

Barstow Community College

Equal Employment Opportunities and Diversity Committee Meeting

Human Resource Conference Room

Monday, September 14, 2015 -- 3:00 PM

Committee Members: Clint Dougherty, Tonia Watkins, Joann Garcia, Thomas Armstrong, Eduardo Vasquez, John Macomber and Nathan Cullum.

Members Present: Clint Dougherty, Joann Garcia, Thomas Armstrong, Eduardo Vasquez.

Excused: Tonia Watkins

Absent: Nathan Cullum and John Macomber

**New Members:** Clint welcomed the new members Thomas Armstrong Associate Dean of Student Services and Athletics, and Eduardo Vasquez, BCC Counselor. Clint advised new members that the EEO Committee compiled in draft form the EEO and Staff Diversity Plan. The Plan will be reviewed by Cabinet before it is on the Board of Trustees Agenda.

**Strategic Priority #7, Diverse and Excellent Workforce:** Clint distributed the Strategic Priority #7, Planning Retreat Notes, to the committee. He explained to the new members that the notes were from staff at the annual Spring Retreat last year. The current committee decided as a group to identify the notes either as Equal Employment Opportunities (EEO) or Professional Development (PD).

Planning Retreat Notes:

Attract, retain, and develop highly qualified diverse college employees to enhance student success. Identified as EEO.

Attract and retain awesome faculty and staff who relate to students. Identified as EEO

New Employee Orientation and mandatory exit interviews. Identified as EEO/PD. The best customer service comes from contented employees; identified as PD.

Category	EEO	PD	EEO/PD	undecided
Highly qualified			√	
Diverse				√
Culturally rich environment	√			
Stability in Administrating				√
Workforce enhancement		√		
Promote Professional Development		√		
Accountability		√		
Success Plan			√	
Effective communication				√
Cross-training		√		
Promote Employee Development		√		
Staff and administrative retention		√		
Up-skilling		√		
Mentoring		√		
Succession planning		√		

Strategic Priority #7: Diverse and Excellent Workforce. Attract, develop, and retain an excellent and diverse workforce. The committee discussed in length determining a goal that would fit Barstow Community College Strategic Goal #1.

The committee decided its goal for the college would be to increase our BCC Applicant Pool by 20%. There was discussion on various marketing techniques and ideas for this goal. The committee discussed the various components of goals such as: How does the goal support the Strategic Priority? What are the expected

outcomes of the goal? What data/metrics will be used to measure the outcomes of this goal? Who the responsible party for this goal? *Clint will type in the Strategic Priority Document and e-mail to the committee.*

Goal #2 was tabled until the next meeting to discuss Cultural Awareness as a potential goal.

Activities for goals #1 and #2 will be discussed at the next meeting.

Adjournment: The meeting was adjourned at 4:05 p.m.



Barstow Community College  
Equal Employment Opportunities and Diversity Committee Meeting  
Human Resource Conference Room  
October 19, 2015 Minutes  
3:00 p.m.

Members Present: Clint Dougherty, Tonia Watkins, Joann Garcia, Thomas Armstrong, Eduardo Vasquez, and Nathan Cullum.

Members Absent: John Macomber and Jill Murphy

Approval of Minutes: 3:10 p.m. All Present

Strategic Priorities # 7

The Committee Members of Strategic Priority # 7 reviewed the Goals and Activities and discussed each goal and activity in length. Chair, Clint Dougherty advised the committee he would e-mail the Strategic Priority #7 document to committee members immediately following the meeting for committee input and revisions to the document. Clint advised the committee the document is due to the Institutional Effectiveness Committee on October 28, 2015.

**Goal # 1** Increase applicant pools by 20% to achieve a highly qualified and diverse workforce.

Activity #1 Expand recruiting efforts and target recruiting efforts to underrepresented groups

Activity # 2 Implement applicant tracking system.

**Goal # 2** Ensure all screening committee members and employees are trained on EEO and diversity compliance and understand the value added of having a diverse workforce.

Activity #2 Training of screening committee members on EEO and Diversity compliances and best practices. Employee training on the importance of diversity in the workforce

Activity # 2 Employee training on the importance of diversity in the workforce

**Goal # 3** Reduce employee attrition by 50% through an improved employee onboarding and orientation program.

Activity # 3 Formalize and enhance employee onboarding.

Activity # 3 Formalize and enhance employee orientation.

**Goal # 4** Identify and promote both internal and external professional development opportunities.

Activity # 4 Develop an easy access resource for professional development activities.

Activity # 4 Communicating where to go, how to access, and what is offered in professional development.

In addition, members discussed Professional Development, Orientation, Applicant Recruitment, and Committee Training.

The meeting was adjourned at 4:00 p.m.

Barstow Community College  
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Human Resource Conference Room

November 9, 2015 Minutes

3:00 p.m.

Members Present: Clint Dougherty, Tonia Watkins, Joann Garcia, Thomas Armstrong, Eduardo Vasquez, Tara Guiffredo and John Macomber.

Approval of Minutes: 3:10 p.m. Motion: John Macomber and 2<sup>nd</sup> by Eduardo Vasquez.

