**DDEAC/HRAC Meeting Minutes**

Zoom Meeting Minutes

Date: 12/8/2023

Time: 9:00AM-10:AM

Attendees: Marietta Harris, Pat Hyland, Rocio Chavez, Ajani Byrd, Bill Baldwin, Carolyn Holcroft, David Marasco, Elaine Kuo, Erik Woodbury, Laura Gamez, Maritza Arreola, Melinda Hughes, Michelle Hernandez, Mirsaeid Abolghasemi, Voltaire Villanueva

Note Taking: Christine Hsu

1. **Catch up on what needs to be done.**

Pat Hyland state that the committee will not revisit all of the pass. The time when Pat was gone, we had no director the entire time. Appreciate the campus is still doing their work. Currently, we are out of compliance on our plan. It is the guidance that we should be working under. 2 things that needs to be done: EEO plan and EEO fund report. Asked Marietta to help draft some wording from places where their plan have been approved. Pat will send the EEO funding report for everyone’s review next week.

1. **EEO Plan**

**EEO Plan Approval Process**

* In the past, we would draft a report, get it approved by the board, and send it off to the state. Current process, Draft a report, send it to the state where they can make some suggestion edits, then take it to the board for their approval. This plan on the board will be an action item.
* Elaine – Both Office of equity and took it back to their main group before. Bring back to the academic senate.

**Explain the requirement of the EEO Plan** – It is a three year plan. It was due October 15, 2023, but we got an extension, but California Community College office didn’t give us a due date. Just told us to submit it as soon as possible.

Pat Hyland is trying to meet below deadline- No later than January 15, 2024 to have the editing to send it to the California Community College office and send it through 2nd board meeting in February.

Draft used some old information, but also created something new. The plan components numbers had changed from 17 to 13. Other California Community College also have to create a plan, but the were not able to get it done by the timeline that was required, because of staffing and California Community Colleges was unclear about what was the requirements. Marietta was able to get a hold of one that had been approved by California Community College. It is important for us to get this information, so we weren’t wasting our time trying to figure out what they want. We would like the EEO committee to take a look at the plan. A lot of the major changes if you look on the California community website, they have a model plan that they've tried to guide us by and we have follow that. They still require if you'll see in plan component 13, there is a starting of a chart which is mainly what we want the committee to look at what kind of things that we want to do over your one year to year 3. The first year is when we're going to compile the data information that we're going to be using.

California Community Colleges Memo talks about some of the strategies that have changed. The requirement that districts conduct an initial demographic review of the qualified applicant pool before the application deadline closes and if necessary extend the search period.

However, they've changed. Those are the significant changes to the EEO regulations. They're probably not in the plan because it's already required by the EEO regulations. This plan component selection is specific prehiring, hiring, post-hiring strategies, and a schedule identifying the timetables. Part of the plan that we need the committee to come up with the strategies of what you feel that we should be doing or could be doing to get the staffing ratios and EEO the way we would like to see it.

**\* Have interest in help with editing the EEO Plan:**

* Marietta Harris- Main contact

- Michelle Hernandez

* Stephanie King
* Voltaire Villanueva
* Bill Baldwin
* Meet the week of January 8, 2024

**Useful Link:**

Model EEO Plan Link:

<https://www.cccco.edu/-/media/CCCCO-Website/Office-of-General-Counsel/modeleeoplan2022finala11y-V2.pdf?la=en&hash=FA6D606E93F54AABC9B82FD434F50677EC99E6EF>

Side by side comparison of old vs. New EEO Plan Requirements: <https://www.cccco.edu/-/media/CCCCO-Website/docs/general/side-by-side-changes-to-eeo-regs-v3-a11y.pdf?la=en&hash=7B5BE11E6D881AEED6732705A354FDC4F3D5F088>

CO memo about EEO fund allocation for FY24:

<https://www.cccco.edu/-/media/CCCCO-Website/docs/memo/2023-24-eeo-fund-allocation-memo-v2-a11y.pdf>

FHDA BOT approved EEO Plan from 2019

<https://hr.fhda.edu/FHDA%20Equal%20Opportunity%20Plan%20FINAL_June%202019.pdf>

1. **EEO Fund Report** - Due December 15, 2023

Each of the campuses have spent funds and are tracking it. For Central service, we have not utilizing the funds. We need to ask this group with your constituent groups to tell me what types of things you think we should be spending equal employment opportunity funds.

* To do:

Pat will send the report on how we spent the money.

* 2022-2023 – Is there something that should be coded for EEO spending.
* 2023-2024- What ty pes of things we need to spend the money on?

a. Pat: We could expand our recruitment efforts. We use job elephant for our recruitment tool. We charge all of those to our EEO funds. Job Elephant has subsets where we pay for their subscription, we pay a special amount for it to target Hispanics in higher education.

b. Ajani: What a FDIP program, faculty diversity internship program that's something that Los Rios does, our neighbors to the south at Mission West Valley. It is more programmatic. There're more moving pieces to it, probably costs far more to even set up and implement. It is a tool to support people who typically are not perhaps well attuned to being a faculty member or don't understand the process, all those different things.

c. NCORE.

1. Director of Equity- HR is actively recruiting for this position. This was posted in early November. Closing date is around December 20th. During the holiday season, it is not a great closing date. We may miss on some good candidates when they see that the time line is so short. We will reach out to Keisha to change to open until filled and the first review may be sometime in January.
2. Questions and follow up
3. **Is EO representation and EEO Officer different** ? Yes, it is different.

**- As an EO representation, haven’t heard of any changes, why is that?** No, you wouldn’t have the changes yet because we haven’t incorporated them yet because we are just now starting the plan. unless you have some information about whether we are reviewing the applicant pool and then going back out. If it doesn't look right, do you have any information on that?

**- Got that list of the characteristics of the pool, but got it after the position is closed.** We'll have to check with Keisha. Part of Keisha's role is to red flag when we have a pool that is shy in some manner. Pass practice is that when there is a red flag and bring it to the attention with the director of equity employee relations and when necessary, extend the search process. We will follow up with Keisha and find that out. We will report back to the committee what practice we have in place right now.

1. Voltaire Villanueva- Do I need to bring back the plan to my constituent group like in the Academic Senate? I am concerned because it is a 3 year plan. I don't want to slow down the process because of compliance. I don't know how other districts are doing it and you know we haven't touched this and then the board's going to review. The reason why I brought this up because like in Academic Senate, we are talking about how we can recruit better recruit and retain our faculty at Foothill. This just come up this morning is that we need a foundation from district to move forward with the initiatives or the initiatives of the district. This could be very well aligned with what Academic Senate wants to do as well.

Answer: We need to revisit on how the flow of this last time that it went out.

- Part of the plan component is to get with the academic senate to determine what kind of strategies they may have. Not the strategies, the actual strategies don't necessarily have to be in the plan, but the fact that we're going to be participating or getting their input could be in the plan.

1. **Next Meeting Date:** January 19, 2024 at 9 AM. Future meeting should avoid CAC meetings (CAC meeting is once a month).

* Pat: HRAC is different, they look at the school board policies. We will have some meetings together.
* For Lactation policy- HRAC needs to meet to approve this policy.