



## EEO Diversity Advisory Council

Meeting Summary  
Wednesday, October 5, 2016

### I. Welcome

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

Stacy Hopkins was welcomed as our newest appointee to the Council, representing West Valley faculty.

### II. Approval of Minutes of May 25, 2016, EEO Diversity Advisory Council Meeting

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

### III. Review Outcomes of 2015-2016 EEO *Multiple Methods* Allocation Certification Report

Albert reviewed the background of the development and implementation of a new allocation method for state EEO diversity funds, using an allocation based upon meeting multiple methods. To receive the funding, each district is now required to submit an EEO Multiple Methods Allocation Certification report each June, demonstrating achievement of a minimum of five of the nine total methods.

Albert shared that our District submitted its report on time, thanks to the work of the Council. The statewide EEO committee reviewed all reports submitted and selected three district examples for each method to be used in a Best Practices guide for districts since this is a new allocation method. Our District was recognized with three of our method submissions being selected for the Best Practices guide; and that only two other districts received the same distinction.

The District did meet the minimum number of methods to qualify for the full EEO diversity funds allocation for 2016-2017. These funds are used to support EEO goals and efforts, including providing EEO training for District employees.

#### **IV. Schedule of Future Council Meetings**

The EEO Advisory Council meets a minimum of four times each year. The Council determined the remaining three meetings for the 2016-2017 academic year as follows:

- November 30, 2016
- February 15, 2017
- April 19, 2017

These meetings continue to be held 2:15-3:45pm, and location of the meeting will include one meeting to be held at West Valley and two at Mission. Per suggestion of Council members, we will offer conference call capability, through CCC Confer, for future Council meetings.

#### **V. EEO Search Committee Training Module**

The District is now deploying EEO training for search committees via a PDF booklet, asking search committee members to review booklet and then sign a search committee confidentiality form. This is a first step to ensuring that all individuals participating on a search committee has received a minimum amount of training that covers the State's mandated points on EEO. A copy of this training booklet was shared with the Council and feedback was provided.

The next phase of EEO training deployment includes a PowerPoint presentation on EEO for search committees. This presentation is currently being designed by graphic artist to add engaging illustrations. The draft PowerPoint was reviewed by the Council and feedback was provided.

The third phase of this EEO training roll-out will include a digital animation of the EEO training for search committees. This will be designed based upon the final PowerPoint presentation, but will be built as a complete training module to be available online for search committees at any time. It is anticipated to see the draft of this module towards end of Fall semester.

Albert also shared that the District is contracting the legal firm that represents the District to conduct a comprehensive EEO training for the Board of Trustees in early Spring semester. This training program will be offered at both campuses and available to all employees to participate. Individuals who regularly participate on search committees will be encouraged to attend. The District is providing this training for Board members to follow its regular transition of elections.

Council members discussed these training initiatives and suggested that while these are good steps, that we also need more comprehensive training for search committee members. For example, implicit bias is a topic that requires much more comprehensive training in order to be effective.

## **VI. Review & Brainstorm of Council Annual Goals & Projects**

Based upon previous Council discussions as well as what was reported in the District's EEO Multiple Methods Allocation Certification report, Albert shared the following proposed Council goals and projects to undertake for 2016-2017:

- Complete tri-annual review of District EEO Plan
- Expand Mission's search committee survey to District-wide
- Review and implement online training module
- Pursue program of having faculty who graduated from West Valley/Mission coordinate a mentoring & skill-development program for students
- Identify additional ways to "grow-your-own"
- Provide input into annual multiple methods report
- Devise diversity-related interview questions
- Identify hard-to-fill incentives

Council members discussed these and brainstormed the following additional ideas:

- Mentor initiative to match seasoned employees with new hires
- Additional training programs
- Support of professional development initiative within the District, distinct from the each College's student equity training initiatives
- Pursue recruitment of students and/or community members to the EEO Diversity Advisory Council – increase council visibility among campus
- Integration of student equity efforts with those of EEO
- Brown Bag series
- Integration with Title IX initiatives

## **VII. Review of District EEO Plan**

Our District EEO Plan calls for the Plan to be reviewed and updated every three years. This academic year is the time of this review and Albert shared the following schedule:

- First Council meeting – Review the Plan overall for areas desired to make changes

- Adhoc committee works on drafting possible changes.
- Second Council meeting – Adhoc committee reviews these possible changes and Council offers feedback on this first draft.
- Adhoc committee prepares final draft
- Third Council meeting – Council reviews and approves final draft.
- EEO Plan then forwarded to District Council for review. Once approved, Plan is forwarded to Board agenda for approval.

Any Council members interested in participating on this adhoc committee should notify Sean.

While reviewing the Plan, Council members noted the desire to see veteran status be added to the demographic data that is collected and tracked.

**VIII. Assignment of Sub-Committees**

Council members showed interest in the following sub-committee assignments:

Expand Mission’s search committee survey to District-wide	Amy
Review and implement online training module	Stacy, Xuan
Pursue program of having faculty who graduated from West Valley/Mission coordinate a mentoring & skill-development program for students	Amy
Identify additional ways to “grow-your-own”	Luan
Devise diversity-related interview questions	Stacy
Integration of student equity efforts with those of EEO	Ken & Herlisa
Brown Bag series	Donnelle & appointee from West Valley’s Student Equity committee
Integration with Title IX initiatives	Debra

**IX. Future Agenda Items**

Meeting adjourned.