



**Ventura County Community College District
EEO Advisory Committee Meeting Minutes**

May 11, 2018, 3:00 p.m.

District Administrative Center – Anacapa Conference Room 249

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Perry Martin, Paula Muñoz, Michael Shanahan
Skype: None
Absent: Dr. Carolyn Inouye, Marcos Lupian, Mara Rodriguez, Karen Sutton
Approved: October 26, 2018

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 3:00 p.m.	N/A	N/A	N/A
Review Meeting Minutes of April 13, 2018	The April 13, 2018, meeting minutes were approved without objection.	Post on website.	As soon as possible	Ms. Holst
EEO Plan Review – AP 3420 Equal Employment Opportunity Plan	The committee discussed proposed revisions to the EEO Plan (AP 3420), including accountability, and dropdown menus for the Facilitator checklist. Community organization information can be added.	Revise Facilitator checklist. Add community organization information.	Before reviewing in Chancellor’s Cabinet.	Mr. Arnoldus
EEO Plan Deliverables/Mechanisms for Evaluating Diversity Pools/Outcomes a. Notification to District Employees b. Training for Screening/Selection Committees c. Annual Written Notice to Community Organizations d. Additional Measures Necessary to Further Equal Employment Opportunity	<u>Diversity Training:</u> The current diversity training video needs to be updated/redone. Suggestions: <ul style="list-style-type: none"> • Once-a-year live training which can be recorded by students for use throughout the year. • Ask a faculty member to develop an online course (perhaps Deborah Brackley, Instructional Designer). • Have live training at each college. • Diversity training during Flex Week. If a Diversity Director position is created, that person could collect and record all District diversity activities. The committee discussed importance of outcomes and adding them to the Board Policy/Administrative Procedure.	Continue discussion.	Next meeting.	Committee



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<p>Multiple Method EEO Grant Funding</p> <ul style="list-style-type: none"> • Faculty/Staff Diversity Mini-Grant Program – Second Reading • Chancellor’s Diversity in Leadership Speakers Series • Outreach and Recruiting 	<p><u>Mini-Grant Program</u>: The committee discussed the proposed Faculty/Staff Diversity Mini-Grant Program, including funding sources. Mr. Shanahan confirmed the EEO Committee will review the proposals and select the grant recipients. Mr. Shanahan prefers not to include employee travel right now. The committee agreed that food would not be included.</p> <p><u>Chancellor’s Diversity in Leadership Speaker Series</u>: The committee discussed the Speaker Series, including target audience, topics, and finding speakers.</p> <p><u>Outreach and Recruiting</u>: Mr. Shanahan discussed developing a job description for a Director of Diversity.</p>	Continue discussion.	Next meeting.	Committee
<p>EEO Advisory Committee Membership</p>	<p>The committee discussed membership, including union representation.</p> <p>The committee considered giving presentations at the Citizens Oversight Committee, and creating an Annual Citizens Diversity Committee.</p> <p>It was suggested to add Ms. Barroso’s position to Component 4.d. of the EEO Plan.</p> <p>It was suggested to revise the Sign-In Sheet to include colleges and titles for committee members.</p>	Continue discussion.	Next meeting.	Committee
<p>Review of Application Package</p>	<p>The committee did not have enough time to fully discuss this item. Ms. Barajas asked to review the question “Are you willing to relocate?”</p>	Place on next agenda.	Next meeting.	Ms. Holst
<p>Future Agenda Topics</p>	<p>The committee did not have time to discuss this item.</p>	N/A	N/A	N/A
<p>For Your Information: Final October 6, 2017, Meeting Minutes</p>	<p>N/A</p>	N/A	N/A	N/A
<p>Next Meeting Date</p>	<p>The meeting ended at 5:20 p.m. Subsequently, the date of October 26 was chosen for the next meeting.</p>	N/A	N/A	N/A