



## Equal Employment Opportunity Advisory Committee *MINUTES*

**May 3, 2018**

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, May 3, 2018 in the HRS A-1 conference room. Dr. Lisa Norman called the meeting to order at 3:02 pm upon establishment of a quorum.

### **Roll Call**

Members Present: Monique Dumbrique, Michael Deal, Shawna Cohen, Teresa Quianoo, Christine Winterle, Adriana Sanchez, Melissa Molek, Terhea Williams, Kalyna Lesyna, Susan Snow

Members Absent: Anel Gonzalez, Benhui Zou, Fari Towfiq, Robert Threatt, Jose Luis Ramirez

Recorder: Maria Zapien Rangel

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

The minutes from the meeting of March 3, 2018 were approved. (MSC: MM/KL)

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

### **II. New Business**

#### **Nine (9) Multiple Methods Analysis & Certification (Group Discussion)**

The Nine (9) multiple methods should be listed in the EEO plan. The District is required to complete all nine methods in order to receive funding. The report is due to the Chancellors office on June 1<sup>st</sup>. Shawna Cohen shared information regarding the Nine (9) Multiple Methods and the steps the college is taking to meet each method. All Districts must meet the first method: have an EEO Committee, EEO Plan, and submit a financial report. The District must also meet six of the remaining eight methods, the District meets all nine.

- Employees received lanyards with Board Policies and Procedures
- Incentives for hard to hire areas – reimbursing applicants & salary negotiations
- Focused outreach and publications
- Employee trainings – Dr. Cris Cullinen
- Professional Development focused on Diversity – PD plan
- Diversity incorporated in evaluation tools – already included
- Grow your own programs – PD Leadership Academy, Professional Growth Program (stipends, release time)

#### **New Employee Orientation**

Dr. Norman mentioned the new employee orientation will begin on Friday, May 11<sup>th</sup>. Orientation will be

scheduled on a monthly basis on the Friday after the Governing Board meeting. A new requirement states that we need to provide an orientation to all new employees. The first part of the orientation will include the following departments/topics: Benefits, Payroll, Information Services, Human Resource Services, Campus Safety, Student Services, Instructional Highlights, and Accreditation Planning Councils. The second part of the orientation will include a campus tour and a department orientation. This information would also be useful for other groups of new employees, or it may be useful to offer something similar during plenary.

### **EEO Plan: Chapter 13 – Progress & Actionable Items**

Dr. Norman stated that data on applicants is being reviewed and monitored. The District could have applicants who are from historically underrepresented groups applying, but somewhere in the hiring process we lose those applicants. Native American groups are among those populations that have a low representation. Statistics show that we do have people for underrepresented groups applying, but our percentages aren't changing much. What methods can the District use to increase those numbers? Perhaps, offering more training.

Members were divided in two (2) groups to read through Chapter 13. The groups identified work that could be done (goals) and shared their ideas.

- Targeted recruitments
  - Partnerships with tribes, casinos, Camp Pendleton – places where there are diverse applicants
  - Advertising in more diverse places (targeted groups)
  - Advertising in multilingual places
  - Podcasts and social media outlets
  - Graduate schools
  - Presentations to industry or other groups
  - Packaged mentorship program
  - Announcements
  - Greater representation on committees
  - District wide training on recruitment related issues - implicit bias training
  - Diversity aspect of website
- Recruitment fairs
- Developing a Palomar College recruitment fair
- Professional associations
- Hiring preparation training

When the group meets in the fall, they will start developing some of these items.

### **III. Adjournment**

The meeting was adjourned at 4:09 pm