

**Title IX, Diversity, and Inclusion
General EEO Committee Meeting – Via Zoom
Friday, December 3, 2021
11:00 am – 12:00 pm**

EEC Committee Members:

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|-------------------------------------------------------|------------------------------------------------------|-------------------------------------------|
| <input checked="" type="checkbox"/> Ahmadpour, Ali | <input checked="" type="checkbox"/> Justice, Lillian | <input type="checkbox"/> Williams, Robert |
| <input type="checkbox"/> Alamillo, Lucy | <input checked="" type="checkbox"/> Kunisaki, Sheryl | <input type="checkbox"/> Youn, Yumi |
| <input type="checkbox"/> Andrade, Argelia | <input type="checkbox"/> Kushigemachi, Scott | <input type="checkbox"/> Young, Lashanta |
| <input type="checkbox"/> Anzaldo, Carlos | <input type="checkbox"/> Kyte, Debbie | |
| <input checked="" type="checkbox"/> Aramburo, Julieta | <input type="checkbox"/> Langeveldt, Claire | |
| <input type="checkbox"/> Bailey, Nina | <input type="checkbox"/> Lemons, Marlow | |
| <input type="checkbox"/> Baquir, Mari | <input type="checkbox"/> Levine, Georgi | |
| <input type="checkbox"/> Baumunk, Jeff | <input type="checkbox"/> Marsh, Brandi | |
| <input type="checkbox"/> Blada, Michael | <input type="checkbox"/> McClelland, Darcie | |
| <input type="checkbox"/> Bond, Breeanna | <input type="checkbox"/> McCoy, Roxanne | |
| <input type="checkbox"/> Cervantes, Cynthia | <input checked="" type="checkbox"/> Miyashiro, Jane | |
| <input type="checkbox"/> Chaney, Van | <input type="checkbox"/> Morris, Wanda | |
| <input type="checkbox"/> Christophersen, Rick | <input type="checkbox"/> Patel, Dipte | |
| <input type="checkbox"/> Clemons, Lyn | <input type="checkbox"/> Pineda, Carolyn | |
| <input type="checkbox"/> Dela Cruz, Chris | <input type="checkbox"/> Plum, Lavonne | |
| <input type="checkbox"/> Fujiwara, Melissa | <input type="checkbox"/> Reyes, Idania | |
| <input type="checkbox"/> Gonzalez, Ricky | <input type="checkbox"/> Robertson, Gary | |
| <input type="checkbox"/> Greco, Gary | <input type="checkbox"/> Rouse, Beverly | |
| <input type="checkbox"/> Gutierrez, Edith | <input type="checkbox"/> Russell, Elizabeth | |
| <input checked="" type="checkbox"/> Gutierrez, Jorge | <input type="checkbox"/> Russell, Solomon | |
| <input type="checkbox"/> Hernandez, Arturo | <input type="checkbox"/> Sabio, Sabra | |
| <input type="checkbox"/> Hernandez, Maribel | <input checked="" type="checkbox"/> Sims, Jackie | |
| <input type="checkbox"/> Herrera Thomas, Hong | <input checked="" type="checkbox"/> Solarzano, Erika | |
| <input type="checkbox"/> Herrera, Xocoyotzin | <input type="checkbox"/> Striepe, Claudia | |
| <input type="checkbox"/> Herrschaft, Amy | <input checked="" type="checkbox"/> Smith, Maria | |
| <input type="checkbox"/> Huynh, Tiffany | <input type="checkbox"/> Toya, Greg | |
| <input type="checkbox"/> Iino, Kelsey | <input type="checkbox"/> Unda, Viviana | |
| <input checked="" type="checkbox"/> Ishikawa, Jaynie | <input checked="" type="checkbox"/> Webb, Amanda | |
| <input type="checkbox"/> Josephides, Analu | <input checked="" type="checkbox"/> Wells, Rex | |

