



Meeting Minutes: EEOAC Committee

Date: March 28, 2024

Time: 4 p.m. – 5 p.m.

Location: Virtual

Attendees:

Charlie Ng
Maria Bucio
Edward Pohlert
Laura Davis
Wendy Stewart
Chris Tarman
Nashona Andrade

Members Absent:

Sylvia Harrington
Shawna Sourivanh
Luke Lara

Resources:

Nashona Andrade

Agenda

1. Call to Order
2. Approve Previous Meeting Minutes
3. IDEA Advisory
4. Equal Employment Opportunity (EEO) Plan/Strategy Updates
5. Sexual Orientation Gender Identity Data
6. Other Business
7. Next Meeting – Thursday, April 11, 2024, 4-5 pm

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 4:00 PM.

2. Approval of Previous Meeting Minutes:

The minutes of the previous meeting were approved.

3. IDEA Advisory:

Discussion:

- A survey form has been launched to evaluate IDEA efforts across the district.

Decision:

- Determine if the survey completion encouragement email should include the EEOAC charge for clarity.

Action Items:

○ **Charlie Will:**

- Email all EEOAC members to encourage survey completion.
- Attach the EEO plan and relevant details.
- Attach the IDEA Survey Worksheet Google document.
- Inform members that the next meeting will involve group discussion to reach consensus on the responses.

- Recommend including the EEOAC charge in the email for clarity.

4. EEO Plan/Strategy Updates:

Discussion:

- Overview of EEO Strategies:
 - **Pre-Hire:** Revise policies and procedures; develop videos and resources for applicants.
 - **Hiring:** New data gathering tools (e.g., dashboard); enhanced mandatory training and Board member training; new advertising strategy and enhanced data analysis.
 - **Post-Hire:** Exit interviews; new onboarding experiences and leadership development; adverse impact analysis.
- Implementation will be driven by HR and RPIE.
- Focus on dashboard development and its use for connecting with colleges and universities.
- Strategies include engaging with senators, colleges, and community members to promote recruitment and leveraging ERG relationships with schools that graduate HR-related professionals.

Decision:

- Agree on immediate actions for recruitment, including identifying new placements and establishing relationships with colleges early.
- Decide on the promotional campaign for the dashboard and the approach to its objectives.

Action Items:

- **Immediate Actions:**
 - Identify new placements in divisions for fall and establish early relationships with colleges.
 - Reach out to colleges and universities to attract candidates.
 - Engage with stakeholders, including Classified and Academic Senates and College Councils.
 - Promote the dashboard as a valuable recruitment tool.
- **Chris:**
 - Propose the recruitment strategy to the admin committee on the classified side to enhance recruitment efforts within the RPIE community.
- **Nick:**
 - Suggest applying the same strategy to part-time (PT) faculty.
- **Nashona:**
 - Create a job aide/dashboard playbook.
- **Wendy:**
 - Clarify the dashboard's purpose, set measurable goals, and assess its impact. Address questions such as:
 - What data led us to create this dashboard?

- What outcomes are we aiming to achieve?
- How will the dashboard be utilized?
- How will its impact be measured?
- **Nick:**
 - Develop a promotional campaign for the dashboard, similar to the Sexual Orientation & Gender Identity (SOGI) data campaign, with clear objectives and a call to action.

5. **Sexual Orientation and Gender Identity (SOGI) Data:**

Discussion:

- Nick provided an update:
 - SOGI teammates have conducted a roadshow to highlight the importance of collecting SOGI data across various ERG groups.
 - They are sharing insights into the usage and significance of the data.
 - The goal is to achieve an 80% completion rate for SOGI data updates in Workday (WD), similar to the race and ethnicity data.
 - The data will help inform better decisions by comparing representation among students and staff.

Decision:

- Confirm the target completion rate of 80% for updating SOGI data in Workday.

Action Items:

- **Nashona:**
 - Provide the updated SOGI data to the SOGI team.

6. **Other Business:**

- Charlie will send the updated agenda with the correct dates.

7. **Next Meeting:**

- Thursday, April 11, 2024, 4:00 - 5:00 PM.

Adjournment:

The meeting was adjourned by Charlie Ng.