



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

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

**April 16, 2021; 10:30 a.m.-12:30 p.m.**

**Join from PC, Mac, Linux, iOS or Android:** <https://cccconfer.zoom.us/j/96297259598?pwd=VTcrVml0M1RMRmV1KytmYVdiWGx1QT09>

**Or Telephone: Dial:** +1 646 876 9923 (US Toll)

**Meeting ID:** 962 9725 9598

**Present**

**Via Zoom:** Laura Barroso, Andrea Ingley, Elissa Caruth, Paula Munoz, Perry Martin, Maria Urenda, Amparo Medina, Jennifer Kalfsbeek-Goetz, Oscar Cobian, Gloria Bañuelos, Jennifer Clark, Dana Boynton

**Guests:**

**Absent:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
<b>Meeting Opened</b>	Meeting started at 10:30 a.m.	N/A	N/A	N/A
<b>Review Meeting Minutes</b>	<ul style="list-style-type: none"> <li>On motion by Paula Munoz, and seconded by Oscar Cobian, the meeting minutes for March 19, 2021 meeting were approved.</li> <li>Jennifer Clark abstained.</li> </ul>	<ul style="list-style-type: none"> <li>Post approved minutes to the website</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez
<b>EEO Fund Multiple Method Allocation Certification Form</b>	<ul style="list-style-type: none"> <li>Andrea Ingley presented the EEO Fund Multiple Method Allocation Certification Form explaining that this certification is submitted annually for the purpose of receiving a grant and that the District must meet six out of nine methods to receive the grant.</li> <li>Discussion ensued among the committee members regarding the method explanations and the compilation of supporting documents.</li> <li>Amparo commented that the certification form feels more inclusive since EEOAC members were asked to contribute as representatives of their respective campuses.</li> <li>Perry Martin inquired about specific data regarding complaints. Laura Barroso explained that she provided the method in which the District handles complaints and that, yes, it is occurring. Creating a</li> </ul>	N/A	N/A	N/A



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<p>new reporting system is an idea that could be incorporated in the EEO Plan.</p> <ul style="list-style-type: none"> <li>• Perry Martin inquired about the evidence to support that the district attempts to determine why applicants decline job offers. Andrea Ingley explained that there is no supporting evidence to support that piece. She explained that informal process is for the supervisor to call the candidate to request a reason. Laura Barroso explained that not every statement in the document needs to be accompanied by physical evidence; we just need to make sure it is happening. She continued to state that creating a formal process or tracking sheet is something we could add to our EEO Plan.</li> <li>• Paula Munoz asked for clarification of evidence regarding hard to hire areas and disciplines and procedures addressing diversity throughout hiring steps and levels. Andrea Ingley shared examples from the state form which offers guidelines and examples of what to provide. Paula Munoz disagreed with the statement that we are consistently addressing diversity throughout the hiring processes.</li> <li>• Perry Martin asked whether we included items if only one college is doing the work. Oscar Cobian commented that the colleges have been collaborating and inviting each other to events recently. Amparo Medina shared her opinion that we should report what one college was doing and then use the data to create future goals for other colleges. Oscar Cobian commented that administrators are aware of what sister colleges are doing and they are working to implement similar initiatives.</li> <li>• Jennifer Clark commented that this certification form is a binary form reporting what we are doing. She stated that this form, which has been completed better than she has ever seen in the past, can be used as a tool to help create and enhance our EEO Plan.</li> <li>• Jennifer Kalfsbeek-Goetz compared this document to an accreditation or guided pathways documents where a response could be in progress, almost achieved, or achieved. She stated that we are struggling with this form because we want to say partially meets to feel genuine and this certification form does not give us that option.</li> </ul>			



