Minutes – May 2, 2024
4 pm – 5pm
Meeting via Zoom

Members Present: Charlie Ng, Wendy Stewart, Luke Lara, Sylvia Harrington, Mario Bucio, Laura Davis

Members Absent: Nick Mortaloni, Albert Nyman, Edward Pohlert

Resources: Nashonda Andrade, Christopher Tarman

Absent Resources: Shawna Sourivanh

1. Review of Main Committee Goals:
   - Goal 1: Develop, revise, and implement EEO programs and plans.
   - Goal 2: Promote an understanding and support of equal opportunity and non-discrimination policies and procedures.
   - Goal 3: Sponsor Events, training, or other activities that promote equal employment opportunity.

2. Referenced Outline EEOAC HR Related Work Document: EEO Work Ahead.doc
   - List District & College Activities for Pre-Hire, Hiring, and Post-Hiring EEO strategies schedule identifying timetables for implementation.
   - Discuss the shift to implementation phase for next two years, HR's role to complete the work, and how the EEOAC will help.
     - Work has been identified and now we need representatives from the committee to help with various aspects: promoting understanding of things, engaging in training, revising policies or whatever else is needed for implementation.
   - Discuss partnerships necessary from committee members to support the work.
     - Each committee member considers which assignments are most interested in supporting, the partnerships needed and abilities of time management to be able to provide the support in these areas.
     - Committee members identified areas in the planning document where they can make the most meaningful contributions based on their abilities, the committee can focus their efforts effectively and maximize their impact. Leveraging groups strengths and expertise to address the most critical aspects of the plan.
     - Discuss what has been implemented thus far. New analysis that we didn't have before, such as, videos and IDEA advisory.
     - Discussed plan progress reporting requirements to Chancellor's office and to the State.

- Some discussion on committee member shifts regarding two-year timeline; members ability to continue involvement with committee for the full timeline and impact of these shifts on this plan.
- Brief discussion on the Board appointment process for committee members.

3. EEO Grant Update
   - EEO Grant informative update.
   - State Grant: $150K 23-24, $150K 24-25 to fund 2 projects: Leadership and Onboarding. Reference: TF EEO IBP Grant Report 4.28.24.pdf
   - Expenditures reported on 4/30/2024 as we head into the second year. Year two actions will finish up resources for onboarding and complete leadership development implementation.
   1.) <u>Onboarding:</u> Finished draft for orientation slides, identified framework for a 2.5-day orientation which includes area tours. Currently drafting check in's templates identified for 30-60-90 days. HR is giving feedback along the way.
      - Committee member Nashona provided feedback on existing student tours to incorporate and modify for purposes of employees with some analysis of areas/assignment/role/responsibility for each area.
   2.) <u>Leadership</u> – Program from USD is being modified for Mira Costa needs, we have identified who presenters will be, there will be an invitation to admin and EEOAC committees to pilot this, test before going public. Training consists of 9-10 modules, 2-2.5-hour sessions, 2 weeks apart, taking place over a full year. The pilot will be designed to gain feedback and fill in holes before providing to the population, consisting of up to 30 volunteers/campus leaders/committee members/faculty/classified professionals.

4. Statewide EEO District Advisory Committee Update
   - Reference Statewide EEO District Advisory Committee meeting notes.
   - At statewide EEO Committee meeting discussion on grant and expectations. There is also annual certification that we must complete Due June 30. HR will complete the annual reporting.
   - CCC Registry is a website for jobs at all community colleges, it is being revamped and completely reconstructed to instill IDEA related concepts in the way the information is presented and accessed. Currently redesigning registry, job fair website, and applicant tracking system. This redesigned improvement will take approximately two months for implementation. We are receiving demos of good work being done at statewide level.
5. Determining Fall meeting dates and times.
   - Committee Members for Fall are being determined, once determined work with the go-forward members to solidify fall schedule.

Thank the Committee members for their contributions this year!