

**EEO & DIVERSITY ADVISORY COMMITTEE (DISTRICTWIDE)**

**MINUTES**

**MEETING/WORKING SESSION**




Monday, February 24, 2025

3:30 PM to 4:37 PM

LOCATION: Zoom

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

Meeting ID: 896 3141 4171

Item	Topics
1	<b>Introductions &amp; Check-In</b> <b><u>Present (in the order of attendance): Sam Ho, Heidi Kozlowski, Dio Shipp, Elvira Valderrama, Henry Estrada, Sydney Sukuta</u></b>
2	<p><u>Action</u>: Approval of <b>Minutes of November 25, 2024</b> Meeting/Working Session (Motioned to approve by Heidi. Seconded by Dio. Unanimously approved). Henry and Sydney joined afterward.</p> <p> EEO.MINUTES for DistrictwideEEO-Div</p>
3	<p><b>EEO &amp; Diversity Plan Implementation Review and Recommendations</b></p> <p><b>A. Pre-Hiring Strategies</b></p> <p><b>B. Hiring Strategies</b></p> <p>B.1 Section: Training for hiring committees</p> <p>B.1.1: Develop process for appointing EEO/Equity Representative to screening/hiring committees.</p> <p>B.1.2: Update screening committee training including “Equity” and “Sensitivity.”</p> <p>B.1.3: Develop training for EEO/Equity reps and hiring Managers.</p> <p> Screening Committee EEO Reps2024Oct28</p> <p><b>C. Post-Hiring Strategies (12’)</b></p> <p>C.1 Section: Reviewed EEO &amp; Diversity Climate Survey (Draft2)</p> <p> SJECCD Climate Survey EEO-Diversity</p> <p>C.1.1 INPUT:</p> <p>1. Use “EEO &amp; Diversity Survey” (in place of “Climate Survey”).</p>

2. Have only up to 10 questions. Avoid leading questions.

### **D. Assessment Tools for Training Workshops and Quarterly Plan Monitoring**



Educational  
Training Workshop



EEO.Diversity Plan  
Implementation Quæ

Recommendations: Use AI as a resource for further modifications as needed.

### **E. Professional Development Day Workshop: SJCC, March 14, 10 AM; EVC, March 14, 2:00 – 3:00 PM.**



EEO and Diversity  
PDD Workshop Desi

### **F. Conference: Employee Resource Group**

**Unity in Diversity** (<https://www.eventbrite.com/e/unity-in-diversity-registration-1020702808577?aff=oddtcreator>).

Please register if you are interested in attending. Please work with HR regarding funding (registration, transportation, meals, lodging) for this conference

<b>4</b>	<b>EEO Fund Update &amp; Budgeting</b>
	State Chancellor Office has not funded to any District for 2024-2025 as of today. In years past, funding usually took place sometime in October.
<b>5</b>	<b>EEO &amp; Diversity Events</b>
<b>6</b>	<b>Adjournment</b> <b>Next meeting(s): March 31, 2025</b> (Last Monday of each month plus additional meetings as needed).