

# EEO & DIVERSITY ADVISORY COMMITTEE (DISTRICTWIDE)

## MINUTES

### MEETING/WORKING SESSION

Monday, September 30, 2024



3:00 PM to 4:00 PM (could extend to 4:30 PM as needed)

LOCATION: Zoom

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

Meeting ID: 896 3141 4171

Items	Notes
1	<b>Introductions &amp; Check-In</b> <b>Present:</b> Dillan Ortiz, Sam Ho, Cristina Leal, Julinda LeDee, Bianca Lopez, Kishan Vujjeni, Henry Estrada, Vicki Brewster, Yesenia Ramirez
2	<p>A question was asked about payment for Classified Professionals' time attending the July 17, 2024 retreat/working session. Sam said he will ask Vice Chancellor of HR by tomorrow.</p> <p>Note: Please see follow-up email response from Sam dated October 2, 2024:</p> <p><b>From:</b> Ho, Sam <b>Sent:</b> Wednesday, October 2, 2024 3:18 PM</p> <p>Dear Districtwide EEO &amp; Diversity Advisory Committee Members/Constituency Representatives:</p> <p>As a follow-up of our September 30 meeting, I asked regarding payment for time serving on the Committee. Please see the following response from HR Vice Chancellor Shairon Zingsheim:</p> <p><i>"I wanted to follow up on a question about paying classified employees to participate in the EEO committee. Classified employees and managers receive regular pay for committee participation and for engaging in district-wide events. Unless the meetings are held outside of normal working hours, employees are already paid and there would be no other way to compensate them above and beyond. Conversely, faculty who attended the EEO committee retreat or meetings when they are off contract are entitled to payment as they are on unpaid status.</i></p> <p><i>"I do recall the concern that classified employees often experience a backlog of work when they are participating on committees and that might be the issue. We would have to look at each individual situation as well as the number of committees the employee(s) are participating on and what is causing the backlog, before we can use EEO funds to cover possible "backfill".</i></p>

	<p><i>“Again, classified employees and managers are in paid status when they participate during working hours.”</i></p> <p>I hope that helps.</p> <p>Thank you.</p> <p>Sam</p>
<p>3</p>	<p>Action: <b>Approved Minutes of July 17, 2024</b> Retreat/Working Session</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         EEO-DIVERSITY.MIN        UTES of RETREAT-Di     </div> <div style="text-align: center;">         SJECCD_EEO-DIVER        CITY-PLAN.MINUTES     </div> </div> <p>Approved: Julinda motioned to approve. Kishan seconded. (All Yeas. No Nays. 3 Abstentions (Henry, Vicki, and Cristina due to not being at the July 17 retreat/work session))</p>
<p>4</p>	<p><b>EEO &amp; Diversity Plan Implementation Review and Recommendations</b></p> <p><b>A. Pre-Hiring Strategies (15')</b>  <b>B. Hiring Strategies (15')</b>  <b>C. Post-Hiring Strategies (15')</b></p> <ol style="list-style-type: none"> <li>1. Does the September 19 DEIAA training provided by Amy (of LCW) count toward the implementation of the EEO &amp; Diversity Plan? The answer is yes.</li> <li>2. Suggested per Julinda for Clay Leadership &amp; Consulting to be considered for providing DEIAA training (see follow up email at the end of the minutes).</li> <li>3. Presented potential topics for DEIAA training series as Sam got it from AI and emailed to the Committee at about 1:30 PM prior to the meeting (copied at the end of the minutes). These topics seem to be generally on point. However, we need to tailor according to our needs. Most of our suggested topics at the July 17 Retreat would likely be parts within these topic areas.</li> </ol> <p>AI is very helpful. We need clarity on what models we use without biases, using tools and sources that are ethical and include cultural humility, social justice.</p> <p>Asked about how often the EEO fund is allocated. EEO Fund is allocated annually. We need to consider how much to allot for training and events, and not duplicating expenses with the campuses. HR to provide regular updates on the EEO Fund.</p> <p>Need to update the Advisory Committee membership on the EEO Webpage, in accordance with constituency groups.</p>

