

**Title IX, Diversity, and Inclusion
General EEO Committee Meeting – Via Zoom
Monday, March 20, 2023
11:00 am – 12:00 pm**

EEC Committee Members:

<input type="checkbox"/> Ahmadpour, Ali	<input checked="" type="checkbox"/> Justice, Lillian
<input type="checkbox"/> Alamillo, Lucy	<input type="checkbox"/> Kunisaki, Sheryl
<input type="checkbox"/> Andrade, Argelia	<input checked="" type="checkbox"/> Kushigemachi, Scott
<input type="checkbox"/> Anzaldo, Carlos	<input type="checkbox"/> Kyte, Debbie
<input checked="" type="checkbox"/> Aramburo, Julieta	<input type="checkbox"/> Lemons, Marlow
<input checked="" type="checkbox"/> Bailey, Nina	<input type="checkbox"/> Levine, Georgi
<input type="checkbox"/> Baquir, Mari	<input checked="" type="checkbox"/> McClelland, Darcie
<input type="checkbox"/> Baumunk, Jeff	<input checked="" type="checkbox"/> McCoy, Roxanne
<input type="checkbox"/> Blada, Michael	<input checked="" type="checkbox"/> Miyashiro, Jane
<input type="checkbox"/> Bond, Breeanna	<input type="checkbox"/> Patel, Dipte
<input type="checkbox"/> Cervantes, Cynthia	<input checked="" type="checkbox"/> Pineda, Carolyn
<input type="checkbox"/> Chaney, Van	<input type="checkbox"/> Plum, Lavonne
<input checked="" type="checkbox"/> Christophersen, Rick	<input type="checkbox"/> Robertson, Gary
<input type="checkbox"/> Clemons, Lyn	<input type="checkbox"/> Rouse, Beverly
<input type="checkbox"/> Fujiwara, Melissa	<input type="checkbox"/> Russell, Elizabeth
<input type="checkbox"/> Gonzalez, Ricky	<input type="checkbox"/> Russell, Solomon
<input checked="" type="checkbox"/> Greco, Gary	<input type="checkbox"/> Sabio, Sabra
<input type="checkbox"/> Gutierrez, Edith	<input type="checkbox"/> Sims, Jackie
<input checked="" type="checkbox"/> Gutierrez, Jorge	<input checked="" type="checkbox"/> Solarzano, Erika
<input type="checkbox"/> Hernandez, Arturo	<input checked="" type="checkbox"/> Smith, Maria
<input type="checkbox"/> Hernandez, Maribel	<input checked="" type="checkbox"/> Unda, Viviana
<input type="checkbox"/> Herrera Thomas, Hong	<input checked="" type="checkbox"/> Webb, Amanda
<input type="checkbox"/> Herrera, Xocoyotzin	<input checked="" type="checkbox"/> Wells, Rex
<input type="checkbox"/> Herrschaft, Amy	<input type="checkbox"/> Williams, Robert
<input type="checkbox"/> Huynh, Tiffany	<input checked="" type="checkbox"/> Youn, Yumi
<input type="checkbox"/> Iino, Kelsey	<input type="checkbox"/> Young, Lashanta
<input checked="" type="checkbox"/> Ishikawa, Jaynie	

AGENDA

11:00 – 11:15am	Welcome and Overview
11:15 – 11:30am	EEO Subcommittee Updates: <ul style="list-style-type: none"> ○ Recruiting (Chair, Maria Smith) ○ Job Announcements (Chair, Maria Smith) ○ Measures of Underrepresentation (Chair, Jaynie Ishikawa) ○ EEO Rep/Committee Training (Chair, Jaynie Ishikawa) ○ Climate Survey (Chair, Carolyn Pineda) ○ Guest Speakers/Trainings (Co-Chairs Ali Ahmadpour and Sheryl Kunisaki)

11:30 – 11:45am	2023 EEO Plan <ul style="list-style-type: none"> • 2023-2026 EEO Plan Status • New Submission Timeline – April 1st
11:45 – 12:00pm	Spring 2023 Updates <ul style="list-style-type: none"> • Spring 2023 Subcommittee Meetings – Need to have held at least 1 this semester • Assignments, plans for Winter/Spring 2023, etc.

