



El Camino College

Office of Title IX, Diversity,
and Inclusion

General EEO Committee Meeting

Via Zoom

Wednesday, March 13, 2024

11:00 am – 12:00 pm

EEC Committee Members:

- | | | |
|---|--|--|
| 1. <input type="checkbox"/> Agu, Chidinma | 23. <input type="checkbox"/> Hernandez, Arturo | 45. <input checked="" type="checkbox"/> Osorio, Andres (Student Rep) |
| 2. <input type="checkbox"/> Ahmadpour, Ali | 24. <input type="checkbox"/> Hernandez, Maribel | 46. <input type="checkbox"/> Patel, Dipte |
| 3. <input type="checkbox"/> Alamillo, Lucy | 25. <input type="checkbox"/> Herrera Thomas, Hong | 47. <input type="checkbox"/> Pineda, Carolyn |
| 4. <input type="checkbox"/> Andrade, Argelia | 26. <input type="checkbox"/> Herrera, Xocoyotzin | 48. <input checked="" type="checkbox"/> Plum, Lavonné |
| 5. <input type="checkbox"/> Anzaldo, Carlos | 27. <input type="checkbox"/> Herrschaft, Amy | 49. <input type="checkbox"/> Robertson, Gary |
| 6. <input type="checkbox"/> Aramburo, Julieta | 28. <input type="checkbox"/> Huynh, Tiffany | 50. <input type="checkbox"/> Rouse, Beverly |
| 7. <input type="checkbox"/> Bailey, Nina | 29. <input type="checkbox"/> Iino, Kelsey | 51. <input type="checkbox"/> Russell, Elizabeth |
| 8. <input checked="" type="checkbox"/> Baumunk, Jeff | 30. <input checked="" type="checkbox"/> Ishikawa, Jaynie (Chair) | 52. <input type="checkbox"/> Russell, Solomon |
| 9. <input type="checkbox"/> Blada, Michael | 31. <input checked="" type="checkbox"/> Justice, Lillian | 53. <input type="checkbox"/> Sabio, Sabra |
| 10. <input type="checkbox"/> Bond, Breeanna | 32. <input checked="" type="checkbox"/> Kunisaki, Sheryl | 54. <input type="checkbox"/> Sims, Jacquelyn |
| 11. <input type="checkbox"/> Casillas, Miguel (Student Rep) | 33. <input checked="" type="checkbox"/> Kushigemachi, Scott | 55. <input checked="" type="checkbox"/> Smith, Maria |
| 12. <input type="checkbox"/> Cervantes, Cynthia | 34. <input type="checkbox"/> Kyte, Debbie | 56. <input checked="" type="checkbox"/> Solorzano, Erika |
| 13. <input type="checkbox"/> Chaney, Van | 35. <input type="checkbox"/> Lemons, Marlow | 57. <input type="checkbox"/> Stein, Dulce (Student Rep) |
| 14. <input type="checkbox"/> Christophersen, Rick | 36. <input type="checkbox"/> Levine, Georgi | 58. <input checked="" type="checkbox"/> Streicker, Nicole |
| 15. <input type="checkbox"/> Clemons, Lyn | 37. <input type="checkbox"/> Marsh, Brandi | 59. <input type="checkbox"/> Suarez, Jason |
| 16. <input type="checkbox"/> Cooper, Yamonte | 38. <input checked="" type="checkbox"/> Martinez Garcia, Sandra | 60. <input checked="" type="checkbox"/> Unda, Viviana |
| 17. <input type="checkbox"/> Fujiwara, Melissa | 39. <input checked="" type="checkbox"/> McClelland, Darcie | 61. <input checked="" type="checkbox"/> Valle, Gerson |
| 18. <input type="checkbox"/> Gonzalez, Ricky | 40. <input type="checkbox"/> McCoy, Roxanne | 62. <input checked="" type="checkbox"/> Webb, Amanda |
| 19. <input checked="" type="checkbox"/> Gray, Jill | 41. <input checked="" type="checkbox"/> Miyashiro, Jane | 63. <input type="checkbox"/> Wells, Rex |
| 20. <input type="checkbox"/> Greco, Gary | 42. <input type="checkbox"/> Moreno, Edgar (Student Rep) | 64. <input type="checkbox"/> Williams, Robert |
| 21. <input type="checkbox"/> Gutierrez, Edith | 43. <input type="checkbox"/> Murakawa, Trisha (BoT) | 65. <input type="checkbox"/> Youn, Yumi |
| 22. <input type="checkbox"/> Gutierrez, Jorge | 44. <input checked="" type="checkbox"/> Nguyễn, Connie | 66. <input type="checkbox"/> Young, Lashanta |

AGENDA:

11:00 – 11:15am	Welcome and Overview
11:15 – 11:30am	EEO Subcommittee Updates: <ul style="list-style-type: none"> Recruitment & Outreach (Chair, Maria Smith) Screening & Selection Process (Chair, Maria Smith) Measures of Underrepresentation (Chair, Jaynie Ishikawa) EER/Committee Member Training (Chair, Jaynie Ishikawa) Campus Climate Survey (Chair, Carolyn Pineda) Professional Development - Guest Speakers/Workshops/Events/Training (Co-Chairs Ali Ahmadpour, Sheryl Kunisaki, and Darcie McClelland)
11:30 – 11:45am	2024-2027 EEO Plan <ul style="list-style-type: none"> Adopted by Board of Trustees on February, 21, 2024 Annual Review
11:45 – 12:00pm	Spring 2024 Updates <ul style="list-style-type: none"> Spring 2024 Subcommittee Meetings – Need to hold at least 1 per semester Assignments, plans for Spring 2024, etc.



