



**West Valley - Mission**  
Community College District

## EEO Diversity Advisory Council

### Meeting Summary

Friday, September 20, 2019  
West Valley College – Fox 211  
1:30 PM – 3:30 PM

#### I. Welcome

X	Amy Vu	Faculty	West Valley
X	Donnelle McGee	Faculty	Mission
X	Stacy Hopkins	Faculty	West Valley
	Debra Williams	Administrative	Mission
X	Ken Songco	Administrative	Mission
X	Virginia Marquez	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
	Emilio Espinosa	Classified Staff	West Valley
X	Albert Moore	Ex Officio	District
X	Sean McGowan	Ex Officio	District
X	Ryan Ng	Ex Officio	District
X	Paul Williams	Ex Officio	District
X	Prachi Samant	Ex Officio	District
X	Cheryl Massa	Ex Officio	District

#### II. Applicant EEO Persistence Report (Prachi & Sean)

Prachi presented this year's EEO persistence report that covers Race/Ethnic Groups for applicants and the workforce for 2018-2019. In particular, we focused on the race/ethnic groups of 2018 – 2019 applicants as compared to the 2017 – 2018 applicants throughout the hiring process and assessed whether any groups were adversely impacted. Adverse impact is calculated by comparing the selection rate for each group with that of the highest group. Adverse impact exists if the percentage is less than 80%. Prachi did note that the results are

slightly skewed because there is a significant amount of applicants who are more than one race, which could tip the scale favorably or not favorably for some groups that are adversely impacted.

The race/ethnic groups are determined by the MIS Reporting categories. There was some concern about how IPEDS handles situations when someone claims more than one race or when Persians identify as White. Members of the committee believe that the data can also be skewed in this regard because it does not capture the true essence of the diversity of our applicants.

Ken Songco had a question about how this data impacts the Mission College Equity Plan and if components from the EEO Plan should be in the MC Equity Plan or vice versa. Albert shared that the college equity plan will be different from the District's plan on how we create a more diverse workforce, but that the college and District share a common goal of eliminating irrational hiring barriers and attracting more minorities and underrepresented groups. Certainly, as appropriate, plans can contain elements of the others.

As the District continues to build toward being more data driven, Human Resources will work with its constituents to analyze the data and create a plan to implement change.

### **III. Faculty Diversity Internship Program (Paul)**

The Faculty Diversity Internship Program is live in its first month. There were 25 applicants who met the minimum qualifications for various disciplines and 20 were invited for interview. Among the 20 who interviewed, 12 were selected for hire and 11 interns confirmed. On August 13, 2019, orientation was provided for interns to complete their new hire paperwork. On September 4, 2019, interns met their mentors for the first time through a series of ice breakers as Michelle Francis and Meg Farrell conducted a small training on building a strong mentor/mentee relationship and different teaching styles. Since the inception of the program, one intern has been hired as a part-time instructor by San Jose-Evergreen Community College District and one has applied to West Valley College for a position.

### **IV. Advocate Symplicity (Paul)**

Advocate Symplicity is a grievance management software system for student conduct, Title IX and behavioral intervention management. Currently, Paul

receives, responds to, and investigates all complaints but there is no system to manage and organize the information in a concise way. Advocate Symplicity allows students to report any issues on demand, improves communication and collection of data, and promotes campus safety and security. With the go-live date targeting early 2020, the colleges have created Behavioral Intervention Teams to address the influx of reports to come. The system will be very useful in streamlining case management, reporting, and creating workflows for consistent processes.

## V. **Accessibility Training (Albert)**

Paul sends frequent reminders to all staff for the Accessibility Training. Electronic accessibility is the practice of ensuring that our community members who have a diverse range of disabilities can use WVMCCD websites, web applications, and digital content. WVMCCD adheres to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level standards and Voluntary Product Accessibility Template (VPAT) requirements. Anyone creating electronic digital content at WVMCCD is responsible for creating content that complies with these requirements (this includes emails).

