

EEOAC Minutes– May 1st, 2025

Angela O, Angela L, Lauren Servais, Holley Shaffer, Marco Cantua-Alvarez, Alyssa Graff

Pre-Hiring

Provide training to employees, students & trustees. (53024.1(d)) Topics –

- Classified: Various trainings including Social Justice 101
- MSC: LGBTQ+ readings and fireside chat
- Faculty: NCORE training, POCR, Universal Design etc.
- Flex Sessions: equity focused and had 13 in 2025
- Student: Leadership Empowerment Action Plan hosted by Student Advocacy, AO to check in with Student Advocacy on additional training courses
- Trustees: unknown
- 2nd Annual Leadership and Empowerment Action Plan (LEAP) retreat for students; Intergenerational Trauma, defining and empowering your space, etc. – plan to bring in more students each year
- For next year – how do we connect with groups like IDEA
- Proposal for a structured approach to collect “Committee Highlights” for all the groups doing this work (Academic Senate, Classified Senate, MSC, PGS groups); PRIE is already doing something similar, can we add this to Plan 2030; Should EEO do this separately or collaborate with other groups?
- **The Group is brainstorming**
- Can we include in the next employee engagement survey to gather feedback about equity work?

Hiring

Develop an outreach process to build relationships with graduate programs, other institutions, and potential applicants.

- Classified learning day
- Classified Leadership program
- Gina Cullen did career mapping in Classified
- Recommendations – providing a one pager of what classified staff might need to become faculty, and what would it look like.
- Survey classified staff what their current and aspirational goals are – we can add this to employee survey
- Explore possibilities of connecting employees to Sonoma State Bachelors’ degree like we do for students

Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))

- COM faculty have been working with articulation officer to prepare for CalGETC implementation.
- Additionally, they are participating in Common Course Numbering Curricular changes, which is providing an opportunity to revise/rethink curriculum.
- OER is another opportunity for faculty to adopt new texts. CRPP and AB 1705 grant work.
- Plan 2030, best place to study and learn, and coming Professional Learning Center, will also provide opportunities to continue ensuring texts, curriculum and course descriptions are updated regularly

Revise hiring protocols to include an EEO representative is included on selection and screening committees.

- Consensus is not to go with EEO Rep, but additional training should be provided, including the playlist in ProLearning. This needs to be shared with employment services.

Post Hiring

Provide awards/recognition to acknowledge employee work towards the College's equity agenda.

Program Overview & Recommendations

- We recommend the program occur twice per year—coinciding with Fall and Spring Convocations.
- All employee groups should be eligible: Faculty, Classified (CSEA), SEIU, Management, and Executive Leadership.
- Awardees would receive personalized plaques.
- We suggest considering the option of naming awards after current or former COM employees whose contributions have been significant.
- Awards should emphasize contributions that reflect equity in action.
- Examples may include but are not limited to:
 - Equity-minded curriculum or teaching practices
 - Efforts that enhance student belonging or retention
 - Inclusive hiring or mentoring initiatives
 - Community outreach that centers underrepresented populations
- We also recommend a physical, art-inspired representation (e.g., an equity wall with handprints) to provide a visible and lasting reflection of equity efforts over time.
- Providing clear definitions and examples of equity will ensure inclusivity and clarity across all nomination submissions.
- We recommend an open nomination process: any employee may nominate a colleague from any employee group.
- Nominations would include the individual's name and a brief explanation of their contribution.
- If additional information is needed, the EEOAC can follow up directly with nominators.
- The EEOAC's role would be to count nominations only; the individual(s) with the highest number of nominations would be selected, supporting a more transparent and participatory process.
- We recommend hosting the nomination form on the EEO webpage and/or through the MyCOM Portal.
- Discussed about sending an email or having a conversation with the President sharing this idea to see if he or others might have ideas as well. The timing is cutting a little close to the end of the semester, we might need more time.

Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))

- Tea will reach out to IDEA Committee will get back to us on how they might connect with EEOAC
- Mental Health Equity group will be putting on an Employee Resource COMHour for ways employees to get involved. It could be either in May or in the Fall.

Conduct exit interviews & use this information. (53024.1(b))

- Possible suggestions based on the Employee Engagement Survey:
 - Training and increased communication to ensure information is shared and that existing COM processes are clear and transparent
 - Continued opportunities for DEI professional learning for students, faculty, classified professionals, and managers;

- Engagement with Plan 2030 to ensure that as we plan for the best place to learn, great place to study, and catalyst for positive community change, we are responsive to the successes and areas of growth noted in the Survey.

Comprehensive On-boarding for Newly hired employees

- Creating a checklist for departments for new hire guidance
- Working on virtual orientation to be available for new hires who cannot attend flex or are hired between flex sessions.
- Include the Prolearning playlist to new hires
- How/Where can managers house this for managers for performance evaluations – making easily accessible
- PL coordinators are looking for ways to have widgets on the home page to be easily accessible