



Ventura County Community College District
EEO Advisory Committee Meeting Minutes
December 10, 2018
District Administrative Center – Lakin Board Room

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

Via Skype: None

Absent: Silvia Barajas, Alejandra Gonzalez, Perry Martin

Approved: February 22, 2019

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	The meeting began at 1:03 p.m.	N/A	N/A	N/A
Review Meeting Minutes – October 26, 2018	Approved without objection. Paula Muñoz abstained.	Post on website.	As soon as possible	Jennifer Holst
Review of Gender/Ethnicity and Disability Information Form	Committee members suggested additional changes to emphasize that providing information is not required, and information is for statistical purposes only and will be confidential. Race and ethnicity categories are what the State Chancellor’s Office has requested be reported.	Revise the form.	As soon as possible.	Michael Arnoldus Laura Barroso
Review of Employment Application Package	<p>The committee discussed removing personal information from applications for initial review in order to try to reduce bias based on names/addresses. Comments included:</p> <ul style="list-style-type: none"> • Request more training so hiring committees will value diversity. • Do not want to erase applicant’s identity by removing name or address. • Diversity must be an institutional commitment. • Look at qualifications first, not names. • At this time, would only apply to full-time faculty applications. • The Board and the State Chancellor’s Office have made diversity in hiring a priority. • The objective is to look at all competitive candidates, then all things being equal, pick who is best for our students. <p>As representatives, committee members discuss with constituents before next meeting.</p>	Discuss with constituents and discuss again next time.	Next meeting.	Committee members



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Review of Sample Diversity Plans	Committee members to discuss with constituents the proposal of issuing a recommendation that the colleges develop diversity plans.	Discuss diversity plan recommendation with constituents.	Discuss again next meeting.	Committee Members
Feedback on Conceptual Proposal for Full-Time Faculty Hiring Process Restructure	DCHR did not have a positive response to this proposal. With new Board, there may be different priorities.	N/A	N/A	N/A
Building Diversity Summit, February 8-9, Los Angeles	The committee members were asked to share at their colleges/locations, and to encourage people to attend.	Discuss at colleges/DAC.	As soon as possible.	Committee Members
Hiring Committee Facilitator Selection Process and Training	Mr. Arnoldus to provide copies of Hiring Committee Facilitator training materials to the committee for review.	Provide Hiring Committee Facilitators training materials to committee members.	As soon as possible.	Michael Arnoldus
Demographics Presented to Hiring Committees	John Cooney is working on adding departmental demographics to Diversity Dashboard. It was requested that to also add demographics of the students we serve, and of our staff and classified employees.	Discuss with John Cooney.	As soon as possible.	Michael Shanahan Michael Arnoldus
Future Agenda Topics	Diversity Plan, Demographics Form, Diversity Grants	Add to next agenda.	Next time.	Jennifer Holst
For Your Information	Copies of the final May 11, 2018, Meeting Minutes were provided.	N/A	N/A	N/A
Next Meeting Date	2019 monthly meetings were subsequently scheduled for: <ul style="list-style-type: none"> • February 22 • March 22 • April 26 • May 24 • June 28 • July 26 • August 23 • September 27 • October 25 • November 22 	Schedule monthly meetings.	As soon as possible.	Jennifer Holst

[Recorder: Jennifer Holst]