



**Minutes – October 9, 2025**  
**1 p.m.-2 p.m.**  
**Via Zoom ([Link](#))**

**Members Present:** EJ Catapang, Julie Cord, Nadia Khan (left meeting at 1:37 p.m.), Al Nyman, Dara Perales, Hayley Schwartzkopf, Wendy Stewart

**Not Present:** Nashona Andrade, Yaira Hicks, Nick Mortaloni, Chris Tarman

**Resources:** Jenn Acfalle

1. Welcome and Introductions to Julie Cord  
Committee members introduced themselves to Julie.
2. Minutes
  - a. Review September 11, 2025 - Meeting Minutes  
Please review minutes. Should you have any changes, let us know.
3. EEOAC Training
  - a. [EEO Plan](#)  
Committee Chair Hayley Schwartzkopf provided training to the EEO Advisory Committee on the committee's role and charge, the purpose of the EEO Plan, EEOAC training requirements, and state and federal laws as well as education code that impact our EEO Plan and hiring practices. Today's training has been recorded to share with committee members who were unable to attend today's meeting.
4. EEO Hiring Committee Training Form  
The recruitment team has been working to automate processes for recruitment. When we have hiring committees making sure, we have correct demographic information and the diversity of our committees. Recruitment team developed a new form to send committee members to ensure they have diversity of representation.  
  
Jenn—Shared form with the committee. Jenn will send the form out and state the age will be the range. Committee members can comment on the form and send back comments by
5. General Updates
6. Upcoming Meetings
  - a. Meeting times  
A Doodle Poll was sent out to members and there was no consensus on the day to hold the meetings. We will continue holding meetings on the second Thursday of the month at 1 p.m. A meeting invite will be sent out for the next meeting on November 13, 2025, which will be in-person.

## **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.