

# EEO & DIVERSITY ADVISORY COMMITTEE (DISTRICTWIDE)

## MINUTES

### MEETING/WORKING SESSION



Monday, November 17, 2025

3:15 PM to 4:25 PM (could extend up to 4:30 PM as needed)

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:</u></b> Rene Alvarez, Henry Estrada, Sean Dickerson, Bianca Lopez, Ariana Estrada, Dillan Ortiz, Yesenia Ramirez, Mark Branom, Sam Ho
2	<b><u>Action:</u> Approved Minutes of September 15, 2025 &amp; October 20, 2025 Meetings/Working Sessions</b>  <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"> EEO.MINUTES for DistrictwideEEO-Div</div><div style="text-align: center;"> EEO.MINUTES for DistrictwideEEO-Div</div></div> <p>Motioned by Henry to approve both the September 15 and October 20 minutes, Seconded by Sean. Motion passed. <i>(Abstained by Mark and Rene for not being present at both meetings, and Bianca for not being at the October 20 meeting).</i></p>
3	<b>EEO &amp; Diversity Plan Implementation Review and Recommendations</b>  <b>A. Pre-Hiring Strategies (15')</b>  <b>1. <u>Provide training to employees, students &amp; trustees. (53024.1(d))</u></b>  <i>Dio, Elvira, and Sam are in discussion with trainer attorney Laura Schulkind and her team. Laura recommended the following:</i>  <i>Training will be led by both LCW and SJECCD staff depending on topics and expert areas.</i>  <i>We can offer more of a training series, than just a single training. Perhaps the district could give out certificates or other form of recognition for employees</i>

*that complete the whole series. The outline she developed includes a broad overview training, and then a series of "deep dive" trainings.*

*For each topic or sub-topic, LCW would take the lead on where legal principles are central to the discussion, or it is an area where LCW has otherwise developed expertise and training materials.*

*With that scope in mind, the training outline suggests the following basic structure:*

*1. A half-day overview training that covers broadly all the key areas in the EEO Plan, and builds in time for small group discussion and action planning to make the training more engaging and interactive. It is the training that is designed for the widest audience and Laura would suggest offering it multiple times. The topics including are:*

- EEO plans--what are they and update from the EEOAC.*
- The importance of DEIAA training--and why it belongs in an EEO plan.*
- Diversity & inclusion*
- Cultural competency & unconscious bias*
- Equity v. Equality*
- Moving from theory to action (this section tries to bring in some of the "Action Oriented Topics" -- Section G of the EEO Plan training topics.)*

*2. Half-day sessions that focus in on more specialized topics, such as the intersectional topics (Section F). If full-day trainings, these could be breakout sessions after the morning broad-view training. These more specialized topics are:*

- Anti-racism*
- Gender & Racial Equity*
- LGBTQ+ Inclusion*
- Power, Privilege and Accountability*
- Accessibility and Mental Health & Inclusion*
- Generational Diversity*
- Equitable Recruitment and Hiring Practices*
- Pay Equity and Compensation*

*Finally, Laura moved some things around so that they are part of the overview training. For example;*

- Combined the discussions of diversity and inclusion; and*
- Included within the discussion of cultural competency "Addressing and Overcoming Bias" (D.4 in the EEO Plan).*

*This proposal seems to be well received by the Committee. Some of the suggestions include:*

	<p>a. <i>Mark: Have multiple sets of modalities. Break into two half-days on multiple days to fit more people's schedules. Have as many sessions as we can.</i></p> <p>b. <i>Bianca: Would this be mandatory training?</i></p> <p>c. <i>Dillan: How about mandatory web training?</i></p> <p>d. <i>Henry: Can this training be done with videos?</i></p> <p>e. <i>Ariana: Is this training for students as well?</i></p> <p>f. <i>Bianca: Should students be compensated for attending this training?</i></p> <p><i>Need input from HR and Laura regarding some of these questions.</i></p> <ol style="list-style-type: none"> <li>2. Convey in publications and website the district's commitment to diversity &amp; EEO. (53024.1(j))</li> <li>3. Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.</li> <li>4. Collect additional data and drill down into the data to better pinpoint where UR and adverse impact exist, and the causes of UR.</li> </ol> <p><b>B. Hiring Strategies (15')</b></p> <ol style="list-style-type: none"> <li>1. Consistent and ongoing training for hiring committees.* (53024.1(c)) *Cross reference EEO Plan Component 8.</li> <li>2. Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))</li> <li>3. Assess "sensitivity to diversity" of all applicants. (53024.1(l))</li> <li>4. Dedication of specified staff to EEO.</li> <li>5. Focused outreach and publications.</li> <li>6. Recruitment efforts and strategies such as: <ul style="list-style-type: none"> <li>• Use of demographic data</li> <li>• Job Fairs</li> <li>• Community College Career Connect</li> <li>• Relationships with external organizations &amp; colleges</li> </ul> </li> <li>7. Affinity Groups: Provide support for affinity groups and include them, as appropriate, when requesting feedback from constituency groups</li> </ol> <p><b>C. Post-Hiring Strategies (10')</b></p> <ol style="list-style-type: none"> <li>1. Conduct campus climate surveys &amp; use this information. (53024.1(a))</li> <li>2. <b>Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))</b></li> </ol> <p><i><b>Mentoring Program:</b> Dr. Vinicio Lopez will share his mentoring program draft at the December 15 meeting, rather than via emails at this time.</i></p>
4	<p><b>Diversity &amp; Equity Awards:</b></p> <p><i>Due date for nominations for the four Diversity &amp; Equity Awards is Friday, November 21, 2025.</i></p> <p><i>The four award categories are: Bridge to Diversity &amp; Equity, Community Engagement, LGBTQIA+ Inclusion, and Accessibility and Disabilities Inclusion.</i></p>

	<p><i>Bianca will be the lead coordinator for the Committee's nomination review process. Sam on Monday, November 24 will communicate with Bianca information relating to the nominations and distribution to committee members for their reviews and recommendations.</i></p> <p><i>Students are members of the Committee so it is important in their role to help recommending awardees.</i></p> <p><i>Committee's recommendations will be forwarded to the Chancellor for her Cabinet's reviews and final decisions.</i></p> <p><i>The Committee will need to meet and recommend awardees within the first week of December (probably Monday, Dec. 1<sup>st</sup> or Tuesday, Dec. 2<sup>nd</sup>).</i></p>
5	<p><b>EEO Fund Update &amp; Budgeting</b></p> <p><i>HR needs to provide information on EEO Fund status and allocation plan so that groups who need funding support can carry out needed activities including heritage/history/cultural and affinity groups initiatives.</i></p> <p><i>Affinity groups include TABE, LEA, APIDA, LGBTQIA... Every person on this Committee is likely to have some form of an affiliation with these groups to be liaisons and/or advocates for these groups.</i></p> <p><i>Henry, Bianca, and Mark will communicate with District Council and Budget Committees on issues relating to budgeting.</i></p>
6	<p><b>Adjournment:</b> 4:25 PM</p> <p><b>Next meeting(s): 12/15/2025</b> (3:15 PM – 4:15 PM, Third Monday of each month plus additional meetings as needed).</p>