

DIVERSITY EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE
 Minutes for February 13, 2018
 10:00 a.m.
 Human Resources Conference Room

Committee Members	Constituent Group	Present	Absent
Valyncia Raphael	Administration	X	
Lori Thomas	Confidential	X	
Timothy Juntilla	Faculty Senate	X	
April Griffin	Faculty Senate	X	
Nick Mathews	CCFF	X	
Vanessa Rodriguez	CSEA	X	
Margo Winners	CSEA		X
Norma Rodriguez	ACCME	X	
Nick Real	ACCME	X	
Karen Torres	ASCC Representative		X
Amna Jara (AJ)	Guest	X	
Monica Acuña	Guest - Minutes	X	
Adriana Rivera – Tim’s guest	Student	X	

Minutes – February 13, 2018

Nick motioned to approve the minutes
 AJ seconded the motion

VP Hiring Standards Update – Tim

Tim introduced a draft of the Employment Selection Procedure for hiring vice presidents.

Tim in collaboration with Adriana used the manager hiring template as a guide.

Tim shared that it is the committees function to review the draft before it goes to Senate and would like feedback before the March 20th committee meeting.

Dr. Raphael thanked Tim on all his hard work with this document and would like to encourage the committee to review and be ready for discussion at the next meeting,

Campus Diversity Audit Update – VCR

Coordinating committee was updated on the Audit.

Valyncia developed criteria to help determine which diversity clubs will be on the document.

Motion was made to add all the clubs to the audit. All were in favor.

Suggestions:

Make it appealing

Add the mission statement

Make it a printed version

Highlight the clubs active in diversity

Diversity, equity, and Inclusion be a page vs a drop down link

Climate Survey Next Steps

The survey was presented to Executive Council. They approved *Great Colleges to work for survey*.

There was discussion among the group regarding how to announce the survey, and how to put the results to use.

Nick suggested two surveys

Diversity and Spring Student Club Fair

April suggested the committee host a booth during Club information Day
AJ Will register the committee for a table and ask Karen, the student Representative, to sit at the table.

Subcommittee Reports

- Policy and Planning – Tim, April
Tim is reviewing other districts policies
- Communications – Margo, Nicholas, Karen, Lori
Two events are scheduled for January
 - Friday, January 19, 2018 – “Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best practices for Screening Committees
 - Friday, January 26, 2018 – CUE Institute Follow Up: Spreading Equity Mindedness and Implementing Sustainable Change
- Diversity Funds Allocation – Vanessa, Lori, Karen, Norma
The sub-committee recommended funds for Black History Month be approved contingent upon budget review.
- Diversity Programming – Valyncia, April, Monica, Lori
The subcommittee reviewed the certificate guidelines.
- Campus Diversity - Valyncia, Norma, Karen
- Climate Assessment & Outreach – Nick, Nicholas, and Valyncia
Valyncia presented the Great College to Work for Survey.
The committee made recommendations on changes to the questions.
The survey will be presented to Executive Council and they will decide what questions will go out.

Around the Table

None

The committee was adjourned at 11:07 a.m.