AGENDA

11:00 – 11:15am	Welcome and Overview
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11:15 – 11:30am	<p>EEO Subcommittee Updates:</p> <ul style="list-style-type: none"> ○ Recruiting (Chair, Maria Smith) ○ Job Announcements (Chair, Maria Smith) ○ Measures of Underrepresentation (Chair, Jaynie Ishikawa) ○ EEO Rep/Committee Training (Chair, Jaynie Ishikawa) ○ Climate Survey (Chair, Carolyn Pineda) ○ Guest Speakers/Trainings (Co-Chairs Ali Ahmadpour and Sheryl Kunisaki)
11:30 – 11:45am	<p>Fall 2021 Updates</p> <ul style="list-style-type: none"> ● Goals for Fall 2021 ● Fall 2021 Subcommittee Meetings – Need to hold at least 1 per semester ● EEO Plan Updates – will be due June 2022 ● Consolidation of information and communication between various equity groups on campus
11:45 – 12:00pm	Assignments, plans for Fall 2021, etc.

Meeting Notes:

JCI greeted everyone and thanked everyone for serving on all of the subcommittees. She reminded everyone that at the end of Spring 2022, our EEO plan is due, so CP and JCI have been working on data provided by HR. The focus is on demographics for employees and students, application data, and who ends up getting the jobs.

JCI mentioned that things are a bit up in the air. There was a presentation at ACHRO by a rep from the Chancellor’s Office, and it sounds like they are going to make a lot of big changes to the plan for 2022. This has caused some stress for EEO officers because they don’t have any requirements or information yet. The current plan has 9 methods that we need to utilize (at least 7); that has been the format for the last two plans and it sounds like that might be changing. JCI is going to reach out again and find out exactly what the new requirements are.

JM covered what they have been working on for the recruiting and job announcements subcommittees, a workflow in Formstack that will take a hiring manager through the recruitment process so that it will be a little bit more standardized for each recruitment. She said it’s ¾ of the way done. What currently already happens is that once a job posting is approved by Exec. Cabinet, several automated e-mails go out to various groups – EEO e-mail to AW, Federation President if required, etc., and that part has already been developed and works pretty well. What will then happen is the HR Service partner will kickstart an online workflow and a message will go to hiring manager – now that your job is posted, here’s the first step. It will walk them through everything they need to do. Feedback received from hiring managers is that the entire workflow is provided up front and that’s overwhelming. By giving hiring managers who don’t do it very often information in smaller amounts and at a more timely point, it will help them to focus on what they need to get done for that moment in time (putting together search committee, etc.). We’re hoping this will help to walk them through the process and make them more aware of student demographics, how that compares to their committee make-up. It’s never been

codified into a standardized process. Launch goal is early spring before the semester starts, possibly even for the faculty recruitments. JM said that one of the major concerns is that when you serve on a search committee, you're supposed to complete the Keenan training on Cultural Competence and Racial Bias, and even though AW assigns it and reminds everyone, there are still people not completing it. What this workflow ends up doing – HR will not release the apps until they receive interview questions and until all members have completed the training.

MS said that they've also added text to all of their job announcements letting people know that they can forward the postings, in order to attempt to get a our recruitments out to a more diverse pool. RW suggested putting together a list of national/professional organizations that it would make sense to forward postings to as well, and MS agreed.

SK said she's co-chair for the subcommittee that looks at Prof. Dev., training events, and workshops. Professional Dev. is right below her office in the library and Chris Gold set up a Prof. Dev. Advisory Committee made of faculty and staff that make recommendations for guest speakers, training, etc. SK said this seemed like a duplication of efforts and proposed joining the two, and having her be the liaison between both of them for equity-related trainings. JCI said this is a great idea to reduce redundancy. JM asked if SK was in touch with the President's subcommittee on Race & Equity, which focuses on Prof. Dev. and training as well. SK said she would reach out. AW asked for SK to provide any agendas that she has for submission.

JCI discussed the committee training subcommittee. She covered the modifications to EER Training, particularly adding information on how to interrupt bias and said they've gotten good feedback from the EERs. JCI said it encourages everyone (not just the EER) to ask questions, share their thought processes, and making sure we're all using the same criteria. She mentioned that there's been a lot of hiring, and EERs are volunteers, so we rely on having people trained, so if you have someone who wants to participate, please let us know. She said some changes to the conflict check have been made as well. There is a form for noting any specific disclosures or lack thereof, so we can keep each other in check.

JCI noted that CP couldn't make this meeting, so we'll do an update for the Climate Survey subcommittee next time.

