DDEAC Meeting
March 14, 2019
Minutes
3-5PM

1) **Members in attendance:** Alicia Cortez (DA Dean of Equity), Nicole Gray (FA), Monica Garcia (Classified Senate), William Baldwin (ACE), Alicia De Toro (DA Academic Senate), Carolyn Holcroft, FH Academic Senate, Tony Santa Ana, guest (DA Office of Equity, Social Justice and Multicultural Education), Becky Bartindale (CS Classified Senate), Dorene Novotny (CS; VC Human Resources and EO), L. Savage (Chair)

2) **Introductions:** Members introduced themselves and their constituents. Answer the following prompt: "What does equity look like in your FHDA role?"

3) **Meeting Norms and Agreements:** Laura Savage asked to skip the 'Meeting Norms and Agreements' because all members weren't present. Agreement by members to do so.

4) **Review of Member Responsibilities**

   a) Review of Membership make up and 'role/charge' posted online.
      i) Need to update to include Equity Action Council (DA) and Equity and Education Committee (FH). ***Will check with their respective campuses for confirmation.***
   b) Communication between constituents/DDEAC
      i) Discussion that some units don't seem interested in DDEAC's work. Possibly due to a lack of understanding how it relates directly to them (e.g. are there issues related to negotiations?)
      ii) How do we communicate the policies and procedures, so that they are better received by the units?
         (1) There was general consensus that most 'act as if the information' is new. (classified, faculty and admin)
         (2) Reiteration that policies/procedures must be consistent in the outgoing communication to different constituent groups.
         (3) ***Committee Agreement:** Explain why agenda items are discussed and indicate when/if an action was taken in reference to agenda items.
         (4) ***Committee Agreement:** Provide summary regarding focus of DDEAC for members to share with constituents.

5) **Expectations from DDEAC Members**
   i) Student Representatives:
      (1) Would like to invite students (they are supposed to be part of the membership, but no representatives as of yet).
      (2) Discussion of wanting most marginalized student voices present because those student government reps don't mirror the underrepresented student populations.
      (3) Members can nominate potential student members, so DDEAC can decide who to invite. Potential places to recruit student members: Puente, Umoja, connect with

the Foundation for ideas, student ambassador. ***Will confirm if required to follow shared governance rules for student representatives.***

(4) Need to onboard students to the ways of governance, **A.C. will bring information.***

ii) Committee members must be sure to review items with their constituents before voting in DDEAC meetings.

iii) Want to streamline the process so no further delays when the committee comes to agreement. *Members are expected to do their homework with respective units prior to voting on action items in DDEAC.*

(1) If members need additional support in communication to constituents, another DDEAC member can attend a meeting to assist in the communication. (Should bring developed talking points highlighting the work of DDEAC and summary why issue is important.)

6) Unfinished Business

i) Hiring Committee Procedures

(1) Admin Hiring Procedures need to be reviewed by members. ***Chair will send out with meeting minutes for members to review with constituents.***

(2) Next meeting: discuss and vote on whether to move forward to Cabinet.

ii) Train the Trainer: EEO Trainings

(1) Was intended to have multiple DDEAC members be able to give trainings

(a) Some reservation on this idea because the message won't be the same.

(b) Prefer consistent messaging, Director of Equity led trainings.

(c) ***Committee Agreement:** No 'Train the Trainer' model.

iii) EO Rep Training: Level 2 of EEO Trainings

(1) Way to address the need for EO Reps to have the language and competencies to facilitate discussion when a concern arises in the hiring process on committees.

(2) General consensus that good idea. **Chair will bring outline of proposed training at future DDEAC meeting (before end of fiscal year to review in time for next school year.)**

(3) Discussion of the appointment around EO Reps and what that process has looked like.

(a) Discussion of EEO list being made public.

(i) Concern that it may be used for stacking the committees. If needed, only by those who can appoint committee members (Senates, representative units, etc.)

(ii) Concern about staff knowing that employees are trained and eligible to serve – whether that person desires to or not. There are currently EEO trained employees who are on the list, but don't want to serve at all. Potential for pressure from managers/other to serve as a means to stack the committee.

(iii) Desire for employees to be able to at least check their personal status on the training.

(iv) Chair said she was *working with ETS to get it added to MyPortal for employees to see their expiration dates and to embed the link for registration for future trainings.*

(v) ***Committee Agreement:** Not the time to release full list of employees trained because still concern around the organizational culture. Open to revisit in future years.

(4) Committee Goals for 2018-2019

(a) Postponed for next DDEAC meeting

7) **Other**

(a) Frequency of DDEAC meetings

(i) Review of meeting history.

(ii) ***Committee Agreement:** *Agreed that every 6 weeks the committee would meet*. Six weeks allows for members to solicit feedback from constituents and confidently provide feedback and vote on DDEAC issues/action items. *Next meeting will be week of April 29, 2019 at Foothill College.* Meetings will rotate between campuses & a Central Service location. *Doodle Poll to be included in email with minutes.*

(iii) Discussion of offering Zoom option to attend the meetings.

1. ***Committee Agreement:** Will find location, working with ETS for mic access, to provide virtual option.

8) If members wish to submit an agenda item, please contact the Chair no later than 1 week prior to next meeting.

Final Meeting Thoughts/Reflections

In order to improve and streamline process of DDEAC committee, we will actively seek to fill the membership with required membership representatives, including student voice. We will also take responsible for communicating with our respective constituents, which we are representing on the committee, to ensure accurate/appropriate voice in our role on the committee to aid in being actionable in recommendations to the FHDA community.

Announcements:

Upcoming EEO Training Dates

- May 8th, FH TOYON 2020: 9AM-12PM
- May 22nd DA ADMIN109: 9AM-12PM
- June 7th, FH TOYON 2020: 9AM-12PM
- June 7th, DA ADMIN109: 1-4PM
- June 17th, FH TOYON 2020: 9AM-12PM
- June 25th, DA ADMIN109: 9AM-12PM

Attachments:

- Doodle Poll for upcoming meeting date: in email
- Most recent Hiring Committee Policies and Procedures: Classified, Faculty and Administrators