

Equal Employment Opportunity
Advisory Committee

Minutes of the Meeting
April 20, 2007

Present:

Ellen Horvath
David Gunn
Cynthia Convey

Robin Huber
John Gallant

Georgina Guy
Maggie Cordero

Distributed documents:

Copies of the Model EEO Plan
Copies of Title 5, § 53000 et seq.
Letter from the Chancellor's Office outlining a timeline for the
development of the EEO Plan

Discussions:

Since it is late in the year, the first meetings of the EEOAC will be to set an agenda and schedule meetings for the upcoming year.

Ms. Horvath has retained copies of the work accomplished by the previous Diversity Committee which may be valuable for review.

Noted that the old AA Plan contained Discrimination Complaint Procedures and Selection Procedures. These documents will not be contained in the EEO Plan but will be referenced. Currently, these documents in their present form are slated to be adopted in the Administrative Procedures which are under review through the Coordinating Committee and the Model EEO Plan simply references them.

A goal of the EEOAC will be to review Selection Procedures so that they all (classified, part-time faculty, faculty and management) are in the same format and so that information is more accessible in the Selection Procedures. Selection Procedures should contain procedures in the selection process and job announcement and recruitment should be contained in the EEO Plan.

The committee asked if there were selection procedures from other districts which might be of use. I said that I had recently reviewed Mt. SAC's procedures and was impressed. The Committee asked CC to provide an electronic copy to members before next meeting.

The Board Policies under review will contain a Non-Discrimination Statement and Robin Huber has requested a copy of the League's recommended policy be provided to the Committee electronically before the next meeting.

The Committee asked that the next meeting be scheduled a month from this one to allow a full review of the distributed documents. Next meeting scheduled for Monday, May 21 at 2 p.m. in the HR Conference Room.