

EEO & DIVERSITY COMMITTEE
HR CONFERENCE ROOM
September 25, 2014

Present: Clint Dougherty, John Macomber, Tonia Watkins, Tyler Osejo, Joann Garcia,
Jill Murphy (absent)

Recorder: Tonia Watkins

The meeting was called to order at 11:03 a.m.

Approval of Minutes

None

Agenda/Purpose

The purpose of the EEO & Diversity Committee was discussed, in addition to reviewing and discussing the District's EEO plan draft. Discussed use of NeoGov by HR as a part of EEO plan.

Items for Next Meeting

Each committee member to review EEO plan, Board Policies, data for past years for analysis and determination of where district is at. Joann to review student data, HR to review applicant data.

The committee members agreed to begin working on drafting a policy statement by next meeting.

The next meeting will be scheduled for October 30, 2014 at 11:00 am, in HR.

The meeting was adjourned at 11:56 am.

Equal Employment Opportunity and Staff Diversity Plan Committee

Human Resource Conference Room

Thursday, October 30, 2014

11:00 a.m.

Members Present: Clint Dougherty, John Macomber, Tonia Watkins, Tyler Osejo, Joann Garcia, Jill Murphy (Absent)

Recorder: Joann Garcia

The meeting was called to order at 11:16 a.m.

Agenda/Purpose: The purpose of this meeting was for the committee to begin reading sections of the Equal Employment Opportunity and Staff Diversity Plan by all Committee Members.

Discussion: Clint Dougherty began the meeting by advising the committee that they would begin step # 1 by reading through the EEO & Staff Diversity Plan and asked the committee members for input or identify in the document for changes. Clint explained to the committee that the EEO Staff and Diversity Plan will go through the college process of shared Participatory Governance, Board of Trustees, Chancellors Office, etc. Clint shared with the committee that the EEO & Staff Diversity Plan will be reviewed every three years after the documented is completed and that the committee will be twice each semester.

The Committee read the Purpose of the EEO and Staff Diversity Plan. The recommended change in this page was in paragraph two: An "Equal Employment Opportunity Plan" is a written document in which a California Community College District's workforce is analyzed and specific plans and procedures are set forth for enduring equal employment opportunity. All districts are responsible for the preparation of an equal employment plan to be submitted to the Chancellor's Office. The document previously read: All districts are responsible for the preparation of an equal employment opportunity plan to be submitted and approved by the Chancellor's Office.

Plan Component 1: Introduction – Committee read the page document and had no changes

Plan Component 2: Definitions – Committee read the page document and had no changes

Plan Component 3: Policy Statement-Committee read the page document and had had a change at the end of the last sentence which was: This EEO Plan shall also be regularly reviewed and updated to

ensure compliance with applicable federal and state laws every three years. The document previously read: This EEO Plan shall also be regularly reviewed and updated to ensure compliance with applicable federal and state laws.

Plan Component 4: Delegation of Responsibility, Authority and Complaints-The Committee read 1. Governing Board and had a change in this paragraph: The BCC Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan. The BCCD Board of Trustees assumes overall responsibility for the success of the District's effort to achieve Equal Employment Opportunity and provides a supportive environment free of bias for all staff and students. The document previously read: The BCCD Board of Trustees assumes overall responsibility for the success of the District's effort to achieve Equal Employment Opportunity and provides a supportive environment free of cultural bias for all staff and students.

Plan Component 5: EEO and Diversity Committee-John Macomber shared his research findings from the Student Success Scorecard:

Update Appendix B – Historical Demographic Data for Barstow Community College Workforce Analysis. (pg. 19 of BCCD Diversity Plan)

Using Race Ethnicity breakdown from California Community Colleges.

<http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=911>

Diversity plan currently in use does not account for those that identify as two or more races which accounts for 4.0% of the student population in 2012-2013 for BCC the academic year. Diversity plan should incorporate unknown gender between male and female which accounts for 0.7% of the student population in 2012-2013 for BCC

The question was mentioned that the EEO in many cases throughout the BCCD Diversity Plan document will continue to be mentioned in lowercase form, except in the instances where a title/position is mentioned. i.e. Equal Employment Opportunity Officer. Tonia clarified the EEO definition in the Plan.

The committee discussed if the Equal Employment Opportunity and Diversity Committee will review Staff Availability Data and other relevant data for the purpose of advising the District and assisting in its commitment and goals in achieving equal employment opportunities. The committee discussed in length the possibility of collecting data in many possibility of make-up groups on campus. The committee will look at campus data and decide the categories as we collect information.

Joann mentioned that she had read the entire document and will discuss the Plan as we read on further. Tyler mention that he had identified punctuation errors in the document.

The committee adjourned at 11:58 am on Plan Component 5 and will pick up at the next meeting.