JCI updated the committee on Measures of Underrepresentation, reiterating that basically the focus for this term is not looking at how we measure it; the emphasis is on comparing our institution to our student demographics, neighboring comparable schools, and the local workforce. JCI said that they noticed in looking through the data for the total number of FT faculty for last three years that there has been a decline in how many FT faculty were hired. The question is whether, in addition to Covid, there were any other reasons for the decline, because those kinds of explanations are helpful for the narrative. MS said basically every year we're given a number by the Chancellor's Office, and the numbers in the last couple of years have been lower, so we haven't hired as many. Before that we were hiring 15-20 FT faculty, and more recently it's been less than 10. It also depends on the faculty prioritization process through Academic Affairs. JS said that the Faculty Obligation Number is given based on our enrollment – you are given a number that is a minimum, we can go over. We've been over our FON for decades. Currently we're over about 8 FT faculty. Our enrollment continues to decrease, which means the FON decreases. Covid had a really big impact in terms of not hiring. We had 47 requests for new FT faculty, and we can't hire that many. The new President is becoming familiar with the campus and is assessing our needs, and per the cabinet agenda for next week there will be more discussion. JCI said all that is really helpful, because the plan covers three years, and we're hoping to see improvement from year to year, but unfortunately the actual numbers have been so small, we aren't able to draw statistical conclusions from them. That's where the supporting information about why that's the case is so

important. Other districts will be in this position as well, but it's important to be aware of it, and also for setting expectations for presenting the plan.

JM shared that the President has the Advisory subcommittees on Race & Equity and JM is chairing the Employee Experience subcommittee – experience from recruitment process through retirement from the district. We do a new hire survey that goes out to every new hire after they have completed 3 months, and we also do a exit survey, but have never really been able to collect data for in between. The Climate Survey is the closest the district has come to collecting that data. The subcommittee is going to launch an Engagement Survey on Spring PD day. That survey will be looking at factors that actually drive employees to perform their very best – how engaged an employee is. It's important to track and understand how employees feel valued and how engaged they feel at the district level because this has a direct outcome on the college and on student success. JM said we're going to ask if Deans could set aside some time during the PD Day Division meeting for faculty to complete the survey. She said we need to designate time for employees to completed because it's 72 questions and the goal is to get as high of a participation rate as possible. The survey will be administered to FT and PT Faculty, Classified Staff, and Administrators.

AA asked what is meant by engagement – whether we are trying to measure employee happiness or misery. JM said whether you feel valued and whether you feel that your input is being heard, a whole series of questions about what really inspires you to perform your best. JM said it will be administered by a third party vendor because we want to ensure that the answers that are provided are 100% confidential, and that everyone who works in the IR group can answer as honestly as possible. JM said it's designed to measure how engaged and connected employees feel. AA addressed how hard faculty work without commensurate compensation, and said we need to acknowledge the problems. JM confirmed that those kinds of things are why we are doing the survey. RW asked if the vendor will be comparing results with other colleges and JM confirmed that they do provide benchmark data for comparable institutions. JCI asked if there are any questions related to inclusion/equity and JM said there are at least 7 in there, and that the recent Climate Survey also scratched the surface on that. JM stated that they will be working on action plans based on the data. There were recommendations to ensure that the campus is aware, and possibly to shorten the survey and the deadline for completion.

JA said it's a great idea to have some time to set aside during PD day and said her area will have laptops available for people to use. JM said that maybe for the night shift they could utilize the library/computer labs and said they'll be reaching out SK to coordinate. SK said to really stress that we are using an outside vendor because that may encourage honesty. JS asked how long the survey might run and JM estimated 15-20 minutes. JM confirmed that it can be done on a cell phone. The vendor will be doing focus groups as well – each group will be 8 individuals selected randomly from the campus community, and the vendor will provide an analysis from the focus groups as well. JM said they expect to get really good information, especially from specific groups such as PT faculty, individual divisions, etc., and participation is key.

JCI thanked all the members of all of the subcommittees for their ongoing hard work and efforts. She reminded everyone that if there are any subcommittees they wish to join or help chair, to reach out. The meeting was adjourned at approximately 11:50am.