Meeting Notes:

JCI greeted everyone and thanked everyone for serving on all of the subcommittees.

JCI gave an update on the status of the EEO Plan. She recapped that the Plan is required by the Chancellor’s Office, and is due once every 3 years to address diversity in our workforce. Since 2020-21 the Chancellor’s Office has made some changes to EEO requirements and tied it more explicitly to the funding that we get to use for facilitation of the plan. Last year we were supposed to turn in our plan (all schools are on a different cycle), but were put in a holding pattern and told we would have access to data. Recently we’ve been waiting for the Chancellor’s Office to provide this additional data and resources. JCI shared two documents from the Chancellor’s Office – an update Summary from Dr. Buul, and outlined the requirements. JCI reiterated that the plan goes to the Chancellor’s Office first, and then will go to the Board for adoption. The current due date is listed as May 1, 2023, but JCI let the committee know she was communicating with Dr. Buul, because there are still questions about guidance and a possible additional extension.

RW asked about what public sources are used. CP said that the public data is from the Chancellor’s Office data and census data, but given these new updates, they may provide us with other sources.

JCI asked if anyone had any thoughts regarding the yearly certification of the Plan by the Board. At this time there is no rubric or explicit checklist for the Board to follow. JM said that the Board does have an annual all-day study session and this could be put on that agenda so they can do a deep-dive and ask as many questions as they have, rather than a condensed Board meeting.

JCI shared the second Chancellor’s Office document – the Model EEO Plan Components and reviewed each section.

CP said that the Climate Survey is on hiatus, since they completed the Employee Climate Campus Survey. The next survey would likely be in Spring 2024, so discussions will be had about how to mitigate the Climate Survey with the HR survey, and if it should be implemented differently. If we stick with the timeline, the committee will probably re-convene in Fall 2022. JCI asked if the findings could potentially be incorporated into the EEO Plan (i.e. how we use the data). CP said she can start by looking at the components that were just reviewed.

MS brought up a section of the EEO Plan where periodic surveys of District employees requesting resources and locations where open positions can be advertised should be occurring and she doesn’t think it is. JCI asked if there were ideas as to how it could be implemented. VU asked exactly what they want from this – MS said they weren’t sure in Recruitment, but maybe this is something that gets provided to the District as to where recruitments get posted. SK said he interprets it as solicitation from employees in particular disciplines and departments if they have specific places their jobs should be

posted. DM agreed, and said she would really like us to start doing, because the Faculty have ideas about where their recruitments should be posted (i.e. listservs at local universities, recent grads). JM said every HR Service Partner does reach out to the Dean to see if there are any additional sites they would like the job posted on (specialty sites, particularly in technical areas, different listservs). The other thing the Recruitment Subcommittee did is include a blurb in job announcements that encouraged forwarding and posting to listservs that would be helpful. DM said that her Dean has never asked faculty in their division where jobs should be posted, so maybe we need to be more intentional and proactive about that. MS said that that committee meets April 3rd, and maybe VU and CP could attend and they could come up with a survey or something along those lines. VU said maybe it would be a Formstack rather than a survey, and that it's important to understand the purpose of the data to determine the best method of collection. NB suggested maybe looking at Internship programs as well. JM said that we did expand the number of recruitment sites we post to and have added several new sites, 17 different HSBUs, as well as all the traditional sites. Niche sites can sometimes be accommodated depending on how difficult the posting process is. JCI recommended including the posting data when asking employees for posting recommendations.

MS gave an update for the Job Announcement subcommittee. She asked about Section 2B regarding bilingual ability/languages needed. JCI said this is probably a holdover from recommended including language in the previous plan. The question as to how you would identify which jobs needed that came up. JM mentioned the French instructor recruitment, and that being bilingual was a minimum qualification for that, and it was in the job announcement.

MS informed the committee that at the President's Race and Equity committee, MS shared all of the names and chairs of the subcommittees, so folks may be reaching out to join some of the subcommittees. AW asked the chairs to let her know if any new members are added so they can be put in the general list as well.

JCI thanked all the members of all of the subcommittees for their ongoing hard work and efforts. The meeting was adjourned.