



EEO Diversity Advisory Council

Meeting Summary
Monday, March 23, 2015

I. Welcome – Attendance:

X	Thuy Foot	Classified Staff	Mission
	Mike Hall	Administrative	Mission
	Herlisa Hamp	Administrative	West Valley
X	Eric Imahara	Classified Staff	Mission/District
X	Xuan Lu	Classified Staff	Mission
	Sarah Randle	Classified Staff	Mission
X	Ken Songco	Administrative	Mission
X	Luan Szeto	Classified Staff	West Valley/District
X	Debra Williams	Administrative	Mission
X	Albert Moore	Ex Officio	
X	Sean McGowan	Ex Officio	

II. Purpose of EEO Diversity Advisory Council

Brief history of this council. Review of the process over the last year that has led to the creation of this committee. District Council directed HR to solicit broad representation from the District.

III. Review of District EEO Plan

Observations made of the EEO Plan:

- The committee composition is currently not fully represented. HR continues to solicit additional representation.
- Training of search committees—is this performed. This is evolving.
- Under recruitment section, do we conduct open houses for potential applicants?
- District workforce composition – Can we see these numbers broken out by College? Can the ethnicity be disaggregated? Workforce composition does not include student/short term hourly. Also does not include “Decline to answer” numbers.

IV. Scheduling Meetings

Four meetings are required by the EEO Plan, once per quarter. Committee discussed Wednesday afternoon, beginning around 2:15pm as a best standard day and time to schedule the quarterly meetings. Can switch location of meeting between Mission and West Valley; but it was also offered that more meetings could be held at Mission since majority of council membership is assigned to Mission. Sean will send email out to council members to propose next meeting in April.

V. Review of Attachments

- a. District EEO Funds Expense Report - This is an annual report that we submit to the State Chancellor's office.
- b. District Advertising – This is a list of standard advertising sources. It was noted that standard statewide listservs should be added.
- c. Statewide Equity & Diversity Advisory Committee, California Community Colleges – Albert serves on this statewide committee. The attachment outlines the current success and performance of the CCC Registry in attracting job seekers, as well as results of annual job fairs conducted.

VI. Review Proposed Changes to District Administrative Procedures AP 3420

Revisions have been proposed to the District Administrative Procedures, AP 3420, Equal Employment Opportunity. These revisions are collected from a statewide service that the District participates in where the Community College League of California (CCLC) assembles recommended revisions based upon changes in applicable state laws and regulations. Council members should review proposed revisions and should you have feedback, please share with Albert and Sean via email. The proposed revisions to District Administrative Procedures will be going before the District Council for review next month and then to the Board of Trustees.

VII. Questions & Other Items

None.