Ventura County Community College District
EEO Advisory Committee Meeting Minutes
August 20, 2021; 8:30 a.m.-10:30 p.m.
Join from PC, Mac, Linux, iOS or Android: https://vcccd-edu.zoom.us/j/94359698938?pwd=amZFWnVFR3FWc1dITGpOc2FONFYvdz09
Or Telephone: Dial: +1 669 900 6833 (US Toll)
Meeting ID: 943 5969 8938

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

Guests:

Absent: Laura Barroso

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Responsible
Meeting Opened	Meeting started at 8:30 a.m.	N/A	N/A	N/A
Review Meeting Minutes	• On motion by Paula Munoz, and seconded by Maria Urenda, the meeting minutes for May 14, 2021 meeting were approved.	• Post approved minutes to the website	• ASAP	Cece Chavez
VCCCD EEO Plan	• Elissa Caruth spoke in support of adding the statement proposed by Dana Boynton. There was a question of the legality of the statement and where it might be added. Dana Boynton suggested that the statement be added to the end of the list of values on page 23 of the Draft EEO Plan. • Andrea Ingley stated that the Draft EEO Plan had been reviewed by HR and sent to legal for review and that they expected feedback by the end of the following week. • The general accord of the committee was in support of the drafted changes and they were eager for legal feedback. • Jennifer Kalfsbeek-Goetz requested that a clean version without the tracked changes be created and shared with the committee. The committee requested a clean version with tracked changes from legal and HR to review and discuss at the September EEOAC meeting.	N/A	N/A	N/A

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	• Andrea Ingley stated that HR would clean up the current Draft EEO Plan and add in new tracked changes including HR/legal feedback by the week of September 3.			
	• Amparo Medina requested that the committee create a timeline to identify the action steps to complete the EEO Plan.			
	• Perry Martin requested that the committee review the EEO Plan, focused on the major changes, prior to the plan being presented to the Board of Trustees.			
	• Discussion ensued among the committee regarding the college dashboards. Perry Martin shared that the addition of the dashboard occurred around 2014/15 as part of the student success and equity initiative. There was speculation that the dashboard information was not always up-to-date.			
	• Andrea Ingley questioned the appropriateness of providing ethnicity information to hiring panels prior to running a recruitment considering that legally we are not supposed to make race-based decisions.			
	• Perry Martin commented that our divisions and departments should be discussing the demographics and the history of their departments instead of just having the faculty glance at it before an interview. He also questioned what the hiring committees were supposed to do with the information once it was given to them.			
	• Andrea Ingley replied that legally, they are not to do anything with the information. She also stated that the dashboard information should be considered in a different context instead of right before the hiring process begins.			
	• Jennifer Kalfsbeek-Goetz stated that she has used the Dashboard to have meaningful conversations with her team. She shared that she has been influential in removing elitist biases based on minimum qualifications and has provided input and examples of equity-based interview questions. She stated that the committee could help in the screening phase and with the creation of equity-based interview			

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	questions that all colleges could use and slightly modify for their disciplines. • Andrea Ingley commented that a list of suggested diversity questions does exist and that it could be reviewed by the committee during the implementation part of updating the EEO Plan. She also stated that the Dashboards are updated by the Institutional Effectiveness department and that we would collaborate with them to get updated information. • Paula Munoz made a comment about overusing the word "qualifying" in the document. She also requested that we strike the sixth bullet form the bottom on page 36 regarding cultural celebrations. Andrea Ingley called for a vote on this matter. The majority of the committee voted to strike the sentence form the Draft EEO Plan. • The Committee collaborated to complete a timeline for the Draft EEO Plan to be reviewed by legal and updated, vetted through the proper governance committees and presented to the Board of Trustees.			
AP 7120-D Recruitment and Hiring: Full-Time Faculty	• Andrea Ingley reminded the committee that, during last academic year, she recommended minor changes to AP 7120-D. Then, DCHR decided to review and edit the policy. The working document went back and forth to the participatory governance committees and the EEOAC. The Academic Senates reviewed and approved the document and then DCHR forwarded it to Chancellor's Cabinet for approval over the summer. She explained that the AP was not approved in Cabinet, so now it will go back to DCHR. Andrea asked if the committee members had had a chance to review the document. She also stated that EEOAC members could let her know whether they have any recommendations and she could take them back to DCHR along with the feedback she received from Cabinet and then hopefully, by next year, we would have a revised AP. • Paula Munoz stated that the AP did go to the VC Academic Senate, but that it was an overwhelming document and they were under the impression they still had more time to work on it. She stated there is	N/A	N/A	N/A

