



Equal Employment Opportunity Advisory Committee *MINUTES*

May 7, 2020

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on May 7, 2020 via Zoom. Linda Beam called the meeting to order at 3:04 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Kalyan Lesyna, Linda Locklear, Jose Ramirez, Susan Snow, Linda Beam, Celina de la Torre, Teresa Quainoo, Kathleen Grove, Monique Dumbrique, Christine Winterle, Robert Threatt

Members Absent: Olga Sukhanova, Peter Owuiovwio, Elise Lindgren

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the meeting of April 2, 2020 were approved.

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

II. New Business

EEO Plan, Chapter 13: Goals and Timeline

Shawna explained that Chapter 13 is the moving part of the plan is updated yearly. Chapter 13 has a review of the District's recruitment procedures, review of qualifications being used to screen applicants, and implementation of additional measures designed to promote diversity. One of the additional measures the District made was to switch from hiring consultants to providing the hiring committee training through HR.

EEOAC discussed District-Wide Approaches for diversity improvement.

Professional Development has been restructured to increase diversity. The EEO Training Plan will be sent and assigned to staff through the 3PD Portal.

Diversity through recruitment efforts are evaluated through demographic data of applicants. Data shows that improvement has been made in some employee groups. There are seven different employment groups. Twenty years ago, Palomar's Faculty was 90% white; current data shows it's at 60-70% white. Most of the improvement in diversity has been captured in the classified unit.

Demographic categories are now much broader than they were twenty years ago. Applicants can select more than one race/ethnicity; before they could only select one. It may be a good idea to reevaluate all employees to see which race/ethnicity they associate with given they can select multiple options.

HRS is working with Institutional Research and Planning to review demographic information. The District is using MIS data. A side by side demographic comparison will be created to show progress.

EEOAC members expressed the need to make EEO trainings mandatory in order to help educate staff, or the possibility of including an implicit bias training during New Hire Orientation. Committee members also felt it was important to provide an EEO “refresher” for newly formed hiring committees. It was announced that HRS now has an EEO script for Compliance Officers to read at the first committee meeting.

Members expressed the need for strong diversity questions during the hiring process. Hiring Committees are required to have a diversity question that addresses a specific scenario they would encounter on the job.

EEOAC members discussed holding diversity events throughout the semester so we don’t have one-off events to celebrate different backgrounds, ethnicities, cultures.

It was also suggested that it would be a good idea to send out an anonymous survey to ask staff about EEO discrimination, or provide a space for people to anonymously send in EEO related complaints.

Compliance Training Plan

The Training Plan will include three trainings that every employee will be required to take. Training requirements include a one-hour sexual harassment training for non-supervisory employees. Training must be completed by December 31st. The training includes information about discourteous behavior and nondiscrimination. The District is adding an additional portion of nondiscrimination training. Title IX training will also be provided. Mandated reporter training will come out in the Fall. State law requires that mandated reporter training be issued in the first 6-weeks of the semester. Trainings are being offered through Keenan Safe Colleges.

III. Old Business

EEO Multiple Methods Fund Certification Form

The EEO Multiple Methods Fund Certification Form is scheduled to be approved by the Board on May 12th. An email will be sent to EEOAC once the form is approved by the Board. The Board is very interested in reviewing employee populations, so they have requested a demographics report that will be available by the end of the year.

IV. Other

None.

V. Adjournment

The meeting was adjourned at 3:55pm.