

EEO Advisory Council: April 27, 2021 from 12-1pm

Present: Manny King, Nikki Harris, Ryan Byrne, Angela Olmanson, Alexander Jones, Terry Brown, Tonya Hersch, Shaila Arbona, and Holley Shafer

Absent: Prateek Sundar, James Creed, and Stormy Miller

EEO Plan 2020-23

- Members made a few corrections in the EEO Plan and will send them to Nikki Harris for final plan
- Present EEO Plan
 - College Council: May 6 at 3pm
 - Board Presentation: May 11 at 2:30pm

EEO Priority Areas Updates

Priority #1: COM/Community College -Pipeline Development

-how can EEO support the various efforts on campus contributing to these efforts? (Umoja Equity Institute – Classified Staff Pipeline Development) (Academic Senate Faculty Mentorship Program) (General Counseling/Psychological Services/SAS established internship programs)

-how can EEO support leveraging curriculum (i.e., Counseling, Work Experience)

As discussed, we separated the COM/ Community College Pipeline by target group.

- **College of Marin- Students**
 - Working with COM faculty and staff to develop Career Exploration Events (Roles within CCCs) for current and future CCC students.
 - Embed CCC career exploration activities within learning communities, work-study, tutors and mentor programs.
 - Link College of Marin-HR Website with College Central Job Board
- **College of Marin- Classified Staff**
 - Survey current classified staff and develop applicant pool for faculty positions (i.e. career mapping, degree eligibility).
 - Identify faculty retirements and develop internal process to upskill current classified staff for upcoming faculty roles (e.g. COM Classified Staff Mentorship program, job shadow, co-teaching opportunities, etc.).
 - Classified Professional Learning Day – Classified to Faculty Activity

- **Administration/ Manager Roles**
 - Building out Interim roles- support an internal formalized process for Manager to Dean to Higher Level Administrator for eligible COM employees.
 - Discussed creating opportunities for Administrator sabbaticals supported by Interim program participants.

- **Marin County Residents**
 - Identify, develop and market applicant pools for UPM roles targeting current Community Education Instructors, local businesses and greater community.
 - Develop similar process for upcoming Classified roles.
 - COM career events open to general public (e.g. campus tour, job shadow day, etc.).
 - Nikki Harris – MEI

Fall 2021 Plan

- Enroll COM in the CCC Pipeline 2 Possibility (HBCU Program)
- Identify Classified Staff (i.e. Program Coordinators) to Participate in Pilot Program
 - Areas of focus: Education Instructor, WEXP and Counseling (COM Interns) and Management Roles
- Identify Faculty and/or Current Manager Interested in Higher Level Admin Roles
 - Develop Job Shadow Program. Areas of Focus AVP,VP, Dean President, Etc.
- COM Students
 - Work with WEXP program to develop curriculum /activities that support community college pathways for work-study, tutors and student mentors.

Priority #2: EEO Representatives on Screening Committees

- Researching other colleges regarding protocols with framework and duties for EEO representatives on screening committees
- Presented protocols for San Diego Community College (see below)
- Nikki will send protocols from other colleges to review

Priority #3: EEO Visibility via Webpage, Newsletters, and Presentation of Data

- Researching how other colleges represent EEO websites

Priority #4: Equitable Hiring Incentives

Focus Areas for Fall 2021

- Flexible work hours -- or remote work options: Angela and Manny
- Education subsidies: Research other colleges: Manny
- Career development opportunities/Professional Learning and Mentoring: Angela, Tonya, and Manny
- Employee Appreciation Programs: Angela
- Childcare Assistance: Tonya
- Community and organizations that support people of color: Tonya

On-boarding within Departments

- How do we support new employees within departments?
- Mentors
- Check-ins
- Place this item within Priority #4

EEO Priority Areas Work: Before May 24th meeting each Priority group should meet to discuss:

- Work plan and areas of focus for Fall 2021
- Fall 2021 work timeline
- Constituents or groups to engage for the work ahead
- Cost and resources necessary for work

Student Recruitment for Fall 2021

- Contact Sadika with ASCOM

EEO Communication

- An EEO Advisory Council shared drive will be set for EEO communication and central location for meeting agendas, minutes, etc.

Next EEO Advisory Council Meeting on Monday, May 24 from 2-3pm



EEO Rep's Checklist

1. Once the Employment Office assigns the EEO Rep to the screening committee, the following documents are sent to the EEO Rep:
 - a. EEO Rep Assignment Confirmation
 - b. EEO Rep Compliance Script
 - c. EEO Rep Certification Form
 - d. EEO Rep Checklist
2. Allow enough lead-time to procure “*release time*” for your EEO Rep assignment. Advise your immediate supervisor of your assignment to obtain adequate release time.
 - a. EEO Reps, who are faculty, shall generally serve during their non-teaching hours.
 - b. EEO Reps, who are classified staff, shall serve in the capacity of collateral duties, being approved for “release time” from primary duties “to conduct official district business.”
 - c. EEO Reps, who are management staff, shall serve in the capacity of collateral duties, being approved for “release time” from primary duties “to conduct official district business.”
3. No screening committee can meet without:
 - a. Both the EEO Rep and the Chairperson in attendance.
 - b. It is mandatory that their joint participation be enforced before any screening committee can officially meet or the meeting will be canceled.
4. In preparation for the first Screening Committee Meeting:
 - a. The EEO Rep should contact the Chairperson as soon as possible to coordinate the timing for reading the “EEO Rep Compliance Script” to the entire screening committee and to remind them of the “Confidential Statement Form” requirements.
 - b. During this meeting, the EEO Rep along with the Chairperson will address any screening committee member questions about confidentiality and EEO compliance before the committee begins reviewing applications on PeopleAdmin to determine applicant screening scores based on the screening criteria which are provided by the Employment Office.
5. The screening committee reconvenes to tally all committee members’ application screening scores to determine which candidates will be interviewed based on the determined cut-off score. The EEO Rep will ensure that discussion takes place amongst the committee members to address significant scoring discrepancies.

6. The EEO Rep monitors the interviewing of the applicants and certifies the screening committee process for EEO compliance:
 - a. After all interviews are completed, the EEO Rep signs the "EEO Rep Certification Form" verifying that the screening process was in EEO compliance.
 - b. The EEO Rep is responsible for promptly (within 1 business day) returning the EEO Rep Certification Form to the Legal Services & EEO Office.

PLEASE NOTE:

1. If there are any changes to the screening dates, screening committee members, or other pertinent information, the following applies:
 - a. The Chairperson is responsible for immediately notifying the Employment Office, and all screening committee members.
 - b. The Employment Office may amend the original EEO Rep Assignment notice and note applicable changes.
 - c. The Employment Office may assign another EEO Rep from the available pool, if necessary.
 - d. If the EEO Rep or Chairperson is unable to attend due to illness or other reasons, both are responsible for contacting the Employment Office so that arrangements may be made to reschedule.
2. If you need to make a confidential inquiry about a potential EEO compliance issue or need to report an EEO compliance violation, please contact the District EEO & Diversity Office at (619) 388-6591 as soon as possible.

The EEO Rep is a critical component of the District's hiring process. Your efforts play a significant role in the integrity, fairness and consistency of our hiring process. Thank you very much for your time and energy to contribute to the District in such a meaningful way. Please contact the EEO & Diversity Office if you have any questions.

**District Equal Opportunity and Diversity Office
(619) 388-6591**