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	a lot missing relating to DEI and it needs work. She also requested a workgroup to review the document. Perry Martin agreed. • Paula Munoz, Perry Martin, and Jennifer Clark volunteered to serve on a workgroup to review AP 7120-D through an EEO lens. • Amparo Medina expressed concerns over duplication of efforts if the EEOAC is working on this document without DCHR input. • Andrea Ingley stated that the changes must be made in DCHR and that this is the perfect opportunity to collect the EEOAC recommendations, pair them with Cabinet's changes, and take them to DCHR for consideration at the same time. • Andrea Ingley requested that the workgroup provide her with feedback by September 3 so that she could take it to the next DCHR meeting on September 9. Paula Munoz and Perry Martin agreed to work towards that deadline. • Amparo expressed concerns that this plan makes Andrea the messenger or middle man between EEOAC and DCHR and that she wants to ensure all feedback is heard and conveyed in order to reach an agreement. • Perry Martin surveyed the group to gather which members serve on both EEOAC and DCHR and recommended they all serve as a liaison. • Andrea Ingley stated that it is important to note that the way the EEOAC gets their changes across is by taking their recommendations to DCHR through their appropriate representatives. She reminded the committee that DCHR may or may not accept all of the changes. • Andrea Ingley stated that maybe the DCHR tri-chairs would consider moving the item to the October meeting, but that she thinks the item discussion will most likely come up in September. She requested that the workgroup email their feedback and/or suggested			

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	changes to all five members of the EEOAC who also serve on the DCHR committee so that they could advocate for the EEOAC.			
	• Perry Martin verified that the latest version of the revision was attached to the EEOAC agenda. Andrea Ingley confirmed that that was the latest version that was reviewed and not approved in Cabinet.			
	• Andrea Ingley shared feedback she received from Cabinet regarding AP 7120-D with the committee. She stated that both the Presidents and facilitators did not feel they needed to be part of the final President's interview. Cabinet would also like the names to be redacted from the applications. Andrea Ingley also shared that HR is working on conducting the screening process through NEOGOV. Because NEOGOV does not tally, HR would like to request that DCHR changed that language in the AP.			
	• Perry Martin commented that he believes there should be an HR representative throughout the entire process, including the President's interview.			
	• Amparo Medina spoke in support of including a facilitator in the entire process, including the final interview, and clarifying the role. She also commented that removing the name from the application is just a Band-Aid on a bigger issue.			
	• Andrea Ingley stated that some of the facilitators were uncomfortable in their role at the President's interview. The President's, instead, requested that they receive training. Andrea Ingley stated that she has no concerns with either outcome. She also stated that she would take the opinion of the EEOAC to DCHR.			
	• Perry Martin stated that he is interested in the institutional research to assist with the consideration of redacting names from the application process.			
Future Items	• EEO Plan Implementation • Classified and Faculty Surveys		N/A	N/A

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	• Screening Committee Facilitators Survey • Faculty Hiring Practice Review • AP 7120-D Recruitment and Hiring: Full-Time Faculty			
Non-Agenda Items	• N/A	N/A	N/A	N/A
Next Meeting Date	• The next meeting date was rescheduled to Friday, September 10, 2021 from 11:00 a.m. to 1:00 p.m.	• Set up meeting	• ASAP	Cece Chavez

[Recorder: Cece Chavez)

Reopening