Screening Committees: Clint Daugherty welcomed the committee to provide their input on who shall serve on Barstow Community College Hiring Screening Committees. Clint explained to the committee that the college has the categories of Administration, Management, Classified Management, Confidential, Classified, Faculty, and Adjunct Faculty.

There was a round table discussion among the members of the committee to discuss the possible members of the hiring of each committee. The committee discussed, as one example, the hiring of a College President. We decided what should consist of the committee: student, manager, administrator, faculty, and a community member.

It was understood by the members that based on departmental hiring that one person outside of the department will serve on the hiring committee.

The EEO Committee had a lengthy discussion about other possible college members to hire and who would be added to each of their hiring committees.

Equal Employment Opportunity and Staff Diversity Plan: Clint advised the committee that the EEO Diversity Plan will be distributed to the Shared Governance Committee in December or January.

The meeting was adjourned at 4:00 p.m.

Barstow Community College  
Equal Employment Opportunities and Diversity Committee Meeting  
Human Resource Conference Room  
December 7, 2015 Minutes  
3:00 p.m.

Members Present: Clint Dougherty, Tonia Watkins, Joann Garcia, Thomas Armstrong, Eduardo Vasquez, Tara Guiffredo and John Macomber.

Approval of Minutes: 4:00 p.m. Motion: John Macomber and 2<sup>nd</sup> by Thomas Armstrong

**Administrative Procedures AP 7120:** Clint Daugherty distributed the Administrative Procedure (AP 7120) to the committee members. The committee discussed thoroughly the document which entailed the areas of the Recruitment, Screening, and Selection Process. The committee discussed and agreed on the minimum recruitment period as follows:

**Recruitment:**

Educational Administration – 4 week

Faculty – 4 weeks

Classified Administrators – 3 weeks

Confidential – 3 weeks

Classified – 2 weeks

Temporary Hourly short Term – 2 weeks

Temporary Hourly substitutes – Open/Continuous

Professional Experts – 2 weeks

Adjunct – Open/Continuous Pools

**Screening Committees:** The EEO Committee discussed the Composition of each hiring committee and the selection process. There was discussion among the members of the screening committee make up for each college hiring position. Thomas Armstrong questioned whether it was the Barstow Community College process to have the Academic Senate President appoint a full time faculty to the screening committee by his choice and not by a vote of the faculty. In addition to the BCFA President appointing a full-time faculty. Clint Dougherty explain to the committee that is the process of the Barstow Community College, and that the committee was welcomed to take the (AP 7120) back their department constituents and come bring back feedback at the next meeting.

**Process:** The EEO Committee agreed on the Screening Process. Once the committee is formed, there are 12 steps. Step 3 of the handout, was moved to Step 5 - The interview questions, exercises, and/or teaching demonstrations will be reviewed by HR to ensure EEO compliance and job relevance.

**Recruitment Timelines:** The EEO Committee agreed on the recruitment timelines.

**Agreement for the EEO Committee to Meet:** The EEO Committee agreed to meet continue meeting on Mondays at 3:00 p.m. in the Human Resources office.

**Equal Employment Opportunity and Staff Diversity Plan:** Clint advised the committee that the EEO Diversity Plan will more than likely be ready to move forward in January.

The meeting was adjourned at 4:00 p.m.

Barstow Community College  
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Human Resource Conference Room

January 25<sup>th</sup>, 2016 Minutes

3:00 P.M.

Members Present: Clint Dougherty, Tonia Watkins, Joann Garcia, Thomas Armstrong, John Macomber, Eduardo Vasquez, and Tara Guiffredo

Approval of Minutes: 3:15 P.M. Unilaterally accepted.

Clint Dougherty updated us on presenting the EEO plan to the Board on January 20<sup>th</sup>, 2016.

Board Policy 3410: Members reviewed and discussed changes that were made to this policy. Changes were made to this policy to reflect the current identities of protected groups.

Recruitment Screening and Selection Procedures: Members were asked for input on the best recruitment methods to attract a more diverse workforce. Changes were discussed about the amount of time recruitment periods should be open.

Screening Committee Composition: Members discussed how the screen committee should be made up. Concerns were addressed regarding best practices to be fair and give an equal opportunity for the community.

The meeting was adjourned at 4:00 P.M

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March 7<sup>th</sup>, 2016 Minutes

3:00 P.M.

Members Present: Clint Dougherty, Tonia Watkins, Joann Garcia, John Macomber, Eduardo Vasquez, and Tara Guiffredo

Absent: Thomas Armstrong

Approval of Minutes: 3:20 P.M. Unilaterally accepted.

Clint Dougherty updated the committee on regular positions versus temporary positions. The committee discussed the qualifications and the committee make up.

Structured and final interviews: Structured interviews are set in order to see if candidates meet the qualifications of the position. Final interviews are unstructured and are set in order to see if the candidate meets the college's expectations.

Tonia Watkins discussed about travel reimbursement for interviews. Some of the requirements that were discussed were: the type of position (Faculty or Classified), the distance the candidate needed to travel to Barstow Community College (At least 100 miles) with proof provided, and it is only limited to the final interview. There is also an \$800 cap.

Job/Employment Offer: The committee discussed about how much time should pass before final candidates could be offered the position in the case that the finalist who was offered the position could not fulfill their duties. The group agreed on 6 months.

The meeting was adjourned at 4:00 P.M