



**Minutes – February 1, 2024  
4 p.m.-5 p.m.**

**Members Present:** Maria Bucio, Laura Davis, Sylvia Harrington, Luke Lara, Nick Mortaloni, Charlie Ng, Edward Pohlert, Wendy Stewart

**Members Absent:** Al Nyman

**Resources:** Nashona Andrade, Shawna Sourivanh, Chris Tarman

1. Review December 13, 2023 - Meeting Minutes
2. EEO Plan
  - Next Steps
  - EEO Plan has been sent to PIO (Public Information Office) to have a cover created and reformatted to have a look like the annual budget plan.
  - A timeline needs to be created to continue work on Component 13 and the strategies. There will be areas that will require input from RPIE for reporting and tracking purposes, items that are IDEA related that the committee would work jointly on, and revisions to policies that are more specific to Human Resources.
  - Promote data tools that are available to hiring committees when looking at pools.
  - Reviewed Pre-Hiring Y1: EEO/IDEA Policy Statements. Y2: Make recommendations to EEO/IDEA policy statements. Need to look at the means to accomplish the strategies outlined in Component 13.
  - Review board policies and administrative procedures around our DEI statement, nondiscrimination, EEO commitment statement that we should define. Identify the policies that land squarely with EEOAC and the ones that land with IDEA, specifically the EEO Plan. Calendar time for stakeholders to review it with a schedule and deadline.
  - Continue review of the plan and timeline (Plan 2023/2026). The committee's review and suggestions should be completed by the May EEOAC meeting so that we can begin making recommendations in fall 2024. Maria Buccio will be able to assist with the list and the schedule.
  - As part of Y2, provide EEO/diversity enhancement resources for assistance to applicants and hiring committees. e.g., posting the rubric for positions; applicant video for applying; why do you want to work at MCCD. This will help in improving transparency. There are additional ideas that can be incorporated from the Faculty Hiring Committee Training held in January
  - A suggestion was made to have both faculty and staff provide tips for interview questions that would be helpful to ensure equality for all candidates. Get different points of view from the other employee groups.
  - Advise applicants of the importance of the DEI question and the weight it carries in the applicant process and post the evaluative criteria on how things are weighted. Charlie will create an outline and share with the committee what this might look like.
  - Implement new data gathering and availability collection and analysis to

inform recruitment strategies. Chris shared he uses the IPED report proactively for as many positions as he can. He shared that RPIE would be happy to put together a training video on how to use.

- EEOAC can help getting the word out as ambassadors in letting people know the resources available for hiring committees and the campus community.
- Enhance Mandatory Training with appropriate content. Refresher training can be case based, exercising your judgment, etc. The time spent will be more engaging, shorter, and complies with what is required.
- Everyone on the committee should go through the strategies under Component 13 and review the EEO plan. Will review at the next meeting.

3. Sexual Orientation and Gender Identity Data

4. Proposed Meeting Dates – Remainder of the Year

Wednesday, 02.28.2024	4 p.m.
Friday, 03.15.2024	4 p.m.
Thursday, 03.28.2024	4 p.m.
Thursday, 04.11.2024	4 p.m.
Wednesday, 04.24.2024	4 p.m.
Friday, 05.10.2024	4 p.m.

5. Next Meeting – Wednesday, February 28, 2024.