



**West Valley - Mission**  
Community College District

## EEO Diversity Advisory Council

Meeting Summary  
Wednesday, December 2, 2015

### I. Welcome - Attendance

X	Amy Vu	Faculty	West Valley
	Thanh Nguyen	Faculty	Mission
	Donnelle McGee	Faculty	Mission
X	Debra Williams	Administrative	Mission
	Ken Songco	Administrative	Mission
X	Herlisa Hamp	Administrative	West Valley
X	Matais Pouncil	Administrative	West Valley
X	Luan Szeto	Classified Staff	West Valley
X	Xuan Lu	Classified Staff	Mission
	Sarah Randle	Classified Staff	Mission
X	Thuy Foot	Classified Staff	Mission
X	Albert Moore	Ex Officio	
X	Sean McGowan	Ex Officio	

### II. Approval of Minutes of September 30, 2015, EEO Diversity Advisory Council Meeting

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

### III. Review of Faculty Hiring & Diversity Summit

Council members who attended shared that the Faculty Hiring & Diversity Summit was well attended and had great representation by West Valley-Mission. One presentation on unconscious/conscious bias was riveting and attendees took away stronger sensitivity to influence of bias in recruitment/hiring.

An EEO training presentation was given. State-wide employee demographics were shared in that presentation. Council members indicate interest in seeing this demographic data for West Valley-Mission.

Discussion among Council included observations on how do our search committees get this EEO training; what are the demographic history of past search committees; some people are always asked to serve on committees, and some never get the opportunity.

Current HR procedures were reviewed, explaining how anyone interested in serving can always inform their Senate and respective senates have appointing authority to search committees.

Council members suggested topics for possible Council sub-committee exploration and development: (1) training; and (2) outreach.

In addition to the Summit, a collection of three webinars were also hosted on topic of EEO recruitment practices. Council members found the format helpful, and including the availability to come back to the online content at their own pace and schedule availability.

#### **IV. Proposed Statewide EEO Funding Plans**

Background: Law allows multiple ways to allocate state EEO diversity funds to community college districts, including the current model of allocating proportionally by FTES. The statewide EEO Advisory Council is considering a new model of awarding EEO diversity funds based off of a demonstration of success in multiple measures.

Council members shared support for using Title V criteria as part of the multiple measures approach. It was suggested that Council members, as an exercise, generate a list of activities/accomplishments that evidence the District's commitment to diversity. This will be helpful in the eventual need to assemble this for the District's report for these EEO funds.

#### **V. Draft EEO Training Module for Search Committees**

A draft search committee training powerpoint presentation was shared with Council members for review. The purpose of this powerpoint presentation is to provide search committees with training on their roles and responsibilities as well as to comply with state regulations and the District EEO Plan. The Council agreed to provide initial feedback to Sean by December 18. An electronic copy will be shared with the Council. It was suggested that the training be tested out with upcoming search committees. Amy, Herlisa and Matais volunteered to facilitate among upcoming searches in their departments.

#### **VI. 2016 EEO Diversity Advisory Council Meeting Schedule**

EEO Diversity Advisory Council meetings for 2016 were scheduled for:

- February 24
- April 27
- June 22
- September 28

## **VII. Questions & Other Items**

Debra raised question about demographics of disability; is this tracked? Additionally, is this data updated should an employee change their disability status? Discussion ensued regarding how status changes might or might not be captured. There was general agreement that this topic requires further exploration.

## **VIII. Future Agenda Items**

Meeting adjourned.