



Minutes – February 5, 2025
1 p.m.-2 p.m.
Via Zoom

Members Present: Laura Davis, Yaira Hicks, Nadia Khan, Nick Mortaloni, Charlie Ng, dara Perales, Edward Pohlert, Wendy Stewart

Members Absent: Al Nyman

Resources: Jenn Acfalle, Nashona Andrade, Chris Tarman

1. Review December 11, 2024 - Meeting Minutes
Minutes not reviewed.
2. EEO Grant Update

An overview was provided on the EEO grant and the Leadership Academy. The new employee onboarding process has started, and our first orientation has been completed with more to be scheduled soon. The Onboarding Hub is close to launching, pending a few more discussions on content. Orientations will be held every other month – schedule forthcoming.

3. Subcommittee Group Updates

1. Pre-Hire Strategy

- a. Hiring Tool and Video Series

Nashona shared the progress of updating the training video. She mentioned four critical areas that need to be addressed before the video can be recorded: 1) confidentiality agreement; 2) making data more digestible; 3) create an activity to differentiate between general and applied interview questions; and 4) integrating the onboarding piece into the post-hire phase of the training.

- b. MIST

Jenn proposed Erica take on an active role with the MIST training. Appropriate EEO training could be placed here for employees to review, however, it is important to show there is a clear connection between the training and EEO goals.

2. Hire Strategy

- a. Committee Member Feedback – Hiring Process

3. Post-Hire Strategy

- a. Exit-Interviews

Jenn and Sona will review and implement suggestions from the October meeting regarding Exit Interviews.

- b. Recruitment Video

Jenn provided an update on the progress of the recruiting video. The committee recommended the tagline “We transform lives.” Jenn will confirm with PIO if we can use it. Nadia provided a video storyboard template to use, and it was proposed to create a QR code or poster to gather feedback on “Who we are as MiraCostans.” The video will include footage of campus spaces, programs, and activities with an anticipated completed date by the end of the fiscal year. Jenn will schedule a third meeting for the recruitment video project.

4. EEO Plan Update

Nashona shared there was a good turnout for the EEO Faculty Hiring Committee training which was well received. Feedback is still being gathered on the training.

Nashona to revisit and potentially update the community member list for outreach.

Discussion was held regarding Chris possibly providing a narrative on the EEO Dashboard for the State Chancellor's Office's for the EEO Best Practices.

5. EEOAC Committee Members – Community Members

6. New EEO Officer

Charlie is retiring and the new EEO Officer will be Hayley Schwartzkopf, the new assistant superintendent/vice president of Human Resources.

7. Next Meeting – Wednesday, March 5, 2025, at 1 p.m. via Zoom.

Future Meetings:

- Wednesday, April 2, 2025, at 1 p.m. via Zoom
- Wednesday, May 7, 2025, at 1 p.m. via Zoom