

EEO & DIVERSITY ADVISORY COMMITTEE (DISTRICTWIDE)

MINUTES

MEETING/WORKING SESSION

Monday, April 20, 2026

3:15 PM to 4:27 PM

LOCATION: Zoom

Zoom Link: <https://sjeccd-edu.zoom.us/j/89631414171>

Meeting ID: 896 3141 4171

Item	Topics
1	Introductions & Check-In: <u>Present:</u> Ariana Estrada, Bianca Lopez, Elvira Valderrama-Rodriguez, Henry Estrada, Joyce Lui, Josephine Aguirre, Mark Branom, Sam Ho, Sylvia Min
2	<u>Action:</u> Approved Minutes of March 16, 2026 Meetings/Working Session: Henry Estrada moved to approve. Mark seconded. All approved except two abstentions due to absence at the meeting: Sylvia Min and Bianca Lopez.  EEO.MINUTES for DistrictwideEEO-Div
3	EEO & Diversity Plan Implementation Review and Recommendations A. Pre-Hiring Strategies (ongoing) 1. Provide training to employees, students & trustees. (53024.1(d)) <u>A1A. Identified dates (Fridays) for DEIAA Training:</u> DEIAA Full-day Training sessions are scheduled for: A1A.1. Friday, February 27, 2026 (needed to reschedule) A1A.2. Friday, April 24, 2026 (HR has not confirmed to proceed) A1A.3. Friday, September 25, 2026 A1A.4. Friday, November 6, 2026 <u>A1B. Identified dates (Fridays) for EEO Training:</u> A1B.1. Friday, February 6, 2026 (Done) A1B.2. Friday, March 6, 2026 A1B.3. Friday, September 18, 2026

2. Convey in publications and website the district's commitment to diversity & EEO. (53024.1(j))
3. Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals (HR).
4. Collect additional data and drill down into the data to better pinpoint where UR and adverse impact exist, and the causes of UR (HR).

B. Hiring Strategies (ongoing)

1. Consistent and ongoing training for hiring committees. * (53024.1(c)) *Cross reference EEO Plan Component 8.
2. Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))
3. Assess "sensitivity to diversity" of all applicants. (53024.1(l))
4. Dedication of specified staff to EEO.
5. Focused outreach and publications.
6. Recruitment efforts and strategies (HR) such as:
 - Use of demographic data
 - Job Fairs
 - Community College Career Connect
 - Relationships with external organizations & colleges
7. Affinity Groups: Provide support for affinity groups and include them, as appropriate, when requesting feedback from constituency groups

C. Post-Hiring Strategies (ongoing)

1. Conduct campus EEO & Diversity climate surveys & use this information. (53024.1(a))

IESS Executive Director Dr. Joyce Lui met with the Committee to review the survey questions that were finalized per her meeting with Vice Chancellor of Education Dr. Jeremy Brown, Chief Communications Officer Ryan Brown, and Committee Co-Chair Sam Ho.

Bianca Lopez recommended to add another question for respondent to ask any other questions or suggest what need to be improved. Question 7 will be added for respondents to state any comments or suggestions on above-mentioned areas. Sylvia Min asked what if a respondent does not know enough to respond to a question about recruitment process. Another choice such as "unfamiliar" would be added for the response. Another suggestion was to provide an incentive for completing the survey such as gift cards. There are no further concerns relating to presented survey questions. The survey will be conducted during the week of May 4, 2026 if possible, pending the Chancellor's approval.

2. Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))

4	EEO Fund Update & Budgeting Currently HR does not have a form for requesting EEO Fund to cover certain events. HR will provide the list of eligible or ineligible expenses for using the EEO Fund.
5	EEO & Diversity Workshops and Events: Thanks to Mark Branom for being on the EEO & Diversity Workshop Panel on “How to Improve the Working and Learning Environment” at SJCC’s March 20, 2026 PDD Breakout Session. Attendees were actively engaging providing their input throughout the workshop.
6	Announcement: Sylvia Min announced that there will be an Accessibility Workshop on Friday, April 24 from 11 AM to 12:00 PM at EVC. Please attend.
7	Adjournment: 4:27 PM. Next meeting(s): 5/18/2026 (3:15 PM – 4:15 PM, Third Monday of each month plus additional meetings as needed).