



**Minutes – November 30, 2023**  
**4 p.m.-5 p.m.**

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

**Members Absent:** Luke Lara, Bea Palmer

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

1. Review November 17, 2023 - Meeting Minutes  
The committee reviewed the minutes from the November 17, 2023, meeting.
2. EEO Plan  
Reviewed Strategies to Mitigate any Identified Adverse Impact to reduce bias as part of the hiring committee training.  
XI. A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories. The first sentence needs to be reworked as the information is repetitive.

Under #2, it was discussed to add “Identity” after Gender. It was clarified that the two areas measure different things. Gender is based upon community data and the other is based upon student data. A suggestion was made to provide definitions stating that “Gender” is related to EEO and “Gender Identity” is related to college data. The EEO definition meets the federal/state requirements and discussion was held on how it could be redefined in the document to show we are being progressive while meeting the federal/state requirements. Care also needs to be taken to ensure we are comparing apples to apples.

Wendy recommended we use the categories that we collect from federal/state data, however, internally we use gender identities to reflect the diversity of our employees. She will help craft the language.

Another consideration is to add information to the plan that addresses the limitations of the outdated data sources. It was also recommended that we could take some of the language and add it where we ask questions of applicants and further explain why the information is being requested. Chris stated that analysis based on employee/student comparisons could be added to the plan under Gender Identity Workforce Adverse Place Analysis.

A concern was brought about data on Asian/Americans and that international Asians and the category that tracks the information does not consider for these students who might be here on Visas, etc. Committee members wanted to know if an Appendix G could be added discussing the limitation on the data that is used in the plan.

For consistency in the document, a recommendation was made to change Latino/Hispanic to Latinx. The term will be changed throughout the document.

X. Analysis of District Workforce and Applicant Pools. This section needs to show what we are doing as a campus versus what we will be doing. Charlie will work with Human Resources to see what can be listed under Strategies to Mitigate any Identified Adverse Impact.

3. Sexual Orientation and Gender Identity Data

The goal is to retrieve usable data for our current employees who have responded in Workday for sexual orientation and gender identity. It would be helpful to have another campaign in the spring to get the word out as to the importance of the data that is being requested. Currently we have a low return rate and would like to focus on the social justice aspect and how it reflects our students.

Wendy provided a link to the SOGI web page that is currently being updated. The Google Doc that was discussed will be linked to this page. There will be a QR code where people can update their information. [www.miracosta.edu/idea](http://www.miracosta.edu/idea) The actual SOGI web page is currently being created. A request was made to promote the IDEA website and update an individual's data. Web page has a lot of Q/A and has been well vetted.

4. Meeting Dates – December/January

The next meeting will be Wednesday, December 13, 2023, at 4 p.m. via Zoom.

5. Next Meeting – TBD