



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

**October 15, 2021; 8:30 a.m.-10:30 a.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, Paula Munoz, Maria Urenda, Jennifer Kalfsbeek-Goetz, , Dana Boynton, Edlin Marquez, , Elissa Caruth

**Guests:**

**Absent:** Amparo Medina, Oscar Cobian, Jennifer Clark, Laura Barroso, Perry Martin

| Agenda Item                   | Summary of Discussion  | Action (If Required)   | Completion Timeline                                    | Responsible   |
|-------------------------------|--|--|--|---|
| <b>Meeting Opened</b>         | Meeting started at 8:37 a.m.   | N/A  | N/A  | N/A   |
| <b>Review Meeting Minutes</b> | <ul style="list-style-type: none"> <li>Paula Munoz requested that her comments from the September 10, 2021 meeting regarding a request for information from legal be added to the minutes. The committee requested that the changes be made and brought back to the November meeting for approval.</li> </ul>  | <ul style="list-style-type: none"> <li>Make changes and bring to next meeting</li> </ul> | <ul style="list-style-type: none"> <li>ASAP</li> </ul> | Cece Chavez   |
| <b>VCCCD EEO Plan</b>         | <ul style="list-style-type: none"> <li>Andrea Ingley explained that the District is required to have an AP titled Equal Employment Opportunity, which requires the District to have an EEO Plan. Our district created an AP titled EEO Plan and included the plan into the AP. Now that the EEOAC has created a robust EEO Plan, Andrea Ingley recommended that the committee separate the plan from the AP. This will allow the committee to maintain ownership and oversight of the EEO Plan. Andrea Ingley has created a draft EEO AP to present to DCHR. She stated this revised AP will be subject to review and recommendation from DCHR and will go through the participatory governance process; however, once the EEO Plan is finalized by the EEOAC, it will be presented to DCHR for general feedback and then to the Chancellor and Board of Trustees for adoption.</li> <li>Maria Urenda shared that she is glad that DCHR and EEOAC did not merge. She echoed Andrea in stating that it was made clear to DCHR at the last meeting that it is the EEOAC's charge to create the EEO Plan and it is not in the purview of DCHR to review and edit the plan.</li> </ul> | <ul style="list-style-type: none"> <li>Update EEO Plan</li> </ul>                        | <ul style="list-style-type: none"> <li>ASAP</li> </ul> | Andrea Ingley<br>Laura Barroso<br>Chancellor<br>Gillespie |



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|-------------|--|-------------------------|------------------------|-------------|
|             | <ul style="list-style-type: none"> <li>• Andrea Ingley explained that she removed the Legal Authorities and Review and Accountability sections from the EEO Plan since that information will now be included in the revised AP. She also shared that she updated legal definitions throughout, and added hair texture and hair style under the EEO &amp; Nondiscrimination Employment Policy Statement Section per legislative updates.</li> <li>• Andrea Ingley shared the response from the attorney as to why it was not recommended to add weight and height to the EEO Plan. The attorney suggested that opening the doors to other potential categories means that resources will be spent evaluating demands for consideration and it is not clear whether resources spent in this manner will have a positive impact. Instead, proactive, mindful, and purposeful commitment to inclusion based on protected categories seems a more effective strategy to get the same result. Andrea Ingley continued to share that the attorney stated that we should protect ourselves from the draining and disruptive impacts of litigation that could occur once we start adding additional categories. Discrimination based on height/weight can be closely linked to other protected statuses.</li> <li>• Dana Boynton commented that she is satisfied with the addition of the last sentence to the protected classes section of the EEO Plan and thanked the committee members who spoke on her behalf in her absence.</li> <li>• Maria Urenda shared her appreciation for a response from legal to address the EEOAC's concerns.</li> <li>• Andrea Ingley stated that the complaint procedures section still needed to be revised and the Plan needed a finalized letter from the Chancellor.</li> <li>• Andrea Ingley strongly recommended that the EEOAC remove Plan Component 13 Persons with Disabilities because this is one of many protected categories and she did not see the need to highlight this category over others. She also explained that this is not one of the 13</li> </ul> |                         |                        |             |



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|---|--|----------------------|---------------------|-------------|
|   | <p>state required components which legal advised the committee to stick to.</p> <ul style="list-style-type: none"> <li>• Elissa Caruth stated that it is important to keep this section in the EEO Plan because it offers another layer of protection for people with disabilities. She also stated that she would like to advocate for keeping this information all in one place which can be easily found.</li> <li>• Maria Urenda commented in support of keeping the section in the EEO Plan for easy accessibility to the information.</li> <li>• Andrea Ingley also stated that she did not believe the accommodation process included in the plan was accurate for this District. She also stated that every job posting includes the instructions on what to do if an accommodation is required and questioned whether the EEO Plan was the best method of informing employees of the accommodation process.</li> <li>• Gloria Banuelos stated that the language would need to be updated because not all of the accommodation information is correct.</li> <li>• On motion by Dana Boynton and seconded by Elissa Caruth, the removal of the last two paragraphs of Component 13 Person’s with Disabilities and the addition of a link to the accommodation process was approved. All present were in favor.</li> <li>• Elissa Caruth requested that he or she, he/she be changed to they throughout the document.</li> <li>• Andrea Ingley also recommended a new strategy be added to Component 14 for reviewing and revising all BP/APs through a DEI lens. There was a general consensus to do so.</li> </ul> |                      |                     |             |
| <p><b>AP 3420 Equal Employment Opportunity Plan</b></p> | <ul style="list-style-type: none"> <li>• Andrea Ingley shared the revisions she made to AP 3420 EEO Plan. She stated that she changed the title by removing the word “Plan” and included the recommendations from CCLC, which also included the legal requirements from Ed Code. She explained that the revised AP includes guidelines and requirements for the EEO Plan, as required by the CCLC.</li> </ul>  | <p>N/A</p>           | <p>N/A</p>          | <p>N/A</p>  |



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|--------------------------|---|--|--|--------------------|
|                          |   |  |  |                    |
| <b>Future Items</b>      | <ul style="list-style-type: none"><li>N/A</li></ul>   |  | N/A  | N/A                |
| <b>Non-Agenda Items</b>  | <ul style="list-style-type: none"><li>N/A</li></ul>   | N/A  | N/A  | N/A                |
| <b>Next Meeting Date</b> | <ul style="list-style-type: none"><li>The next meeting date was rescheduled to Friday, November 19, 2021 from 8:30 a.m. to 10:30 a.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