



Meeting Minutes: EEOAC Committee

Date: February 28, 2024

Time: 4 p.m. – 5 p.m.

Location: Virtual

Attendees:

Charlie Ng
Maria Bucio
Edward Pohlert
Laura Davis
Luke Lara
Wendy Stewart
Nashona Andrade

Members Absent:

Nick Mortaloni
Sylvia Harrington

Resources:

Nashona Andrade
Shawna Sourivanh
Chris Tarman

Agenda:

1. Call to Order
2. Approve Previous Meeting Minutes
3. Equal Employment Opportunity and Diversity Academic Committee (EEODAC) Update
4. Equal Employment Opportunity (EEO) Plan • Next Steps
5. Other Business
6. Next Meeting – March 28, 2024

Note: For each item, consider discussing the topic, recommendations, and actions to be taken, including who is responsible and the timeline.

Minutes:

1. Call to Order:

- The Meeting was called to order by Charlie Ng at 4pm.

2. Approval of Previous Meeting Minutes:

- The minutes of the previous meeting held on February 1, 2024, were approved.

3. Equal Employment Opportunity and Diversity Academic Committee (EEODAC) Update:

Discussion:

- **State (Charlie):**
 - Innovative Best Practices memo referenced and completed.
 - Reports challenges throughout the state.
 - Annual certification of EEO Plan.
 - Charlie will share updates as they are completed.
- **California Community Colleges (CCC) Registry Challenges and Updates:**
 - **Challenges:**
 - Threat of security breach.

- Outdated system.
- **Updates:**
 - Revamping for a soft launch this summer, followed by a full launch in winter.
 - Updating graphics.
 - Adding interviews and conference information for CCC system employees.
 - Volunteer colleges will support development.
 - State's Diversity, Equity, and Inclusion (DEI) glossary will be revised annually from California Community Colleges Organization (CCCCO).
 - Graded against standards and use of modern language.

Decision:

- No decisions were made during this update.

Action Items:

- **Charlie:**
 - Share updates on the Innovative Best Practices memo as they are completed.
 -

4. Equal Employment Opportunity (EEO) Plan • Next Steps:

Discussion:

- Reference [eeo-plan.pdf \(miracosta.edu\)](#).
- Committee members reviewed Section 13: (Pre-Hire, Hire, Post-Hire):
 - IDEA, EEOAC, and HR will review and make recommendations as needed.
 - Aim for a statement from committees this year.
- **Wendy (IDEA Advisory Representative):**
 - IDEA's goal is to examine board policies and administrative procedures to align with the overarching goal of being an anti-racist institution.
 - Review IDEA-related board policies and administrative procedures.
 - Survey committees/groups district wide for policies and procedures review by the end of March or in April.
 - Key stakeholders involved include the Superintendent/President, Assistant Superintendent/Vice President, Chief IDEA Officer and/or policy-making bodies (party responsible for steering policy).
 - Legal advice should be sought and structured.
 - Formal review process with stakeholder input and routing recommendations to college counsel.
 - Equity-focused reviews of board policies and administrative procedures will occur every one to three years, with recommendations based on findings.

- IDEA's mission is to actively dismantle systems disproportionately affecting minoritized students and staff.
- **Alternative Strategies and Resources for Applicants:**
 - Partner with a videography company.
 - Update Senate practices and ranking system for Faculty Hiring Committee Training.
 - HR will update the website and ranking system with applicants.
 - Discuss pre-hire strategy priorities.
 - Refine data usage and outreach strategies, including enhancing participation in interview committees and training.
- **Faculty Hiring Committee Training:**
 - Necessary annual training in January.
- **Outreach Strategies:**
 - Developed dashboard tool.
 - Departments to identify top ten colleges and universities for relevant fields.
 - Establish relationships with these institutions.
 - Address challenges with dashboard usage.
 - Present new partnership approach at the Academic Senate.
 - Leverage faculty connections and networks for recruitment.
 - Edward proposed HR detail outreach efforts.
 - Charlie emphasized leveraging relationships and networks for recruitment support.
 - Luke suggested taking a futures approach to hiring.

Decision:

- Agree on the focus for the pre-hire strategy and implementation of the dashboard tool.
- Approve the refinement of outreach strategies and faculty training.

Action Items:

- **Wendy:**
 - Continue examining board policies and administrative procedures for IDEA alignment.
- **HR:**
 - Update the website and postings related to the ranking system for Faculty Hiring Committee Training.
- **Nashona:**
 - Use and address challenges with the dashboard.
- **Luke:**
 - Present the new partnership approach at the Academic Senate.
- **Edward:**
 - Provide details on outreach efforts.
- **Charlie:**
 - Refine data usage and outreach strategies.
 - Leverage relationships for recruitment support.



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- Address adverse impact data and new onboarding initiatives funded by EEO grant.

5. Other Business:

Discussion:

- National Association of Diversity Officers in Higher Education (NADOHE):
 - MiraCosta representative will participate in NADOHE to gather resources and methods for policy reviews.

Decision:

- No decisions were made during this discussion

Action Items:

- **MiraCosta Representative:**
 - Participate in NADOHE and gather resources for policy reviews.

6. Next Meeting:

- Goals for the next meeting include defining deliverables and setting deadlines to move forward.
- March 28, 2024, 4pm.

Adjournment: Meeting adjourned by Charlie Ng.