



**Minutes – October 12, 2023**  
**4 p.m.-5 p.m.**

**Members Present:** Laura Davis, Nick Mortaloni, Charlie Ng, Edward Pohlert, Wendy Stewart

**Members Absent:** Maria Bucio, Melissa Johnson, Luke Lara, Bea Palmer

**Resources:** Shawna Sourivanh

1. Review September 14, 2023 - Meeting Minutes  
The committee reviewed the meeting minutes.

2. EEO Innovative Best Practices Grant  
A status overview was provided on the EEO Innovative Best Practices Grant. The two main areas currently being worked on pertain to leadership and onboarding. The new employee onboarding will cover Pre-Boarding, Welcome, Engage, and Thrive. The whole series will be covered over a period of 52 weeks. The new employee onboarding is in line with our EEO plan.

Our first pilot for the orientation phase will begin between now and early January 2024. Currently, the facilitators are working on the outline of the content according to best practices. Once this is completed, it will be reviewed for input. Student Affairs would like to offer input on what student-centered care looks like and have some of the areas they focus on incorporated into the orientation.

The leadership component is in process and the content is being worked on.

3. EEO Plan  
The draft EEO Plan was sent to the Chancellor's Office on October 2, 2023, and receipt has been acknowledged. We will receive feedback on the plan by January 2024. Once we hear back on the recommended changes, we will have 45 days to make any adjustments.

An overview was provided on the sections in the draft EEO Plan, and the changes made incorporating the new plan components required by the Chancellor's Office. A draft copy of the plan will be sent out to committee members for their review and comment prior to the next meeting.

A discussion was held regarding adding language grounded in recognizing social justice efforts. Information around hire and post-hire could be reflected in sections 11, 12, and 13 of the EEO plan. A question about data related to older workers, the workforce, and identity in North County versus San Diego County will be directed to RPIE.

Once we hear back from the Chancellor's Office and the plan is approved by the board, we will need to begin the transition to the action part of the plan and the implementation.

- AP 3420: Equal Employment Opportunity

The committee briefly reviewed the revisions to the administrative procedure. Members were provided with a copy of the proposed changes and have been asked to submit any comments prior to the next meeting.

4. Gender Identity Data  
Continued discussion in upcoming meetings.
5. Meeting Dates – Time
  - Meeting Time Changed to 4 p.m.
6. Next Meeting – October 26, 2023 – 4 p.m.