Meeting Notes:

JCI greeted everyone, welcomed new and returning members.

EEO Subcommittee Updates:

- Recruitment & Outreach (Chair, Maria Smith)
Update from JM: no updates to note.
- Screening & Selection Process (Chair, Maria Smith)
Update from JM: MS is working on new training videos. These training videos will be shown at the start of the search which will remind all members of the search committee's responsibilities. Full-time faculty search video is complete and have gotten feedback on it, making tweaks. Similar training videos in the works for other search committees (e.g., Classified, POA).
Next meeting is planned for April.
- Measures of Underrepresentation (Chair, Jaynie Ishikawa)
The next requirement for our EEO Plan is the EEO Annual Recertification (due in June). In this subcommittee, we will be focused on reviewing data and deciding what the focus should be on for this recertification. There is a lot of data and we cannot highlight all of it, so the committee will determine focus.
Traditionally focused on faculty hires (FT/PT).
If interested in being part of this to provide your input – please join this committee!
- EER/Committee Member Training (Chair, Jaynie Ishikawa)
Consistently working to revise the training we provide.
- Campus Climate Survey (Chair, Carolyn Pineda)
Updates from CP (absent but emailed) and JCI: The subcommittee had its first meeting in February. The Employee Campus Climate survey will be administered this Spring and the subcommittee was asked to provide feedback on the draft of the survey questions. The next meeting is scheduled for April 5th where we will share the revised draft of the survey. The survey will be administered from April 15th to May 3rd.
2022-23 Applicant Data:
CP is currently working on the analysis of the 2022-23 applicant data to update the data report that was included in the EEO Plan.
JCI encourages all to take a look at the data (link included in the EEO Plan).
- Professional Development - Guest Speakers/Workshops/Events/Training (Co-Chairs Ali Ahmadpour, Sheryl Kunisaki, and Darcie McClelland)
Update from JCI: we have been receiving a number of proposals which request EEO Funds. We get funding from the state for EEO purposes, (e.g., for employees not students, focus on hiring, retention, increasing cultural sensitivity in workforce, carry out of plan, professional development purposes, increase diversity in workforce, etc.). However, many proposals not directly related to the call of the EEO Plan, so the subcommittee will be discussing on how to clarify and make distinction. Also updates to the form.



SK had questions regarding a submission to be resolved offline.

2024-2027 EEO Plan

- JCI gave the group an update on the adoption of the EEO Plan. JCI shared that she has given an EEO Plan update at the Council of Deans on January 4th, Academic Senate on February 20th, and at the February 21st Board of Trustees Meeting. Generally, no questions from the Board and JCI is required to update the Board annually now.
- The President has signed, and it is published here:
<https://www.elcamino.edu/departments/title-ix-diversity-and-inclusion/eoo.aspx>
- AW shared the new requirements for the EEO Annual Recertification, which is how we certify to the Chancellor's Office that we are in compliance. Timeline:
May – Submission for the Board to approve (for the June Board Meeting)
June – Submission the Chancellor's Office (by June 30, 2024)
AW went through the form and requirements, asked for input for data section (section B). Need to report on 2022-2023.
JM suggested to reach out to Roxanne and Mayra in HR for applicant and employee data.
VU suggested to reach out to CP for suggestions.
- JCI went through Component 13 of the EEO Plan to ask the committee for feedback on what we should prioritize and show what each subcommittee is being tasked with.
VU provided suggestion on the use of "goal" when describing metrics.
MS shared that her subcommittee, Screening & Selection Process met last week and has begun discussions on this.
For items that require a survey, VU offered support.
Under Assess "sensitivity to diversity" of all applicants (p. 27), one of the items is to develop a rubric to evaluate applicants. VU suggested to also create an inter-reliability check with those using the rubric (another layer). This rubric will be created by the Recruitment & Outreach subcommittee.

JCI encouraged all to join subcommittees to help with the work outlined in Component 13. You can join at any time, just reach out to the TDI Office (Jaynie, Amanda, Nicole) or the Chair of the subcommittee.

Spring 2024 Updates

- Next meeting is May 15, 2024 from 11am-12pm on Zoom.
AW plans to show a draft of the EEO Annual Recertification Form at this meeting.

The meeting was adjourned at approximately 11:45am.