Accessibility is a shared concern for anyone in the WVMCCD community who has a hand in creating, sharing, and publishing electronic/digital resources. The ADA Committee, in collaboration with WVC and MC Administration, began offering mandatory accessibility training starting Fall 2019. We are required to, among other things, "train all course instructors regarding...the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194." All faculty and staff at all levels should register for the sessions and attend:

### **Example:**

Program 3: Creating Accessible Documents with Word & PowerPoint

Program Description: Tips and tricks in MS Word to facilitate the creation of accessible documents, as well as save time and effort; adds accessible documents in PowerPoint and accessible courses in Canvas.

Length: 3 hours

Format: Workshop, Interactive, Group Work

Audience: All Faculty Levels and Classified Employees

Due to demand, additional trainings past October have been added:

Date	Time	Location
November 1, 2019 (just added)	9:00am-12:00pm	Mission College-TBD
November 1, 2019 (just added)	1:00pm-4:00pm	Mission College-TBD

#### VI. EEO Plan Review and Revision 2017-2020 (Albert)

The EEO Committee is tasked to review the EEO Plan and submit all input/revisions to Ryan. Some things that will be added to the EEO Plan include best practices and new longitudinal data. The focus for the plan will be on action and implementing change.

#### VII. EEO Expenditure Report (Ryan)

Ryan will submit the EEO Expenditure report to the State Chancellor's Office by the deadline of September 30, 2019. This compliance report tracks the expenditures of EEO funds. The District uses the EEO funds for professional development on equal employment opportunity, and outreach and recruitment.

#### VIII. Statewide EEO/Diversity Committee Update (Albert)

- The State Chancellor's Office will be reinstating an executive Human Resources position that will focus on EEO-Diversity.
- A taskforce has been created to address diverse faculty hiring.
- There has been discussion on standardizing the template for EEO plans. Albert will co-chair a group working on recommendations.

#### IX. Upcoming Training Programs (Paul)

The District will again offer several training opportunities for the mandatory Screening Committee EEO Training during the 2019-2020 academic year.

##### Program Versions:

A. The Full Program is intended for staff who have not attended any EEO Screening Committee training at WVMCCD

B. The Refresher is intended for staff who have attended a prior EEO Screening Committee training at WVMCCD since 2017 and must renew after two years

(1) Thursday, September 12, 1-4pm – Mission College (TAV 130) Full Program

- (2) Friday, September 13, 9am-12pm – West Valley College (CHE 150) Full Program
- (3) Thursday, December 5, 1-4pm – West Valley College (CHE 150) Full Program
- (4) Friday, December 6, 9am-12pm – Mission College (TAV 130) Full Program
- (5) Friday, January 31, 2020, 9am-11am – Mission College (TAV 130) Refresher
- (6) Friday, February 7, 2020, 9am-11am – West Valley College (CHE 152) Refresher
- (7) Thursday, May 28, 2020, 1-4pm – West Valley College (CHE 150) Full Program

Any District employee, including faculty, staff and administrators, must complete this training in order to serve on a screening (hiring) committee. Completion of this training should take place before the screening process begins and before the initial meeting of the committee. This training is required by the District’s EEO Plan and the law (California Code of Regulations, Title 5) before one may serve on a District screening committee.

Successful completion of this training will qualify employees to serve, where applicable, on a screening committee for the next (2) years from the date of completion in the capacity of a committee chairperson or general committee member.

**X. Upcoming Job Fairs 2019 - 2020 (Ryan)**

Please contact Ryan/Sean if you are interested in attending a career fair.

<b>FAIR DESCRIPTION</b>	<b>DATE</b>
CCC Registry Job Fair –Los Angeles	Sat, Jan 25, 2020 9am-4pm
CCC Registry Job Fair –San Francisco	Sat, Feb 1, 2020 9am-4pm
Diversity Career Fair –San Francisco	Tue, Apr 8, 2020 10am-3pm
West Valley Career Fair – Spring 2020	TBA
Mission College Career Fair – Spring 2020	TBA
Diversity Career Fair –San Jose	Wed, June 17, 2020 10am-3pm

**XI. Future Meetings**

- Future Schedule of Meetings and Agenda Items: November 8, 2019
- Location: Fox 211
- Time: 1:30 pm – 3:30 pm
- Future Agenda Item: Staff with food and housing insecurity assistance (Debra)