



Ventura County Community College District
EEO Advisory Committee Meeting Minutes
August 23, 2019 - District Anacapa Conference Room 249

Present: Michael Arnoldus, Silvia Barajas, Laura Barroso, Dana Boynton, Dr. Jennifer Clark, Dr. Carolyn Inouye Perry Martin, Amparo Medina, Paula Muñoz, Karen Sutton, Maria Urenda

Via Skype: None

Absent: Alejandra Gonzalez

Approved:

| Agenda Item | Summary of Discussion | Action (If Required) | Completion Timeline | Responsible |
|---|---|--|----------------------------|--------------------|
| Meeting Opened | Meeting started at 2:00 p.m. <ul style="list-style-type: none"> Perry Martin went on record to say that today’s meeting was the most participation the meeting has had. | N/A | N/A | N/A |
| Review Meeting Minutes | <ul style="list-style-type: none"> On motion by Paula Muñoz, and seconded by Karen Scott seconded the meeting minutes for March 22, 2019, were approved. | <ul style="list-style-type: none"> Post approved minutes to the website | ASAP | Jillian Sturek |
| Notes from Informal Discussion | <ul style="list-style-type: none"> Review notes from May 3, 2019, informal discussion. | N/A | N/A | N/A |
| Multiple Methods Certificate Update | <ul style="list-style-type: none"> The application for the EEO Multiple Methods Allocation was submitted and approved. | N/A | N/A | N/A |
| Review Committee Charge | <ul style="list-style-type: none"> Tabled | N/A | N/A | N/A |
| Review Committee Membership | <ul style="list-style-type: none"> Tabled | N/A | N/A | N/A |
| Review Frequency of Committee Meetings | <ul style="list-style-type: none"> Tabled | N/A | N/A | N/A |



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|---|--|--|---|--|
| Committee Membership Absences | <ul style="list-style-type: none"> • Tabled | <ul style="list-style-type: none"> • N/A | N/A | N/A |
| Resolution to Request College Diversity Plans | <ul style="list-style-type: none"> • Discussion occurred regarding revising the Resolution and Board Policy. | <ul style="list-style-type: none"> • Revise Resolution | ASAP | Silvia Barajas Perry Martin Paula Muñoz Karen Sutton |
| Screening Committee Facilitator Selection and Training | <ul style="list-style-type: none"> • EEO Advisory Committee will be involved with selecting the facilitators to be hired. • Applicants will be notified that they will be going through the new process. | <ul style="list-style-type: none"> • Prepare questions and criteria (seven questions, 30 minutes). • Notify applicants | Bring questions and criteria to next meeting (9/27/19). | All members Michael Arnoldus |
| Job Fair Materials that Promote an Inclusive and Welcoming Environment | <ul style="list-style-type: none"> • Developing Marketing Materials | <ul style="list-style-type: none"> • Assist in developing marketing materials • Reach out to Patti Blair and the DAC Marketing Team • Reach out to Moorpark college for their marketing materials | Next meeting Next meeting Next meeting | Perry Martin Karen Sutton Maria Urenda Michael Arnoldus |
| Vision for Success Diversity Taskforce Update | <ul style="list-style-type: none"> • Michael Arnoldus shared with the committee the “Vision for Success Diversity Taskforce: ACHRO Update”. | N/A | N/A | N/A |
| Hire Me Committee | <ul style="list-style-type: none"> • Perry Martin presented the “Hire Me Committee” | N/A | N/A | N/A |



<http://www.vccd.edu/departments/human-resources/diversity-and-equal-employment-opportunity>

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|--------------------------|--|---------------------------------|--------------------------------|--------------------|
| Future Topics | <ul style="list-style-type: none">• Next meeting | N/A | N/A | N/A |
| Next Meeting Date | <ul style="list-style-type: none">• Next meeting scheduled - TBD | N/A | N/A | N/A |

[Recorder: Jillian Sturek]