Davis are scheduled to attend to the Faculty and Staff Diversification Symposium.

The symposium will focus on Pre-hiring, Hiring, and Retention, as well as connecting college leaders to legislators and their aides.

VII. Statewide EEO Committee Update (Albert)

The state is sponsoring a faculty fellowship program. The Statewide EEO Committee is receiving \$15 million in funding to support this program. The committee is building the program to determine what the expectations for fellows will be, the program design, and logistics. This will be similar to the district's Faculty Diversity Internship Program. The program has a potential start date of July 1. The CCCCO will be issuing a new RFP and accepting applications for a new registry contract.

VIII. Recruitment Fairs/CCC Registry Fair Statistics (Sean)

Los Angeles Job Fair – January 25, 2020 at Westin LAX

872 job seekers attended—550 pre-registered of 1467 and 322 walk-ins day of event
35 college districts participated for a total of 48 booths
32 districts were in state; 3 districts were out-of-state (2 Washington, 1 Colorado)

- Maximum Lead Count (Districts): 465.0
- Average Lead Count: 135.8
- Median Lead Count: 120.0
- Maximum # of exhibitors visited (job seekers): 25.0
- Average # of exhibitors visited: 5.5
- Median # of exhibitors visited: 4.0

San Francisco Job Fair – February 1, 2020 at Hilton SFO

245 job seekers attended—164 pre-registered of 545 and 81 walk-ins day of event
26 college districts participated for a total of 30 booths
24 districts were in state; 2 districts were out-of-state (1 Washington, 1 Colorado)

- Maximum Lead Count: 125.0
- Average Lead Count: 70.9
- Median Lead Count: 74.5
- Maximum # of exhibitors visited: 24.0
- Average # of exhibitors visited: 7.2
- Median # of exhibitors visited: 10.0

CCC Registry Site Statistics for January 2020

Total site hits Dec 28 to Feb 8, 2020: 1,245,437

Average weekly hits: 207,573

Average weekly new job seekers: 104

Average weekly new job postings: 143

IX. Mission College Spring 2020 Equity Workshop Series (Ryan/Ken)

Mission College will host its “All In” Equity workshop series the week of April 6 on the following dates:

- April 7, 2020/1:00 pm – 4:00 pm/TAV 130 – The Indispensable Role of Classified Professional in Achieving Equity
- April 10, 2020/9:00 am – 12:00 pm/HM 104 – Leading for Equity
- April 14, 2020/2:00 pm – 6:00 pm/SEC 207 – Introduction to Teaching for Equity
- April 24, 2020/9:00 am – 12:00 pm/HM 104 – Engaging in Courageous Conversations

X. Future Meetings

- Future Schedule of Meetings and Agenda Items: April 17, 2020
- Location: Fox 211
- Time: 1:30 pm – 3:30 pm
- Future Agenda Item: