



Minutes – September 11, 2025
1 p.m.-2 p.m.
Location: OC 1030
and Via Zoom

Members Present: EJ Catapang, Yaira Hicks (Zoom), Nadia Khan (Zoom), Dara Perales, Hayley Schwartzkopf

Not Present: Jenn Acfalle, Nick Mortaloni, Al Nyman, Wendy Stewart

Resources: Nashona Andrade, Chris Tarman

1. Welcome and introductions
Committee members introduced themselves and welcomed our new student representative, EJ Catapang.
2. Minutes
 - a. Review May 7, 2025 - Meeting Minutes
The committee reviewed the minutes. No changes.
3. Review of Committee Charge (see page 2)
The committee reviewed the committee charge and how the committee supports the district's EEO efforts.
4. EEOAC Training
New committee members will receive training to review our EEO plan, past minutes, and have an opportunity to ask questions. A short refresher session can be scheduled for the committee.
5. Accomplishments
An overview was provided of our EEO accomplishments for year 2 of our EEO Plan:
 - Commended the Human Resources team launching 2-minute recruitment video along with a 30-second video as a teaser.
 - Revamped hiring committee training by combining the EEO representative training and committee training into a single 45-minute video. In addition to the video, there is a 30-second teaser page for job applicants and why they would want to work for MiraCosta.
 - Hired Strategies 360 (S360) as our new job advertising agent. S360 offers targeted marketing to a more diverse applicant pool. The change will bring a more interactive and exciting experience to our candidates and aligns with our mission, goals, and values.
 - On August 25, a new jobs page was launched. The new site provides information on each site location where candidates might be working and gives an idea on North County living. We will be able to collect better data analytics as part of our recruitment efforts.
6. EEO Grant Updates
 - a. Leadership Academy Cohort 2 Launch

Our first leadership academy cohort was launched in fall 2024. There were 15 participants that went through the training. We are now organizing the second leadership cohort for spring 2026 and are utilizing feedback we received from consultant interviews with our first cohorts to improve the training.

Recommendations were made to send out a letter to selected participants letting them know how they were selected to participate and will arrange for supervisor support while going through the academy. Based upon feedback, the next academy will have a condensed format.

b. New Hire Orientation

Human Resources launched their new, New Hire Orientation. The orientations will be held every two months and there are approximately 8-12 participants. August was our largest orientation as it included our new faculty members.

7. EEO Plan Categories 2025–2026

An overview was provided on year 3 of our EEO plan (Component 13) and what we look to accomplish.

a. Pre-Hire Strategy

i. Review and revise EEO/IDEA Policy Statements

We will work with our IDEA advisory committee to review and revise our EEO policy statements.

ii. Determine effectiveness of videos and resources

We will be tracking and measuring the effectiveness of our new jobs page to better market to future applicants.

b. Hire Strategy

i. Recruitment strategies to identify colleges / universities and community organizations to partner with

We will be creating partners with colleges and universities that graduate many applicants from historically disproportionate student populations. We have strong partnerships with our community partners; however, we need to find effective ways to establish partnerships with colleges and universities.

ii. Enhance mandatory training hiring committees

Training for our hiring committees has been embedded in MIST (MiraCosta Innovative Source for Training). Anyone serving on a hiring committee will need to watch the 45-minute training video.

iii. Implement comprehensive advertising strategy

Through our new advertising partnership with S360, we now can advertise our jobs on social media.

iv. Implement, monitor, and take action on applicant pool data

With our new tools, we will be better able to implement, monitor and act on applicant pool data.

c. Post-Hire Strategy

i. Assess measures implemented to refresh exit interview process

Our exit interview process will be improved by revamping questions and analyzing the data that is collected. We have found that many who have resigned have gone back to school or have taken a promotional opportunity elsewhere.

ii. Assess and revise onboarding experiences for employees and professional development and leadership development experiences

The recruitment team has submitted a proposal on frequency of training for hiring committees. They would like to survey hiring committees for their feedback on the proposal. Other colleges in the area have training every two years. A request was made for the committee to see the new training.

8. Upcoming Meetings

a. Meeting times

Due to scheduling conflicts for some committee members, 1 p.m. on the second Thursday of the month does not work for everyone. A Doodle Poll will be sent out to help determine the best time for all to meet.

EEOAC Committee Charge

- Assist the district in implementing its EEO Plan.
- Assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures.
- Coordinate with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity.
- Review and advise on recruitment efforts, job announcements, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the district's ability to attract and retain a diverse faculty and staff
- Advise on implementing the district's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Promote communication with community groups and organizations for people with disabilities
- Promote hiring of faculty who have themselves graduated from a community college
- Develop communications among departments to foster understandings of the EEO Plan
- Advise the superintendent/president regarding special training or staff development needs
- Review the EEO Plan, monitor its progress and recommend changes
- Review and approve the annual written report to the superintendent/president, the Board of Trustees, and the California Community Colleges Chancellor's Office.