



Meeting Minutes: EEOAC Committee

Date: November 6, 2024

Time: 1 p.m. – 2 p.m.

Location: Virtual

Attendees:

Charlie Ng
Dara Perales
Yaira Hicks
Edward Pohlert
Nick Mortaloni
Nadia Khan
Wendy Stewart
Al Nyman

Members Absent:

Laura Davis

Resources:

Nashona Andrade
Chris Tarman
Absent Resource: Jenn Acfalle

Minutes:

1. Call to Order:

- The meeting was called to order by Charlie Ng at 1pm.

2. Approval of Previous Meeting Minutes

Discussion:

- The committee circled back to review the minutes from the previous meeting at the end of today's meeting.
- No revisions or additions were suggested by the group.

Decision:

- The minutes from the previous meeting were approved as written.

3. Welcome and Introductions

4. EEO Grant Update

Discussion:

- Onboarding Timeline & New Hires:
 - The group discussed the onboarding timeline and resources for new hires, particularly hiring managers.
- Leadership & Development Updates:
 - The group discussed the status of the Leadership Development program including the participants' feedback, presenters, support, survey and data collection, and the need for more MiraCosta College specific examples in the content.

Action Items:

- Charlie to send the onboarding slides to the team for feedback.
- Committee members review the onboarding materials and provide feedback.

5. Subcommittee Group Updates

Pre-Hire Strategy:

Discussion:

- Charlie recapped Part 1 of the strategy on Pre-Hire activities. The team is revising pre-hire procedures, including creating a recruitment video series, developing new hiring

tools, expanding diversity and inclusion efforts, streamlining training and using the MIST system. The MIST platform was discussed, focusing on any potential issues.

Action Items:

- Team to refine the Pre-Hire process, including the hiring tool and the video series, incorporating feedback and addressing any issues with MIST.

Hire Strategy:

Discussion:

- Nashona was acknowledged for her outstanding contributions to the hiring committee and integrating EEO principles into the committee's work.
- The committee emphasized the importance of strengthening the hiring process, ensuring that EEO strategies are woven into recruitment and hiring practices.

Action Items:

- Committee members are to review and provide feedback on the hiring process, particularly regarding the integration of EEO strategies and the modernized training approach.

Post-Hire Strategy:

Discussion:

- The team discussed improving Post-Hire activities:
 - **Exit Interviews:** Developing a process with conflict mediation training, humanizing the experience, and aiding retirees.
 - **Videos & Resources:** Creating recruitment videos for EEO initiatives, ensuring MiraCosta controls the narrative and aligns with its vision.

Action Items:

- Nashona and Edward will work to finalize the Post-Hire exit interview process and ensure interviewers are trained in conflict mediation.
- Team to prepare a list of items for retirees to review ahead of time during their exit interviews and allow them to navigate the process independently.
- Nashona, Edward, Jenn, and Nadia to continue working on the recruitment video project, finalizing the storyboard, and ensuring the narrative remains MiraCosta-owned.

6. EEO Plan Submittal Update

Discussion:

- **EEO Plan Submission:** Discussed the status, funding implications, coordination between HR and RPIE, and needs for documentation and data collection improvements.
- **Data Systems & Integration:** Recruiting a new data analyst, exploring Workday Recruiter for recruitment data, addressing gaps in disability data, analyzing hiring for disproportionate impact, and tracking demographic data. Emphasized addressing gaps in employee data.

Decision:

- The team is working towards streamlining the data collection and submission process to improve documentation and consistency in the future.
- Further efforts will be made to address any gaps in disability data, exploring ways to capture it in both applicant and workforce data.

- The team will continue discussions on disproportionate impact analysis as part of future EEO planning.

Action Items:

- New data analyst will help to refine the data submission process and conducting disproportionate impact for future submissions.
- Team to continue tracking and analyzing EEO-6 demographics in both applicant and workforce datasets to ensure accurate data collection for future submissions.

7. EEOAC Committee Member Application

Discussion:

- Community Member Application:
 - The committee discussed adding 1-2 community members to the EEOAC to represent underrepresented populations and provide an equity perspective.

Decision:

- The committee will invite 1-2 community members, using the existing list of community organizations for candidate identification.
- EEOAC will make final selections based on alignment with committee goals and underutilization areas in the EEO plan.

Action Items:

- Share list for committee review of community organizations to help identify potential candidates.
- Finalize the application form and send out invitations to selected candidates.

8. Determine 2024/25 Meeting Dates and Times

Discussion:

- The committee agreed to meet again in December to check in on progress and address any outstanding issues.

Action Items:

- Charlie to schedule and send out the invitation for the December 11 meeting.
- Team prepares updates on community member strategies and subcommittee progress.
- Committee members bring any additional topics for discussion.

9. Other Business

- The meeting was adjourned.

10. Next Meeting

December 11 at 1:00 pm.