



El Camino College

Office of Title IX, Diversity,
and Inclusion

Spring 2024 General EEO Committee Meeting

Via Zoom

Wednesday, May 15, 2024

11:00 am – 12:00 pm

EEC Committee Members:

- | | | |
|---|--|---|
| 1. <input checked="" type="checkbox"/> Agu, Chidinma | 24. <input type="checkbox"/> Hernandez, Maribel | 47. <input checked="" type="checkbox"/> Pineda, Carolyn |
| 2. <input checked="" type="checkbox"/> Ahmadpour, Ali | 25. <input type="checkbox"/> Herrera Thomas, Hong | 48. <input checked="" type="checkbox"/> Plum, Lavonné |
| 3. <input type="checkbox"/> Alamillo, Lucy | 26. <input type="checkbox"/> Herrera, Xocoyotzin | 49. <input type="checkbox"/> Roberts, Brett C.S. (BoT) |
| 4. <input type="checkbox"/> Andrade, Argelia | 27. <input type="checkbox"/> Herrschaft, Amy | 50. <input type="checkbox"/> Robertson, Gary |
| 5. <input type="checkbox"/> Anzaldo, Carlos | 28. <input type="checkbox"/> Huynh, Tiffany | 51. <input type="checkbox"/> Rouse, Beverly |
| 6. <input type="checkbox"/> Aramburo, Julieta | 29. <input type="checkbox"/> Iino, Kelsey | 52. <input type="checkbox"/> Russell, Elizabeth |
| 7. <input checked="" type="checkbox"/> Bailey, Nina | 30. <input checked="" type="checkbox"/> Ishikawa, Jaynie (Chair) | 53. <input type="checkbox"/> Russell, Solomon |
| 8. <input checked="" type="checkbox"/> Baumunk, Jeff | 31. <input type="checkbox"/> Justice, Lillian | 54. <input type="checkbox"/> Sabio, Sabra |
| 9. <input type="checkbox"/> Blada, Michael | 32. <input type="checkbox"/> Kunisaki, Sheryl | 55. <input type="checkbox"/> Sims, Jacquelyn |
| 10. <input checked="" type="checkbox"/> Bond, Breeanna | 33. <input checked="" type="checkbox"/> Kushigemachi, Scott | 56. <input checked="" type="checkbox"/> Smith, Maria |
| 11. <input type="checkbox"/> Casillas, Miguel (Student Rep) | 34. <input type="checkbox"/> Kyte, Debbie | 57. <input type="checkbox"/> Solorzano, Erika |
| 12. <input checked="" type="checkbox"/> Cervantes, Cynthia | 35. <input type="checkbox"/> Lemons, Marlow | 58. <input type="checkbox"/> Stein, Dulce (Student Rep) |
| 13. <input type="checkbox"/> Chaney, Van | 36. <input type="checkbox"/> Levine, Georgi | 59. <input checked="" type="checkbox"/> Streicker, Nicole |
| 14. <input type="checkbox"/> Christophersen, Rick | 37. <input type="checkbox"/> Marsh, Brandi | 60. <input type="checkbox"/> Suarez, Jason |
| 15. <input type="checkbox"/> Clemons, Lyn | 38. <input checked="" type="checkbox"/> Martinez Garcia, Sandra | 61. <input checked="" type="checkbox"/> Unda, Viviana |
| 16. <input type="checkbox"/> Cooper, Yamonte | 39. <input checked="" type="checkbox"/> McClelland, Darcie | 62. <input checked="" type="checkbox"/> Valle, Gerson |
| 17. <input type="checkbox"/> Fujiwara, Melissa | 40. <input checked="" type="checkbox"/> McCoy, Roxanne | 63. <input checked="" type="checkbox"/> Webb, Amanda |
| 18. <input type="checkbox"/> Gonzalez, Ricky | 41. <input checked="" type="checkbox"/> Miyashiro, Jane | 64. <input checked="" type="checkbox"/> Wells, Chris |
| 19. <input checked="" type="checkbox"/> Gray, Jill | 42. <input type="checkbox"/> Moreno, Edgar (Student Rep) | 65. <input type="checkbox"/> Williams, Robert |
| 20. <input checked="" type="checkbox"/> Greco, Gary | 43. <input checked="" type="checkbox"/> Murakawa, Trisha (BoT) | 66. <input type="checkbox"/> Youn, Yumi |
| 21. <input type="checkbox"/> Gutierrez, Edith | 44. <input checked="" type="checkbox"/> Nguyễn, Connie | 67. <input type="checkbox"/> Young, Lashanta |
| 22. <input type="checkbox"/> Gutierrez, Jorge | 45. <input checked="" type="checkbox"/> Osorio, Andres (Student Rep) | |
| 23. <input type="checkbox"/> Hernandez, Arturo | 46. <input type="checkbox"/> Patel, Dipte | |

AGENDA:

| | |
|-----------------|---|
| 11:00 – 11:05am | Welcome and Overview |
| 11:05 – 11:30am | People Plan Presentation (Jane Miyashiro) |
| 11:30 – 11:45am | EEO Subcommittee Updates: <ul style="list-style-type: none"> Recruitment & Outreach (Chair, Maria Smith) Screening & Selection Process (Chair, Maria Smith) Measures of Underrepresentation (Chair, Jaynie Ishikawa) EER/Committee Member Training (Chair, Jaynie Ishikawa) Campus Climate Survey (Chair, Carolyn Pineda) Professional Development - Guest Speakers/Workshops/Events/Training (Co-Chairs Ali Ahmadpour, Sheryl Kunisaki, and Darcie McClelland) |
| 11:45 – 12:00pm | 2024-2027 EEO Plan - EEO Annual Certification Form <ul style="list-style-type: none"> Update |
| 11:00 – 11:05am | Welcome and Overview |



MEETING NOTES:

JCI greeted everyone and thanked them for being here. Recognized that some are still in the President's Meeting, so the order of agenda will be adjusted.