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<p>She suggested that we check the yes box because we are doing it to some extent and here are our examples and then we can use the EEO Plan to improve our efforts.</p> <ul style="list-style-type: none"> <li>• Andrea Ingley pointed out that the certification form uses the word compliance. She stated that we are to report evidence of efforts in these areas. Checking yes does not mean we do not have more EEO work to accomplish. Jennifer Clark supported the idea of compliance, which only asks are we or aren't we.</li> <li>• Amparo Medina agreed that the form requires a yes or no and we to include evidence supporting a yes checked box. She suggested that the EEOAC create an internal form separate from the certification form to gather ideas on how our colleges can improve.</li> <li>• Andrea Ingley requested that the committee review the document in detail and send any supporting materials, concerns, or suggested changes by Thursday, April 22 in anticipation of a committee vote on Tuesday, April 27.</li> <li>• Laura Barroso stated that she would inquire about presenting the EEO FMMA Certification Form at the May 25 Board meeting, which would allow more time to review and discuss the certification form.</li> </ul>			
<p><b>VCCCD EEO Plan</b></p>	<ul style="list-style-type: none"> <li>• Andrea Ingley reported that once the additional information from the committee is added to the EEO FMMA Certification Form, it will serve as the compilation of examples of the District's current EEO efforts.</li> <li>• Elissa Caruth reported that subgroup 2 has reviewed the current AP and assigned a section to each group member to edit. She shared that the group has focused on appropriate, comprehensive vocabulary, and changing the order of group listings. They have also researched other examples of EEO Plans. Ms. Caruth and the group agreed to provide a draft of the AP to the committee in May.</li> <li>• Discussion ensued among the committee members regarding deadlines and approval processes for the AP and the EEO Plan. Jennifer Kalfsbeek-Goetz was suggested that the AP and EEO Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Submit a draft of the edited AP to Cece to add to the May agenda</li> </ul>	<p>May 7</p>	<p>Subgroup 2</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<p>be completed in September to be taken through the approval process in October, finalized in November, and submitted to the Board in December.</p> <ul style="list-style-type: none"> <li>• Discussion ensued among the committee regarding whether the AP is wanted or needed after the EEO Plan is created. Laura Barroso stated that she would research the history of the EEO AP and the benefits of having one versus the other.</li> <li>• Laura Barroso stated that she and Perry Martin would collaborate to work on the third component to identify goals for the next three years. Perry Martin stated that he sees the process similar to gap analysis where they can identify where individual college can grow. Elissa Caruth requested to be involved in the process and join subgroup 3.</li> </ul>			
<p><b>2021 Hiring Committee and Facilitator Training</b></p>	<ul style="list-style-type: none"> <li>• Laura Barroso shared that we had over 350 employees participate in the 2021 Hiring Committee Training. She stated that the majority of the feedback she has received is very positive, but she has received some feedback about using the same person for multiple trainings.</li> <li>• Paula Munoz shared that she had received some negative comments from faculty members regarding the PowerPoint delivery method and lack of interaction. Paula Munoz commented that there were many unanswered questions at the end of the training and a lack of how to hire DEI faculty.</li> <li>• Perry Martin stated that it would be helpful to receive the PowerPoint early so that participants could prepare their question of the materials prior to the start of the training. He stated that he received positive feedback regarding the information that was shared during the training. He also mentioned that many employees who attended the first training were left with unanswered questions.</li> <li>• Andrea Ingley shared that she received an overwhelming amount of positive feedback about the training.</li> <li>• Elissa Caruth shared that she observed some dissatisfaction from some of the attendees. She recommended that Ms. Schulkind build in</li> </ul>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
	<p>time for Q &amp; A and stated that she would have liked to take the time to interact with others in small groups.</p> <ul style="list-style-type: none"> <li>Laura Barroso stated that we would send out an evaluation to all the participants to get feedback. She also encouraged committee members to share alternative training options with the committee for consideration.</li> </ul>			
<b>Future Items</b>	<ul style="list-style-type: none"> <li>Classified and Faculty Surveys</li> <li>Screening Committee Facilitators Survey</li> <li>Faculty Hiring Practice Review</li> <li>EEOAC 2021-2022 meeting calendar</li> <li>Tri-chair model discussion</li> </ul>			
<b>Non-Agenda Items</b>	<ul style="list-style-type: none"> <li>Laura Barroso brought up the possibility of the EEOAC changing to a tri-chair model, including an administrator, faculty, and classified professional, like some other District committees are structured for the committee to consider.</li> </ul>	N/A	N/A	N/A
<b>Next Meeting Date</b>	<ul style="list-style-type: none"> <li>The next meeting date is Friday, May 14, 2021 from 11:00 a.m. to 1:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>Set up meeting</li> </ul>	<ul style="list-style-type: none"> <li>ASAP</li> </ul>	Cece Chavez

[Recorder: Cece Chavez]

Reopening