	Follow up needed: Ask about payment for Classified Professionals' time attending the July 17 Retreat/Work session.
	<b>Diversity Events</b> (deferred to next meeting)
4:10	<p><b>Adjournment:</b> Henry motioned to adjourn. Julinda seconded. All approved.</p> <p><b>Next meeting(s): Monday, October 28, 3:00 – 4:00 PM</b> - Last Monday of each month plus additional meetings as needed.</p>

**Diversity, Equity, Inclusion, Anti-racism, and Accessibility (DEIA) training** should encompass a wide range of topics to create a comprehensive understanding and foster a truly inclusive environment. Below are great DEIA training topics that address each of these pillars:

**A Diversity**

**1. Understanding Diversity:**

- Definitions of diversity (race, ethnicity, gender, sexual orientation, disability, age, etc.).
- Exploring the benefits of diverse perspectives and experiences in the workplace.

**2. Cultural Competency:**

- Awareness of different cultural norms and practices.
- Developing skills to navigate and embrace cultural differences in a respectful way.

**3. Identity and Intersectionality:**

- How multiple social identities (race, gender, class, sexual orientation) intersect to create unique experiences of privilege and oppression.
- Strategies to support individuals with overlapping marginalized identities.

**4. Generational Diversity:**

- Exploring differences in communication, expectations, and work styles across generations.
- Promoting collaboration and mutual respect among different age groups.

**B Equity**

**1. Understanding Equity vs. Equality:**

- The difference between treating people equally and ensuring equitable opportunities.
- Identifying and addressing systemic barriers to equity in the workplace.

**2. Equitable Recruitment and Hiring Practices:**

- Strategies to reduce bias in the recruitment and selection process.
- Building equitable pathways for career advancement and development.

**3. Pay Equity and Compensation:**

- Addressing wage gaps across gender, race, and other identities.
- Promoting fair compensation and transparent salary practices.

**4. Building an Equitable Workplace Culture:**

- Identifying policies and practices that support or hinder equity.
- Developing actionable steps to create a more equitable work environment.

<b>C</b>	<b>Inclusion</b>
	<b>1. **Creating Inclusive Work Environments**:</b>
	- The importance of belonging and psychological safety in the workplace.
	- Practical strategies to foster inclusivity on teams and in decision-making processes.
	<b>2. **Inclusive Leadership**:</b>
	- Developing leadership skills that prioritize inclusivity, belonging, and active engagement of all employees.
	- Encouraging managers and leaders to be role models of inclusive behavior.
	<b>3. **Inclusive Communication**:</b>
	- Using inclusive language in verbal and written communication.
	- Understanding the impact of tone, body language, and micro-behaviors on creating an inclusive environment.
	<b>4. **Belonging and Employee Engagement**:</b>
	- Understanding how feelings of belonging affect job satisfaction and productivity.
	- Building initiatives and programs that support all employees' sense of belonging.
<b>D</b>	<b>Anti-Racism</b>
	<b>1. **Understanding Systemic Racism**:</b>
	- Exploring the historical and structural roots of racism in society.
	- Understanding how racism manifests in organizational policies and everyday interactions.
	<b>2. **Anti-Racism Strategies**:</b>
	- Identifying and disrupting racist behaviors and policies in the workplace.
	- Developing an anti-racist organizational culture through intentional actions and policies.
	<b>3. **Allyship in Anti-Racism**:</b>
	- Educating employees on how to be effective allies to people of color.
	- Practical steps for using privilege to combat racism in the workplace.
	<b>4. **Addressing and Overcoming Bias**:</b>
	- Recognizing personal biases (both conscious and unconscious) that contribute to racism.
	- Strategies for reducing bias in decision-making and workplace interactions.
<b>E</b>	<b>Accessibility</b>
	<b>1. **Understanding Disability and Accessibility**:</b>
	- Definitions of disability (visible and invisible disabilities) and accessibility.
	- Understanding the social model of disability and promoting accessibility as a right, not a favor.
	<b>2. **Creating an Accessible Workplace**:</b>
	- Practical steps to ensure physical, digital, and communication accessibility in the workplace.
	- Ensuring that technology, workspaces, and resources are accessible to all employees.

