

EEO & DIVERSITY ADVISORY COMMITTEE (DISTRICTWIDE)

MINUTES

MEETING/WORKING SESSION


Monday, November 25, 2024

3:30 PM to 4:40 PM

LOCATION: Zoom

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

Meeting ID: 896 3141 4171

Item	Topics
1	Introductions & Check-In: Present: Dio Shipp (<i>perfect attendance since October - first month at SJECCD. Others' attendances are almost perfect: -</i>), Elvira Valderrama-Rodriguez, Bianca Lopez, Moni Dickerson, Heidi Kozlowski, Sam Ho
2	Action: Approved October 28, 2024 Meeting/Working Session minutes. (Moni motioned to approve. Bianca seconded. <u>Unanimously approved</u>).  EEO.MINUTES for DistrictwideEEO-Div
3	Discussion: EEO & Diversity Plan 3-Year Implementation Review and Recommendations for: A. Pre-Hiring Strategies (Training Topics for DEIAA Series) B. Hiring Strategies (Develop process for appointing & training EEO/Equity Representatives) C. Post-Hiring Strategies (Climate survey) <u>Accomplishments to date include:</u> 1. <u>July 17, 2024:</u> Committee held a Retreat/Work Session to lay out the overall plan for implementing the strategies. 2. <u>September 30, 2024:</u> Committee went over possible DEIAA training topic series. Will continue to fine tune.

3. October 28, 2024: Committee began discussion on establishing a pool of EEO representatives to serve as a resource for screening committees. Goal is to have approximately 10 EEO representatives within the first year.

4. November 25, 2025:

Committee reviewed and discussed:

4.1 PowerPoint presentation (25 slides) that a trained EEO representative would need to highlight for screening committees.

4.2 Climate Survey Questions Draft

A. Pre-Hiring Strategies (Training Topics for DEIAA Series)

B. Hiring Strategies (Develop process for appointing & training EEO/Equity Representatives)

B.1 Section: Training for hiring committees

Approximately 100 vacancies are filled each year, meaning approximately 100 screening committees per year.

B.1.1: Develop process for appointing EEO/Equity Representative to screening/hiring committees.

- How do we roll out this process? (Elvira)
Sam reached out to the College Presidents and HR Vice Chancellor last week. Will continue reaching out to other leaders to explain about the EEO & Diversity Plan strategies, and seek support.
- Attorney Laura Schulkind is one of the trainers on EEO & Diversity (Dio).
- How to recruit potential EEO representatives? Do they have to participate in all meetings throughout the screening process (including first meeting, interviews, and finalist recommendations? (Bianca)

- Ideally (Dio)
- Yes, ideally if possible, and must attend the first meeting. When Sam served as EEO representative for screening committees, he kept a record of 126 screening committees that he served on in one year and a half (1.5 years). This is insufficient and unsustainable because one person can only do so much, and had only 20 minutes at the first screening committee meeting, but could not be more involved. Quality will suffer.

- The hiring process needs to be consistent for full-time and associate faculty positions in order to be in full compliance with District hiring policy. There does not seem to be a policy and/or procedure for hiring associate faculty. Hiring committee members need to have screening committee EEO and Diversity training similar to training for full-time faculty positions. (Heidi)
- Should do a self-study of this EEO representative PPT presentation to Academic/Classified Senates, Administrative Councils, and constituency groups so there is buy-in. (Moni)
- Establish a training calendar for people to plan. (Elvira)

B.1.2: Update screening committee training including “Equity” and “Sensitivity.”

B.1.3: Develop training for EEO/Equity reps and hiring Managers.



Screening Committee
EEO Reps2024Oct28

C. Post-Hiring Strategies

C.1 Section: **Climate Survey (Draft)**



SJECCD Climate
Survey Questions Dr

Climate Survey Questions Draft (Attached. Source: AI) related to these following areas:

1. General Campus Climate
2. Diversity, Equity, and Inclusion
3. Safety, Respect and Security
4. Academics and Support Services and Professional Development
5. Facilities and Technology
6. Student/Employee Engagement and Communication
7. Feedback and Improvement
8. Personal and Professional Growth
9. Open-Ended Questions
10. Demographic Information (Optional but useful for analysis)

Discussion and Recommendations:

Narrow down these areas to mainly focus on EEO & Diversity DEIAA areas, and focus only a limited number of survey questions to achieve higher level of responses.

Open ended questions are the most important.

Share the survey results:

11. Delivery (the survey)
12. Results
13. Share

- Don't do a survey that do not have the resource to implement changes.
- There are professionals who do surveys and show different pictures of data points.
- What do we do with a data point such as there are four managers within the past three year within a department? Address the problem.
- Contract term can affect retention. This starts from the top. The top management needs to be stabilized.

	<ul style="list-style-type: none">• How to bridge the campuses?• Avoid stirring up issues.• The biggest issues are: professional growth and retention. This should be done via the exit survey process.
4	Adjournment: 4:40 PM Next meeting(s): February 24, 2025 (Last Monday of each month plus additional meetings as needed).