



EEO Committee

Members Present: *Mary Bender, Rocio Delgado, Rania Hamdy, Kristina Hannon, Martha Kelly, Marcela Navarro, Shalita Tillman, Mary Valdemar.*

Members Absent: *Cory Elmore, Abe Fulgham, Deanna Krehbiel, Stephanie Lewis, Ruby Zuniga.*

Meeting Minutes – 10/04/2019, 3:00 p.m., Boardroom, District Office

1. Call to Order

Kristina called the meeting to order at 3:14 pm.

Kristina shared that the EEO committee requirements state that the committee only needs to meet twice a year during a plan development year. However, we are at point where Kristina wants to be intentional about influencing change at the campuses, so there will be regular meetings.

2. Approval of Prior Meeting Minutes

The committee reviewed the previous meeting minutes. The minutes were approved by consensus. Mary motioned to approve, Martha seconded, the minutes were approved as presented.

3. Updates

The Screening Committee Handbook was shared at the SBVC Senate and will be shared with CHC Senate. Kristina has received a request to put specific language in the handbook regarding the hiring of adjuncts. Even though the handbook is subjective to the screening committee it is the only document we currently have that lists the process to hire adjuncts. This information needs to be captured. Before the handbook is published it will return to this committee for review.

We now have a Districtwide Equivalency Committee; some the language will be changing and we will update the handbook to reflect those changes. We need to make sure that there are clear processes outlined, including what should take place if an individual is on an equivalency committee and hiring committee. Mary B. asked if the equivalency committee is a permanent committee and how long the members serve. Rania shared that through Academic Senate there is an equivalency chair and Senators who are elected to vote. This committee only meets when an equivalency request is presented. The process was created through a shared governance process with the Academic Senates from both campuses. To help ensure that there are no biases in the hiring process, there will be an established process documented in the screening committee handbook.

Rania suggesting calling the Handbook "Screening Committee/Hiring Processes." As there is currently no consistency when hiring professional experts or short-term employees. Professional Experts do not fall into Academic Services or Classified Employees; however, we need to have a process and foundational rules that apply. It was also suggested that a "Best Practices" section be included. The handbook and staff training will go hand in hand.

Mary V. expressed concerns about initiatives, and what we are doing to close the equity gap between our students and staff. Mary V. is concerned that if we do not close this gap, we could lose funding. Our underrepresented student population has grown, but this group has not been represented in our hiring, with the biggest gap being with faculty. Kristina shared that she has been watching our numbers and that we need to take into consideration that we do not necessarily hire every time we have a vacancy and that some of the new hires will not be reflected until next year.

4. New Business

Kristina would like the district to host a Job Fair. There are approximately 1,500 people who have Master's degrees with SBCUSD that teach, we should be letting these people know of the

opportunities we have for them and inform them about the hiring process. Her vision is that this would be a two-fold type of Job Fair. The first part would be to welcome attendees and give them information about the District, the EEO committee, and introduce the District and College Presidents. Then, there would be breakout sessions on how to apply for positions, how to interview, resume and cover letter writing, mock interviews, and forums with dean and department chairs.

It was suggested that we work with the SBCUSD Diversity Taskforce on the Job Fair. There are a wide mix of people in that group who deal with the things that are impacting our students. If we partner with the Taskforce, they would be an asset in sharing this event with the local K-12 teachers. We also need to have outreach tables at events like the Regional Black Grad or Hispanic Celebrations, there are often a lot of teachers and administrators in attendance and who could help spread the word about our event.

Marcela will be taking the lead on the Job Fair, but Kristina is expecting that there will be volunteers from the EEO Committee to help with this event. Rania made a motion that EEO Committee also form a subcommittee that will work to educate our internal and external candidates in the hiring process here at SBCCD. This was seconded by Mary. Rania asked if Marcela could work on putting together some general guidelines for those applying for positions, i.e. what to do, what not to do, what wear, timeline/expectations. Shalita will share her resources with Marcela. Kristina asked that everyone share with her opportunities that may be available to promote our current positions at conference and events. HR has a new tablecloth and big banners that they want to be able to use.

Mary V. shared that she would like to see a concerted effort to send classified staff to conferences. There was discussion about how to let staff know about the EEO resources and the potential opportunity to attend conferences. Kristina shared that she presented at the Board Meeting in April and as a result it was requested that she share an update every 6 months. Kristina would like to report positive things that are happening because of the EEO funding, including conference attendance, and professional development. Mary V. informed the committee that there is training on working with undocumented students the week of October 14-18. There will be webinars everyday for a put out by the State Chancellors Office. The videos will be available after the week ends for future viewing.

5. Future Business

Shalita requested that at the next meeting, the ban the box law be discussed. Kristina would like to have regular standing meetings of the committee. In addition, she would like to see more faculty in attendance and gender diversity within committee.

The meeting was adjourned at 4:52 pm.