### 3. **\*\*Inclusive Design for Products and Services\*\***:

- Incorporating accessibility into the design of products and services.
- Considering the needs of people with disabilities in all aspects of business operations.

### 4. **\*\*Disability Etiquette and Awareness\*\***:

- Appropriate language and respectful behavior when interacting with people with disabilities.
- Promoting a culture of understanding and support for colleagues with disabilities.

## **F Intersectional Topics**

### 1. **\*\*Gender and Racial Equity\*\***:

- Exploring the intersection of race and gender in shaping experiences of inequality.
- Addressing the unique challenges faced by women of color in the workplace.

### 2. **\*\*Mental Health and Inclusion\*\***:

- Understanding the connection between mental health and workplace inclusion.
- Strategies for supporting employees with mental health conditions through accessible benefits and accommodations.

### 3. **\*\*LGBTQ+ Inclusion\*\***:

- Exploring the experiences of LGBTQ+ individuals in the workplace.
- Promoting policies and practices that support LGBTQ+ equity and inclusion.

### 4. **\*\*Power, Privilege, and Accountability\*\***:

- Understanding how privilege and power dynamics operate in the workplace.
- Holding individuals and organizations accountable for promoting equity, inclusion, and anti-racism.

## **G Action-Oriented Topics**

### 1. **\*\*Building DEIA Action Plans\*\***:

- How to create and implement actionable DEIA strategies within the organization.
- Tracking progress and holding leadership accountable for DEIA goals.

### 2. **\*\*Addressing Resistance to DEIA Initiatives\*\***:

- Understanding common barriers and resistance to DEIA efforts.
- Strategies for addressing and overcoming opposition to diversity, equity, and inclusion efforts.

### 3. **\*\*Measuring DEIA Success\*\***:

- Tools and metrics for assessing the effectiveness of DEIA initiatives.
- Using data to drive continuous improvement in DEIA efforts.

These DEIA topics create a holistic approach to fostering an inclusive, equitable, and accessible workplace, where individuals of all backgrounds can thrive.

**From:** LeDee, Julinda <Julinda.LeDee@sjcc.edu>  
**Sent:** Tuesday, October 1, 2024 12:02 PM  
**To:** Ho, Sam <Sam.Ho@sjeccd.edu>; .DL DO-HR <DO-HR@sjeccd.edu>  
**Cc:** 'fredclay831@gmail.com' <fredclay831@gmail.com>  
**Subject:** DEIAA and Leadership Resource

Hello Sam,

I would like to recommend Clay Leadership & Consulting as a potential resource for DEIAA (Diversity, Equity, Inclusion, Accessibility, and Anti-Racism) initiatives and other leadership development programs. His services align with our equity plan, which is outlined below. <https://www.clayleadership.com/>

**Contact:**

Fred Clay, MBA, PMP  
cell: 831-466-6259

**Equity Plan and aligned services:**

Diversity

1. Understanding Diversity
2. Cultural Competency

Equity

1. Understanding Equity vs Equality
2. Equitable Recruitment and Hiring Practices
3. Pay Equity and Compensation

Inclusion

2. Inclusive Leadership
3. Inclusive Communication

Anti-Racism

1. Understanding Systemic Racism
4. Addressing and overcoming Bias

Intersectional Topics

1. Gender and Racial Equity
4. Power, Privilege, and Accountability

Action-Oriented Topics

1. Building DEIA Action Plans
2. Addressing Resistance to DEIA Initiatives

Your consideration is appreciated,

Julinda

**Julinda LeDee, MPA**

SAN JOSÉ CITY COLLEGE

Articulation Specialist

Union Steward: CSEA, SJECCD

Founding President: SJCC Classified Senate 2015-2018

“We have different gifts, according to the grace given to each of us”  
**Program or Course Outline of Record @ <https://sjcc.curriqunet.com>**