



West Valley - Mission
Community College District

EEO Diversity Advisory Council

Meeting Summary

Wednesday, March 1, 2017

Mission College Main Building, Conference Room SE3104

2:15 PM - 3:45 PM

I. Welcome

	Amy Vu	Faculty	West Valley
	Thanh Nguyen	Faculty	Mission
X	Donnelle McGee	Faculty	Mission
	Stacy Hopkins	Faculty	West Valley
	Debra Williams	Administrative	Mission
X	Ken Songco	Administrative	Mission
X	Herlisa Hamp	Administrative	West Valley
X	Matais Pouncil	Administrative	West Valley
X	Luan Szeto	Classified Staff	District
	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	
X	Ryan Ng	Ex Officio	

Ryan Ng was welcomed as the newest member to the Council, and will provide administrative support to the Council moving forward.

II. Approval of Minutes of November 30, 2016, EEO Diversity Advisory Council Meeting

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

Albert also shared follow-up notes from previous Council meeting:

- Albert owes introductory letter to Keenan Training. The District is discussing whether to add an incentive for completing the EEO modules.
- The Board will have its own EEO training on Saturday, March 18th, in the morning. We are encouraging Council members to attend the event.

- Board adopted a resolution in support of DACA students.

III. Review of 2015 - 2016 Hiring Committee Survey Results

Sean passed out the Hiring Committee Survey Results for the Academic Year 2015 - 2016. This is the first time the survey was conducted District-wide at both colleges. Several key takeaways that Sean discussed:

- 20% of the surveyors have served on 3 or more first round hiring committees.
- 59% of the surveyors said they did NOT receive training in preparation for serving on hiring committee. However, the training was just implemented in this past summer of 2016.
- 47% of the surveyors believe training on hiring procedures should be done by a representative from Human Resources.

IV. Review of EEO Plan Revisions

Sean distributed the updated EEO Plan for 2017 - 2020. In this latest revision, Sean added a cover page and table of contents as recommended by the peer review, sponsored by the Statewide EEO Advisory Committee. The proposed revisions to the Plan were noted in red and bold ink. Also, added to the EEO Plan were several data analysis reports on District Workforce ethnicity and gender for Fall 2013, 2014, & 2015, Applicant Pool ethnicity and gender for Fiscal Year 2013, 2014, & 2015, and Student population and ethnicity for Fall 2013, 2014, & 2015.

Council discussed that graphs would be beneficial to add to the EEO Plan to better summarize and display the analysis information so that is easy for everyone to comprehend.

A window of 2 weeks would be given for Council members to review the latest revisions and send to their constituent groups before providing feedback to Albert, Sean and Ryan. Once Albert, Sean and Ryan receive their updates, they will make last minute revisions to the EEO Plan, and will send out a final version to Council members in early April for final review and approval at our next Council meeting on April 19, 2017 so the plan can be ratified at the May 2nd Board Meeting.

V. Annual Multiple Methods Report

Albert distributed last year's Multiple Methods Report to the Council. This annual report is due June 1 and is to be ratified on the May 2nd Board Meeting. A window of 2 weeks would be given for Council members to review the Multiple Methods Report and provide any feedback and examples of the District complying with the different methods.

VI. Review of Recruitment Procedures

a. Classified & Administrative

b. Faculty

Sean asked for volunteers to assist in reviewing the recruitment procedures. Matais Pouncil volunteered to review both the Faculty and Classified & Administrative Recruitment Procedures. Donnelle McGee volunteered to review the Faculty Recruitment Procedures. Meetings will be scheduled within the next 3 weeks to review procedures. Email was sent to all council members seeking additional volunteers who were not attendance at this meeting.

VII. Information Report from Statewide EEO Committee

Albert shared the following report from attendance at the State Chancellor's Office EEO and Diversity Advisory Committee Meeting on February 9, 2017:

- A verification line has been added to the EEO Multiple Methods Annual report so that districts may verify submission of the required annual EEO expenses report.
- There will be a focus at state level this year on data collection and analysis; the committee discussed plans to build and develop a template for longitudinal data
- The committee discussed concerns and ideas over working with the various applicant tracking software vendors that districts use in order to develop standard EEO reports to be available

Albert also shared that Albert, Sean, and Amy attended the Academic Senate of California Community Colleges regional workshop on faculty diversity in hiring practices. They were asked to give a presentation on Writing an Effective EEO Plan.

VIII. Information Report on Outreach Activities

Sean discussed the recent job fairs he has attended this past year including: a Diversity Career Fair in Oakland with Matais; and the faculty & administrator job fairs in San Francisco and Los Angeles, sponsored by the CCC Registry. Matais, Donnelle, Amy & Ken also represented at these fairs. It was discussed that these events have been highly successful. Two additional, local diversity fairs occur this spring: San Francisco and San Jose. Council members who would like to participate should contact Sean.

IX. Future Agenda Items

- Final review & approval of District EEO Plan
- Review & approval of District Annual Multiple Methods Report
- Review & approval of recruitment procedures.

X. Other Items