



Minutes – April 11, 2024
4 pm – 5pm
Meeting via Zoom

Members Present: Charlie Ng, Wendy Stewart, Luke Lara, Edward Pohlert, Sylvia Harrington, Albert Nyman, Nick Mortaloni,

Members Absent: Mario Bucio, Laura Davis

Resources: Nashonda Andrade, Shawna Sourivanh, Christopher Tarman

1. IDEA Advisory: **Reference:** EEOA Advisory Section of 'Idea Survey Group Worksheet.doc'
Wendy Stewart leads communication and captures meeting notes on the referenced IDEA document.
2. EEO Plan Strategy – Pre-Hire, Hiring, Post-Hire
 - Charlie provided high level view of the planned strategies, each with a multi-year (3) plan.
 - Some needs identified: advertising strategy, performing adverse impact analysis.
 - Goal to use new dashboard in time for Fall semester.
 - Tasks include reviewing and revising policies, procedures, creating videos and other applicant resources/tools for hiring periods.
 - Human Resources is working on creating videos and resources.
 - New advertising strategies for hiring.
 - Data gathering to integrate into our dashboard and enhance training.
 - Will need to identify policies and procedures related to EEOC and come back to next meeting with list of relevant items and develop a gameplan to proceed.
 - Identify opportunities to work with other groups.
3. Next Meeting – Thursday, May 2, 2024 (4-5pm)
 - The committee will hold a working meeting on May 2 to identify planning needs at the next meeting, which is the final meeting of semester.
 - Next meeting focus: Where do we want to start and what is critically important, then we can move to strategy.
 - Charlie and Nashonda will work to provide a high-level background on where we are now, to decide on a game plan in that meeting.
 - Goal to gain a list of all the items that may be involved in this with additional detail on what we are currently doing in these areas to develop a plan on how we will proceed with each item in the next year.
 - Agenda for next meeting: Chair will send out information ahead of time to view general ideas of what we are doing in these areas, then committee will discuss, identify plans, and gain consensus plan to be able to pick up when we come back in fall.