People Plan Presentation (Jane Miyashiro):

- Human Resource's People Plan is a 10-year plan which will focus on 5 areas:
 - Workforce Development
 - Recruiting New Talent
 - Employee Relations
 - The Employee Experience & Wellbeing
 - Leadership Development
- Status:
 - Presentations are in progress at collegial consultation groups.
 - Initiative implementation to begin soon.
- Questions:
 - AA – what is meant by positively influence students?
 - JM – from an EEO perspective – closing equity gaps.

EEO Subcommittee Updates:

Recruitment & Outreach (Chair, Maria Smith)

- In the application process we ask applicants to demonstrate their commitment to diversity. We have received feedback from committees that there aren't clear guidelines on how to assess this.
- Sub-committee has been working on a creating a rubric to help committee members.
- If anyone is interested in joining this committee, please reach out.

Screening & Selection Process (Chair, Maria Smith)

- This committee is aimed at how we educate our employees on how to assess applicants applying.
- The committee has been reviewing the training videos currently in use and brainstorming for other resources that can be provided to support the screening and selection process.
- If anyone is interested in joining this committee, please reach out.

Measures of Underrepresentation (Chair, Jaynie Ishikawa)

- This sub-committee works on HOW we measure underrepresentation; compare ourself to the student population, local labor force, federal statistics, and state statistics (broader than prior).
- Where we collect data:



- At the application stage HR collects self-reported data on how people identify on race, gender, and disability status.
- Then at the next level where they are screened through to the next level for interview.
- Finally at the level where they are then selected for position.
- The primary measure from the Chancellor's Office is to use the 80% rule.
 - AA brought up a general overarching concern of Middle Eastern and Muslim ECC community members feeling welcome and questioning what type of institutional support there may be.
 - JCI noted it, and said that she is not sure it can be addressed at the General EEO Committee level.

EER/Committee Member Training (Chair, Jaynie Ishikawa)

- The focus of meetings this term has been around students and the role they play in faculty position searches, where students are brought into observe teaching demonstrations.
 - The goal is to come up with what and how to train students, including what to expect, what their role is, what is appropriate and inappropriate, etc.
- Training for search committee chairs (managers/administration)
 - Maria Smith & HR working on modules for search committee chairs.
- Training for search committee members
 - Everyone who is on a search committee gets training.
- Training for EERs
 - Every EER completes a 2 hour live training and completes a quiz (required annually).
- EEO Plan Y1 Goal: 75% participation rate in an EEO Training.
 - In fall we will designate time in this meeting to give a brief EEO training to this committee.
- Comments:
 - CW shared idea on EEO Plan from another college - encouraging/motivating retirement giving the opportunity to balance the workforce.

Campus Climate Survey (Chair, Carolyn Pineda)

- The committee discussed how to engage employees. For example, employees who work in Facilities are not generally at their computer so they printed QR codes and posted them.
- Plan on survey distribution of results – summer work on compiling responses and do reports and possibly infographics. Present results in early Fall.

Professional Development - Guest Speakers/Workshops/Events/Training (Co-Chairs Ali Ahmadpour, Sheryl Kunisaki, and Darcie McClelland)

- DM & JCI shared an overview of their sub-committee scope; they review the applications that are submitted for professional development and request use of EEO funds. They were responsible in creating guidelines and communication to those that apply for funding, developing criteria to screen applications and ultimately



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approve/deny submissions. The EEO funds that are designated must be used to carry out the District's EEO Plan.

- DM shared that the subcommittee meets on an ad-hoc basis as submissions come in. In a recent meeting they discussed the increase of submissions for students to become trained in diversifying the workforce at other institutions (and this funding is intended for diversifying the workforce at our institution. So, they have been in discussion on updating the language of the application.

2024-2027 EEO Plan - EEO Annual Certification Form

- AW shared documents in progress for the submission.
 - Memo sent from Chancellor's Office – the due date has changed from June 30, 2024 to September 30, 2024.
 - EEO Plan is for 3 years, this form allows the Chancellors Office to take a closer look at our data, goals, progress, challenges, and accomplishments on an annual basis.
 - Will be based on 2022-2023 data, fiscal, events, and Component 13 Year 1 Goals.
- At fall meeting will give an update on what was submitted.

Spring 2024 Updates

- Last meeting of semester – we will meet again in the fall.

JCI thanked everyone for their participation and encouraged anyone interested in any of the topics discussed to join a sub-committee. The sub-committees are where the bulk of the work is being done. If interested, reach out to Jaynie, Amanda, or Nicole and we can get you in touch.

The meeting was adjourned at approximately 11:58pm.