



Meeting Minutes: EEOAC Committee

Date: September 11, 2024

Time: 1 p.m. – 2 p.m.

Location: Virtual

Attendees:

Charlie Ng
Dara Perales
Yaira Hicks
Edward Pohlert
Nick Mortaloni
Nadia Khan
Wendy Stewart
Al Nyman

Members Absent:

N/A

Resources:

Nashona Andrade
Jenn Acfalle
Chris Tarman

Agenda:

1. Call to Order
2. Approve Previous Meeting Minutes
3. Welcome and Introductions
4. 2023/24 EEOAC Reflection
5. EEO Grant Update
6. EEO Plan Strategy
7. EEOAC Training – New Committee Members
8. EEOAC Committee Member Application
9. Determine 2024/25 Meeting Dates and Times
10. Student and Community Committee Members
11. Other Business
12. 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 2pm.

2. Approval of Previous Meeting Minutes:

- Confirmed minutes of the previous meetings held in 2023/24 all posted to website.

3. Welcome and Introductions

Introductions:

- Charlie Ng - Chair, Equal Employment Officer
- Wendy Stewart, Ed.D. - Chief Inclusion, Diversity, Equity & Accessibility Officer
- Nick Mortaloni, Ed.D. - Administrator, Dean Student Services
- Dara Perales - Faculty, Instructor
- Edward Pohlert, Ed.D. - Faculty Member, Counseling

- Yaira Hicks - Classified Member, Student Services
- Nadia Khan - Classified Member, Instructional Designer
- Chris Tarman - Resource, Dean, Administration
- Nashona Andrade - Resource, Human Resources Supervisor
- Jenn Acfalle, Ed.D., SPHR, SHRM-SCP - Resource, Human Resources Director
- Al Nyman - Community Member
- Dani Thornberry, SPHR - Executive Assistant, Meeting note taker

Discussion:

- Chris: Expressed enthusiasm about the progress and ideas emerging from the committee. Highlighted the potential of using the recruitment tool developed to better understand and leverage the diversity data. Emphasized the importance of creating strong departmental relationships to build a pipeline for increased campus diversity.
- Edward: Discussed the evolution of the committee's focus from initial Chancellor's office reports to a more action-oriented approach. Praised the group for its data-driven strategies and systemic changes, noting the effectiveness of an accountable and results-oriented committee. Appreciates the talent and potential for impactful systemic changes within the team.
- Wendy: Emphasized the importance of her role in shaping the Office of IDEA and its impact on employee diversity. Highlighted the shift from establishing resources to examining and revising policies and practices to effect tangible changes. Expressed anticipation for future progress and the impact on recruitment and hiring practices with a focus on racial and social justice.
- Nashona: Valued the opportunity to be part of the committee and appreciated the rapid progress and progressive nature of the group. Noted the relevance of the committee's work to her roles in HR, recruitment, and onboarding. Highlighted the importance of networking and collaboration beyond departmental boundaries as a key benefit of her participation.

Decision:

No decisions were made during this update.

Action Items:

- Chris:
 - Continue leveraging the recruitment tool for data analysis.
 - Support the development of departmental relationships to build a diversity pipeline.
- Wendy:

- Lead efforts to review and revise policies and practices with a focus on racial and social justice.
- Nashona:
 - Utilize committee insights to enhance recruitment and onboarding processes in alignment with the annual report.

4. 2023/24 EEOAC Reflection

Discussion:

- Members shared experiences and expressed eagerness to learn and contribute.
- Open floor for questions to help new members get oriented.

Decision:

- No decisions were made during this update.

5. EEO Grant Update

Discussion:

- Current leadership development program in progress with approximately 20 participants.
- Feedback from participants has been positive, fostering new relationships and enhancing skills.

Decision:

- No decisions were made during this update.

6. EEO Plan Strategy

Discussion:

- Discussed three main categories: Pre-hire, Post-hire, and Overall Process Improvements.
- Pre-hire strategies include revising policies and creating applicant resources.
- Post-hire strategies focus on data analysis and improving training around equity and diversity.
- Emphasis on enhancing mandatory training beyond legal requirements.
- Opportunities for members to provide input based on their experiences and expertise.

Decision:

- Subcommittee groups were determined as below:

Pre-hire

- Review and revising policies and procedures (Wendy, Nick, Yaira)
- Creating videos and other applicant resources (Edward, Wendy, Nadia)

Hire

- New data gathering (dashboard/HR)
- Enhance mandatory training (~dara, Nick)

- Training for board members (~dara, Nadia, Nick)
- New advertising strategies
- Enhance data analysis (Yaira)

Post-Hire

- Exit interviews (Edward)
- New onboarding experiences and leadership development (Wendy, Nadia, Nick)
- Adverse impact analysis

Action Items:

- Subcommittee groups will convene between committee meetings to work on and provide input for the established assignments.
- Committee Members:
 - Express interest in specific areas of the EEO plan for future contributions.

7. EEOAC Training – New Committee Members

Discussion:

- There is some training required for committee members, which will be scheduled separately from this meeting.

Decision:

- No decisions were made during this update.

Action Items:

- Chair (Charlie) will provide training for new committee members.

8. EEOAC Committee Member Application

Discussion:

- New committee members will need to fill out an application

Decision:

- Chair (Charlie) will lead these efforts outside of committee meetings.

Action Items:

- Chair (Charlie) will follow up and work with new committee members on the application process.

9. Determine 2024/25 Meeting Dates and Times

Discussion:

- Proposal to meet every 2-4 weeks.
- Subgroup meetings suggested for focused work in between committee meetings.

Decision:

- Subgroup meetings will be coordinated through HR.

Action Items:

- Charlie Ng, Nashana, and Jen:



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- Coordinate to outline the EEO plan and schedule subgroup meetings.
- Reach out to committee members for input on training and strategies.

10. Student and Community Committee Members

Discussion:

- Discussion on how to engage and recruit members from the student body.

Decision:

- No formal decisions were made during this update.

Action Items:

- Nick: Follow up with ASG to appoint a student member who can attend scheduled meetings.

11. Next Meeting: November 6, 1-2 pm.

Adjournment: Meeting adjourned by Charlie Ng.