



Minutes – November 30, 2022
4 p.m.-5 p.m.
Meeting Held via Zoom

Members Present: Maria Bucio, Emely Gutierrez, Kristina Londy, Nick Mortaloni, Charlie Ng, Edward Pohlert, Wendy Stewart

Members Absent: Lesley Doig, Melissa Johnson, Al Nyman,

Resources: Chris Tarman

Charlie welcomed Wendy Stewart as the committee's newest member.

1. Review November 8, 2022 Meeting Minutes
The committee reviewed the November 8, 2022 meeting minutes.
2. [Newly Approved EEO Regulations](#)

The board of governors approved the regulations for EEO. Charlie encouraged the committee to take some time to review the document and he went over some highlights:

- §53001. Definitions – The committee will need to review the current definitions in the regulations and update our EEO plan accordingly. Role of EEOAC has been changed to develop plan.
- §53003. District EEO Plans - Plan routing has changed. The plan must be submitted 90-days in advance to the Chancellor's Office before it is submitted to our board for approval and must include annual goals and an assessment of the goals and whether we are meeting them. The Chancellor's Office will make comments on the plan then send back to the district for board review and approval.
- Reviewed required elements to include in the plan e.g., pre-hire and post-hire strategies (new). This section in the regulation includes options of strategies that can be used and other practices for applicant analysis.
- §53004. EEO Plan Analyses and Annual Report to Chancellor – all applicants and employees must be assigned a job category.
- §53005. District Advisory Committees – EEOAC will help implement district EEO programs and plans. The committee needs to be a diverse membership.
- §53006. District Analyses of Longitudinal Data – With the new categories, we will need to go back five years and add to our data already collected to include this information. The information will be used to identify and assess any underrepresentation of monitored groups through all phases of hiring. We need to utilize private sources to assess if we are underrepresented in certain categories. We do not have information on retention or promotion which will need to be added. It would be good to have Shawna at a future meeting to speak to this and to have another campaign to provide employees another opportunity to self-identify. Concern was stated that our LGBTQIA+ data is not reflected.

- §53020. District Responsibility and Delegation of Authority – EEO Officer designated to oversee the implementation of the requirements set forth in the regulations. Governing board needs to be trained on EEOAC and our hiring committee training.
- §53021. Recruitment – No changes.
- §53022. Job Announcements and Qualifications – Job announcements, “where applicable, ...shall also indicate the possibility of meeting minimum qualifications through equivalency...” for a more inclusive and diverse pool.
- All position announcements need to show “sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, ‘shall be’ considered a core system competency and job requirement.
- The terms desired or preferred qualifications are terms that should be limited so there is no bias. EEO Officer needs to approve the use.
- §53023. Applicant Pool Review – (c) “Districts shall conduct an initial demographic review of the qualified applicant pool before an application deadline for a district position closes...”
- (d) “The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool.”
- §53024. Screening and Selection Procedures – (c) struck out seniority or length of service reference to position and can be considered only if they are relevant to posted job qualifications.
- (f) The governing board may reject all candidates and order further review by the screening committee. If you are not meeting your EEO goal objectives, you should not be hiring a person.
- §53024.1 Strategies for Achieving Institutional Diversity - our EEO plan can say we still complete climate surveys, training to eliminate bias, provide programs to support new employees, audit and maintain job descriptions, cultural training of board. There are several strategies we can use.
- §53024.2 Accountability and Corrective Action – We need to review language on EEO funds.
- §53033. Failure to Report – Outlines consequences of failure to report.

Charlie would like to spend more time with the committee to review and strategize on the significant changes for the plan. Charlie has asked Eva to start revising the EEO plan with the updates and the demographic analysis data will need to be added.

All committee members are asked to review and familiarize themselves with §53024.1 Strategies for Achieving Institutional Diversity for our next meeting to determine the items to add to the plan.

Charlie will begin working on gathering data to show the committee how we can begin making changes to the EEO plan and will start populating the goals. The tentative date to have a draft of the plan is by spring.

3. Cancelled: December 7, 2022 – 4 p.m. – meeting.

Next Meeting: January 25, 2023 at 4 p.m.