Equal Employment Opportunity
Advisory Committee

Minutes of the Meeting
April 20, 2007

Present:

Ellen Horvath  Robin Huber  Georgina Guy
David Gunn   John Gallant  Maggie Cordero
Cynthia Convey

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.**