

Ventura County Community College District
EEO Advisory Committee
February 6, 2015

Present: Michael Arnoldus, Emily Day, Ranford Hopkins, Dr. Carolyn Inouye, Marcos Lupian, Gary Maehara, Dr. Jamillah Moore, Paula Munoz, Mara Rodriguez, Michael Shanahan, Ken Sherwood, Karen Sutton, Pamela Yeagley
Recorder: Jennifer Holst

Meeting Minutes

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned To:
Meeting Opened	The meeting began at 1:34 p.m.	N/A	N/A	N/A
Approval of Meeting Minutes from December 16, 2014	The minutes from the meeting of December 16, 2014, were approved by acclamation.			
Review Proposed Revisions to VCCCD EEO Plan	The committee members reviewed the proposed revisions to the plan and made suggestions for additional changes. The committee will look at accessibility on the website of information on filing EEO violations complaints.	Prepare revised EEO Plan.	Next meeting.	Mr. Maehara
Diversity Training	The committee discussed ongoing diversity training. Additional training will be provided by Human Resources Department Personnel. Refresher training and materials will be given to diversity facilitators serving on selection committees, who will review diversity requirements and materials with committee members. The documents will be acknowledged and signed each time of service on a committee.	Required materials and instruction will be given to the selection committee diversity facilitators.	Ongoing	Mr. Arnoldus
HR Advertising	Mr. Arnoldus provided an update on expanded outreach in advertising by the Human Resources Department. Mr. Shanahan asked the committee to gather contact information for community recruiting partners			
Next Meeting	The meeting ended at approximately 3:30 p.m. The next meeting needs to be scheduled.	Schedule next meeting.	As soon as possible.	Ms. Holst

These Minutes were approved at the VCCCD EEO Advisory Meeting on May 8, 2015.