



Equal Employment Opportunity Advisory Committee *MINUTES*

November 4, 2021

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on November 4, 2021, via Zoom. David Montoya called the meeting to order at 3:03 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, David Montoya, Linda Locklear, Teresa Quainoo, Shelbi Morales, Elise Lindgren, Barbara Baer, Monique Dumbrique, Celina de la Torre, Tucker Grimshaw, Christine Winterle

Absent: N/A

Recorder: Maria Zapien Rangel

I. Introductions

EEOAC welcomed Barbara Baer, who will be representing PFF until the end of the semester.

II. Approval of Minutes

The minutes of the regular meeting of September 2, 2021, were approved as written.

III. New Business

EEOAC Governance Structure Form

Shawna shared that EEOAC needs to look at the role of this committee to insure EEOAC is following the EEO Plan. EEOAC is a legally mandated committee set forth in Title V. The governance structure doesn't mandate this committee, a set of legal rules do. EEO has always been outside of the Governance Structure. Items produced by EEOAC were sent to HRSPC in the past if they had overlap, but EEOAC didn't report to HRSPC.

The following changes will be made to the Governance Structure Form:

Report to: Human Resource Services; Informational reporting to ECCC.

Role: EEOAC, an independent committee as required under title 5 section 53000,

The governance structure was approved with the suggested edits.

EEOAC Orientation

Shawna presented the EEOAC Orientation.

EEOAC's purpose is defined by Title 5 section 53005. All community college districts shall establish an EEOAC to assist the district in developing and implementing an EEO plan. The advisory committee shall receive training in all the following:

- The requirements of this subchapter and of state and federal nondiscrimination laws

- Identification and elimination of bias in hiring
- The educational benefits of workforce diversity
- The role of the advisory committee in carrying out the District's EEO plan

EEOAC's role:

- Assisting in developing the District's Plan in compliance with state and federal regulations, statutes, and guidelines.
- Monitoring the implementation and progress of the Plan and recommending corrective action when necessary.
- Advising the District's EEO Officer in the development and presentation of annual reports to the Governing Board and Superintendent/President and responding to equal employment inquiries and concerns of all employees.
- Assisting the District's EEO Officer in developing and coordinating information programs for District employees.
- Reviewing and suggesting revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities.
- Monitoring the implementation of and compliance with the Americans with Disabilities Act.

EEO Plan Components (bold indicates chapters need to be updated in EEO Plan 2022-25)

1. Introduction
2. Definitions
3. EEO Policy Statement
4. Delegation of Responsibility, Authority, and Compliance
5. EEO advisory Committee
- 6. Unlawful Discrimination and Sexual Harassment Complaints**
7. Annual Notification to District Employees Regarding EEO Plan
8. Training for Selection Committees
- 9. Annual Written Notice to Community Organizations Regarding EEO Plan**
- 10. Analysis of District Workforce, Applicant Pools, and Degree of Underrepresentation**
- 11. Methods for Addressing Underrepresentation**
- 12. Reasonable Accommodations for Persons with Disabilities**
- 13. Other Measures to Demonstrate Commitment to Diversity and EEO**
- 14. Appendices A-D**

Title 5 requires specific interventions

- Training for hiring committees, District Compliance Officers on bias and its impact on hiring
- Review of qualifications for unintended bias
- Require job-related criteria only; eliminate criteria unrelated to job
- Monitor applicant pools and workforce for adverse impact
- Consider other means of promoting diversity

EEO Plan Development

N/A

IV. Old Business

N/A

V. Other

N/A

VI. Adjournment

The meeting was adjourned at 4:05 pm.