



**West Valley - Mission**  
Community College District

EEO Diversity Advisory Council

**Meeting Summary**

Wednesday, April 19, 2017

Mission College Main Building, Conference Room SE3104

2:15 PM - 3:45 PM

**I. Welcome**

|   |                |                  |             |
|---|----------------|------------------|-------------|
| X | Amy Vu         | Faculty          | West Valley |
|   | Thanh Nguyen   | Faculty          | Mission     |
|   | Donnelle McGee | Faculty          | Mission     |
| X | Stacy Hopkins  | Faculty          | West Valley |
| X | Debra Williams | Administrative   | Mission     |
|   | Ken Songco     | Administrative   | Mission     |
|   | Herlisa Hamp   | Administrative   | West Valley |
|   | Matais Pouncil | Administrative   | West Valley |
|   | 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       |             |
| X | Ryan Ng        | Ex Officio       |             |

**II. Approval of Minutes of March 1, 2017, EEO Diversity Advisory Council Meeting**

Minutes were tabled to the next meeting for approval. Members of the Council, who attended the March 1, 2017 meeting, were not in attendance to approve.

**III. Final Review and Approval of the EEO Plan**

Action Taken: By voice consent, the EEO Plan was unanimously approved.

The final EEO Plan was emailed to the Council prior to the meeting for review. During the meeting, Debra Williams noted one key area to be discussed regarding if the 2016 data for District workforce ethnicity and gender, applicant pool ethnicity and gender,

and student population ethnicity could be added to the Plan. It was explained that the plan is on a one year lag and that the State Chancellor's Office had not released the data for 2016 when the revision process began. In addition, minor language updates were made to complete the review and final approval of the plan.

#### **IV. Review and Approval of the Multiple Methods Report**

Action Taken: By voice consent, the EEO Multiple Methods Report was unanimously approved.

Ryan had distributed the Multiple Methods Report to the Council. Previously, Council members were requested to provide evidence that supported the various Multiple Methods the District met. Among the members, Ken Songco and Debra Williams provided evidence from their respective constituent groups; Student Equity/AANAPISI and Disabled Students Program and Services Advisory to be added to Multiple Method #7.

It was noted, that the plan was incomplete because it was lacking the links to the evidence for the different Multiple Methods. Sean and Ryan were compiling the information that would later be added to the plan before the Board Meeting.

#### **V. College/District Policy and Procedure on Lactation and Breast Feeding (Debra)** **a. Reference Title VIII and IX, also Sect 4207 of ACA**

Debra shared information to address the topic of current policies on lactation and breastfeeding. The purpose of this discussion was to identify the available lactation rooms accessible to staff, faculty and students. Currently, Student Health Services has rooms available for lactation and breastfeeding and departments have made special accommodations for faculty, staff, and students who need privacy. It was discussed whether there should be designated rooms spread across campus for lactation and breastfeeding and if the new Mission College building would have such rooms. Past practice shows that the District has always made accommodations in compliance with Title IX and CA law, but it was discussed whether we should go a step further and identify specific rooms for this.

#### **VI. Emergency Preparedness Videos for Employees (Debra)**

Debra addressed an issue that arose during discussion at her Facilities and Safety Committee meeting regarding showing the Emergency Preparedness video to college/district staff. The plan for new students is to show the video during orientation, but the committee has not identified a plan to show it to new employees, especially important, since there are many employees with disabilities. Council members asked Human Resources to explore if the video can be shown during New Hire Orientation. At the moment, it is confirmed that Mission College has an Emergency Preparedness

video. Human Resources will reach out to the Safety Chair at West Valley, Pat Fenton, to determine if a video exists for Emergency Preparedness at that campus.

## **VII. Information Report from Statewide EEO Committee**

Albert shared that elections are coming up for the Statewide EEO Committee. In addition, the number of representatives for our region has been reduced from 4 to 2.

## **VIII. Information Report on Outreach Activities**

Ryan and Amy attended the Asian Pacific Americans in Higher Education conference to represent the District and to network at the various workshops.

Sean will be attending the San Francisco Diversity Employment Day Career Fair at the end of May and the Silicon Valley Diversity Employment Day Career Fair in San Jose at the end of June. Members of Council will attend with him.

## **IX. Future Agenda Items**

- Approval of Minutes of March 1, 2017, EEO Diversity Advisory Council Meeting
- Schedule meetings for 2017-18
- District policy on service animals

## **X. Other Items**