



**Minutes – December 11, 2024**  
**1 p.m.-2 p.m.**  
**Via Zoom**

**Members Present:** Laura Davis, Yaira Hicks, Nadia Khan, Edward Pohlert, Charlie Ng, Nick Mortaloni, dara Perales, Wendy Stewart

**Members Absent:** Al Nyman

**Resources:** Jenn Acfalle, Nashona Andrade

1. Review November 6, 2024 - Meeting Minutes  
Committee reviewed meeting minutes. No changes. Any corrections, please let Eva know.
2. EEO Grant Update
  1. Leadership Development – Wendy provided a brief overview of the Leadership Academy training she did on Fostering Inclusive Environments. Her last session was shortened due to unforeseen circumstances. Feedback on the module was positive.
  2. Onboarding – The first New Employee Orientation was held on December 4, 2024, and approximately 15 employees attended. The focus of the orientation was on the college’s mission, vision, and values. Employees had the opportunity to engage in exercises to reinforce the training goals and also addressed different forms of harassment and resources available to them such as benefits.
3. EEO Plan Subcommittee Group Updates
  1. Pre-Hire Strategy
    - a. Hiring Tool and Video Series  
Jenn reported progress on the recruitment advertising platform RFP, with the evaluation set to begin on January 7 with Procurement. We are on schedule to get it approved by the board in March and implement it on July 1. If a different vendor is selected, there will be additional steps to take.
    - b. MIST
  2. Hire Strategy
    - a. Committee Member Feedback – Hiring Process  
Nashona sent out the draft of the EEO hiring committee training and received feedback on it and will adjust where necessary based upon the comments.
  3. Post-Hire Strategy
    - a. Exit-Interviews
    - b. Recruitment Video -- Work will begin on video production in the new year. Work on the storyboarding will begin in the new year. KOCT is being looked at as the potential vendor.
4. EEOAC Committee Members – Community Members  
The committee discussed the idea of recruiting a community member to serve on the committee based on the biggest gap identified in our EEO plan. The current list of potential community members has been shared with the recruitment team, and they are reviewing the list on ways how the information can be utilized for recruitments. A question was raised on clarification on the criteria that is being used to select a representative. Charlie suggested that the criteria should be the biggest gap identified in our plan, such as a need for a Hispanic/Latinx representative. Wendy agreed with the idea but pointed out that the term 'biggest' could be subjective.

The committee also discussed the need to define what community member participation

on the committee would be to provide a better understanding of their role. E.g., Improve our recruitment, our applicant pools, gaining perspective.

Discussion was held on the process of identifying and appointing members for the EEOAC committee. The committee considered the idea of reaching out to specific organizations to identify potential candidates, rather than relying on an open call. The committee looked at candidates completing an interest form, however, some felt it might create barriers for potential candidates to express an interest. We can continue the discussion on the interest form at the next meeting on whether it should be part of the committee recruitment process. Wendy will provide wording for the advertisement of the positions. The group decided to finalize the discussion on the EEO plan and potential recruitment strategies in the next meeting.

5. **2025 Meeting Dates – January – May**  
The committee agreed to meet on the first Wednesday of each month at 1 p.m.
6. **Next Meeting – TBD**  
The next meeting is scheduled for February 5, 2025, at 1 p.m. via Zoom.