



**Minutes – January 25, 2023**  
**4 p.m.-5 p.m.**  
**Meeting Held via Zoom**

**Members Present:** Maria Bucio, Lesley Doig, Emely Gutierrez, Kristina Londy, Nick Mortaloni, Charlie Ng, Wendy Stewart

**Members Absent:** Melissa Johnson, Al Nyman, Edward Pohlert

**Resources:** Shawna Sourivanh, Chris Tarman

1. Review November 30, 2022 Meeting Minutes  
The committee reviewed the November 30, 2022 meeting minutes.

2. [Newly Approved EEO Regulations](#)  
Charlie attended the Chancellor’s Office webinar on the new EEO regulations. As part of our plan, there needs to be at least one goal under pre-hire, hire, and post-hire.

Charlie and Shawna will identify the strategies to be addressed in the plan and provide a draft of this information at the next meeting so the committee can begin to vet the plan. Charlie will confirm whether we need to submit the EEO plan by May 1, 2023, or if it will be due by January 1, 2024.

Charlie shared with the committee that the EEO Faculty Hiring Committee Training will be this Friday. In preparing for future hiring committee trainings, we should train earlier because some of the training content should be shared before a hiring committee starts their work. E.g., data, expectations, job announcement, all of those things should be included in the training, and we should not wait until January to share the information. This information should be sent out in December or late November for a more effective recruitment process.

3. EEO Grant Application  
The grant information was sent to committee members via email. There is a \$300K grant the state Chancellor’s Office is making available for districts from a total of \$4.5M (approximately 15-20 grants will be issued). There will be a lot of competition to get funds. Ellucian will be assisting the district in writing the grant and Wendy will assist with the grant process as well. The grant will cover three areas identified by the district from the Campus Climate Survey: Leadership development, professional development, and onboarding. A survey will be launched for new hires/promotions to collect data. All of this will fold into the work we do (results of survey).

Approval has been received for the district to submit the application form and it is currently being routed for approval. The application is due by February 24, 2023.

An inquiry was made if accessibility needs for employees could be addressed in the grant. Wendy shared with the committee that a new accessibility work group

as part of the technology advisory committee has been created that will focus on institutional level accessibility and universal design. The group will meet in February to address gaps for employees, equity-minded practice versus siloed into this area of people with disabilities. This can also be addressed in the grant.

The grant will be structured with the first-year pilot for leadership and onboarding development; the second year for professional development and follow up on leadership and onboarding. A question was brought up on using funds for employee retention. Charlie said that this would be addressed in the EEO plan.

**Next Steps:**

For next week we will have a status update of the grant. We can spend some time to go over this next week and ideas about the EEO plan and begin discussing the schedule and timelines.

- Review EEO Grant accessibility items
- Review EEO plan/template for our goals and strategies
- Brainstorming session at the next meeting.

4. Next Meeting – Wednesday, February 1, 2023 – 4 p.m.