



## Equal Employment Opportunity Advisory Committee *MINUTES*

**December 7, 2017**

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, December 7, 2017 in the HRS A-1 conference room. Dr. Lisa Norman called the meeting to order at 3:05 pm upon establishment of a quorum.

### **Roll Call**

Members Present: Shawna Cohen, Anel Gonzalez, Kalyna Lesyna, Jose Luis Ramirez, Susan Snow, Robert Threatt, Fari Towfiq

Members Absent: Monique Dumbrique, Michael Deal, Melissa Molek, Teresa Quainoo, Adriana Sanchez, Terhea Williams, Benhui Zou

Recorder: Jennie Vastola

### **I. Approval of Minutes**

The minutes from the regular meeting of November 16, 2017 were approved with 1 abstention. (MSC: AG:RT)

The minutes will be posted on the Palomar College website at:  
<http://www2.palomar.edu/pages/eeoc/minutes-and-agendas/>

### **II. New Business**

#### **Review Chapter 13 EEO Plan (District-Wide Approaches/Goals)**

There was a discussion regarding planning for the new 3-year EEO Plan to be implemented July 1, 2019. It was suggested that the committee review the Diversity Plan to ensure it is still pertinent and that it doesn't duplicate the EEO Plan. Committee members were asked for new visionary ideas that can be implemented going forward to enhance the District's commitment to diversity and equal employment opportunities. Suggestions included:

- Targeted recruitments for under-represented populations
- Out-of-state recruitments
- Job Fair recruitments
- Partnerships with other institutions of higher education
- Build relationships within the community (Chamber of Commerce, diverse community organizations, etc.)

#### **Discuss CUE Outcomes and Action Items**

As a result of the recent CUE training, committee members discussed ideas for implementing new practices at Palomar College. Discussion topics included:

- Restructure and improve the hiring process for all employee groups
- Update policies & procedures - ensure faculty "buy-in"
- Revise job announcements (add diversity language)
- Educate the campus community with regards to implicit bias
- Targeted outreach/advertising

- Onboarding and post-hire mentoring/support for new employees
- Anonymous climate survey to learn what kind of assistance employees need
- Peer review from other Districts

**Review of Nine (9) Multiple Measures**

There was a brief discussion regarding the 9 multiple methods Districts are required to meet each year in order to receive EEO funding from the Chancellor's Office. As the District engages in various activities, it is expected that all requirements for the funding will be met. Dr. Norman reported Governing Board members are scheduled to receive training next month on the elimination of bias in hiring and employment; this will satisfy one of the multiple methods.

**III. Adjournment**

The meeting was adjourned at 4:00 p.m.

## **Equal Employment Opportunity Advisory Committee**

### **Next Steps**

- I.** Targeted Recruitment (Outreach)
  - a. Identify current underrepresented groups
  - b. Identify different community associations
  - c. Identify targeted recruitments fair based underrepresented groups
  - d. New hire survey – diversity/retention
  
- II.** District Activities / Action Items
  - a. Revise AP7120
  - b. Culture climate survey
  - c. Revise announcement / advertising templates (diversity postcards)
  - d. Retrain hiring committees and compliance officers
  - e. Implicit bias and other equity-related training
  - f. Job fair
  - g. Website / Facebook page
  - h. Applications
  
- III.** Retention
  - a. Onboarding