



**Ventura County Community College District
EEO Advisory Committee Meeting Minutes**

May 15, 2020; 10:30-12:00 p.m.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/91628634756>

Or Telephone: Dial: +1 646 876 9923 (US Toll)

Meeting ID: 916 2863 4756:

Present

Via Zoom: Andrea Ingley, Laura Barroso, Elissa Caruth, Maria Urenda, Amparo Medina, Jennifer Clark, Carolyn Inouye

Absent: Greg Gillespie, Dana Boyton, Perry Martin, Paula Munoz, and Damien Pena

Approved:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 10:30 a.m.	N/A	N/A	N/A
Review Meeting Minutes	<ul style="list-style-type: none"> On motion by Amparo Medina, and seconded by Elissa, the meeting minutes for April 24, 2020 were approved. Jennifer Clark abstained from the vote. 	<ul style="list-style-type: none"> Post approved minutes to the website 	ASAP	Cece Chavez
Review of the Charge of the Committee	<ul style="list-style-type: none"> Amparo and Maria shared the draft of the VCCCD EEO <i>Proposed</i> Charge along with their ideas to broaden and better define the Charge. They provided an example of an EEO Plan booklet from another college that they recommend our college create to help with marketing an awareness. Maria suggested that we provide a richer visual experience for our employees instead of only providing our BP and AP. Andrea shared that as an advisory committee, we can create something and present it to the Chancellor who can decide if it needs to be vetted through any other committees or the Board. Amparo and Maria volunteered to work on a pamphlet or marketing booklet over the summer. 	<ul style="list-style-type: none"> Amparo and Maria will begin creating an EEO booklet 	N/A	N/A



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Committee Member Attendance Policy	<ul style="list-style-type: none"> Elissa shared the changes that she made to the EEOAC Attendance Policy. The change was regarding employees not being penalized for invoking the right to work to rule. Jenifer Clark suggested removing the second sentence of the first paragraph, “participation by telephone is acceptable.” Carolyn requested that the language in the second sentence of the second paragraph be changed. Elissa recommended that we change the word “defend” to “prioritize” in the second sentence of the second paragraph. Andrea asked for the word “fiscal” to be changed to “academic” in the last paragraph. 	<ul style="list-style-type: none"> Make changes to draft 	Next Meeting	Cece Chavez
Share Job Postings Promoting Diversity	<ul style="list-style-type: none"> Laura shared a couple of examples of job posting from other colleges which promote diversity. Andrea shared a recent VCCCD job posting which includes the equal opportunity statement. Laura suggested looking into enriching the statement about who we are and reordering the information on the page. Jennifer Clark suggested moving who we are to the top of the page. Andrea included that we could also add a commitment to diversity in that section. She also asked the committee to send any suggestions or examples to her. 	<ul style="list-style-type: none"> Revise the VCCCD job postings 	N/A	Andrea Ingley and HR Analysts
Zoom Interview Experiences	<ul style="list-style-type: none"> Elissa shared that her recent experience with Zoom interviews went great; smooth and easy with the normal nuances of children and pets and connectivity issues. Using the Zoom messaging system in the waiting room was not very successful but, aside from that, it went very well. The facilitator and the committee were great. She had a really positive experience. Carolyn stated her recent experience with interviews went remarkably well. She praised Peter Sezzi as the facilitator who 	N/A	N/A	N/A



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	<p>setup separate Zoom meetings for each candidate. There are new interviewing techniques that people should be aware of as far as lighting and camera angles. Some of the same issues could occur both in person and remotely. The candidates offered various teaching demonstrations from online demonstrations to in person videos.</p> <ul style="list-style-type: none"> • Amparo agreed that the Zoom interviews went really well. There were no apparent issues. 			
<p>Professional Development/Training</p>	<ul style="list-style-type: none"> • Amparo suggested that all the committees, EEOAC, DCHR, and DPDC collaborate to offer events and trainings to the entire District, possibly a year-long training program. • Laura, Chair of DPDC, is supportive of collaborating with the other committees to offer trainings. • Amparo suggested that the colleges, specifically assistants, be trained on their role in the recruitment process, how to ensure compliance, and how to handle if/when a complaint is made against them. • Andrea suggested sharing best practices with the assistants at the colleges. • Laura shared that at her past place of employment, there was a training on the recruitment process from start to finish. The hiring process did not end until the employee completed probation or, on the faculty side, when they were tenured. It would be good for the assistants to get training on the process as well as including best practices like Andrea has suggested. • Maria was in support of offering training on the process as well as sharing best practices. • Elissa suggested that best practices also be shared with the faculty regarding the hiring process, specifically employee conduct, how to respond to candidates who ask follow-up questions, and how to communicate when there are negative things to be noted about 	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



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	<p>candidates. She also shared that the facilitators she has worked with in the past were phenomenal.</p> <ul style="list-style-type: none"> • Amparo requested to look into what our budget is for fall to help with trainings. • Andrea shared that she would like the Diversity Training video updated. • Elissa suggested using a different company to offer the yearly or biyearly sexual harassment and diversity online trainings. She experienced a good one at one of the CSUs that was very thorough and addressed serious issues like abuse and homelessness. They included real interviews with people that have faced situations that our students might be facing. 			
College Diversity Plan Resolution Update	<ul style="list-style-type: none"> • Andrea received feedback from the Chancellor’s office. The form was signed on September 27, 2019 and before taking the resolution to the board, they recommended that we remove signature line. The committee agreed to remove the signature line from the resolution to be resubmitted to the Chancellor. 	Remove the signature line and update the resolution to present to the Chancellor	N/A	Andrea Ingley
Next Meeting Date	<ul style="list-style-type: none"> • The Committee designated the next meeting date as Friday, August 28, 2020 from 2:00 p.m. to 3:30 p. m. The subsequent meetings will be held every third Friday from 10:30 a.m. to 12 p.m. 	<ul style="list-style-type: none"> • Set up meeting 	ASAP	Cece Chavez

[Recorder: Cece Chavez]