Meeting summary for EEOAC (03/06/2025)

Quick recap

The team discussed improving communication and employee satisfaction within the college, with a focus on better professional development opportunities and resources. They also addressed faculty feedback around concerns about trust, and discussed the need for interdepartmental awareness and recognition systems. Plans for future meetings and initiatives, such as a Cross-departmental awareness behavior initiative and a leadership development program, were also discussed.

Next steps

- Alyssa to update the professional learning website with information on available resources and trainings for employees.

- Alyssa to add information about the new leadership program and career advancement initiatives to the Component 13 document.

- Angela Lingo to update the EEO Advisory Council website with current member information.

- Holley to prepare for the April meeting discussion on aligning Plan 2030 strategies with EEO work.

- Kat to meet with Julie and Fatima to work on the classified staff to faculty pipeline initiative.

- Alyssa to implement the cross-departmental awareness initiative by collecting 3-5 key points from each department.

- Alyssa to continue developing the leadership program scheduled to start in June.

- Angela Lingo to continue working on the new hire onboarding process and department toolkit for managers.
- After the meeting, additional tasks assigned to Angela Olmanson, Anna McShea and Marco Cantua-Alvarez.

Summary

Improving Communication and Employee Satisfaction

In the meeting, Angela welcomed new committee members Marco and Anna. The group discussed feedback from the previous breakout sessions, which emphasized the need for better communication District wide. Alyssa pointed out a communication gap, with some staff not aware of available resources. The team also discussed the importance of improving employee satisfaction and considered ways to address this within the college's 2030 goals.

Improving Professional Development Communication

Alyssa proposed the idea of improving communication with managers regarding professional development opportunities so that managers could direct employees when they have questions about professional learning. The team also discussed the need for a more user-friendly professional learning website and the creation of guidelines for professional learning for managers. Angela suggested sharing these guidelines in department meetings to inform staff about available opportunities. The idea of organizing group professional development off-site events was also discussed.

Professional Growth Funds and Communication

The group discusses the Professional Growth Review Committee and the confusion surrounding different types of professional development funds for classified employees. Alyssa explains that CSEA employees have access to specific professional growth funds, while all classified staff can use the $500 development funds for training or conferences. The conversation then shifts to communication challenges within the district, with Angela Olmanson suggesting leveraging Microsoft Teams to enhance communication and build community across different departments and groups. She proposes creating various channels for different purposes, including professional development, fun interactions, and real-time student support.

Expanding Teams Usage Across District

In the meeting, Angela Olmanson considered conducting a flex session on using Teams to its full potential, while Holley suggested that Alyssa could help facilitate such sessions. Angela emphasized the need for broader usage of Teams across the district, not just for CSEA employees. Alyssa shared her role in coordinating and facilitating trainings, while Holley indicated the need for cross-functional collaboration. Anna proposed the creation of a

Teams group between classified staff and their managers to facilitate professional development opportunities.

Improving Faculty Trust Through Communication

Kat discussed the faculty's concerns about the lack of trust towards leadership, particularly regarding the survey's anonymity and the fear of retaliation. The team discussed the challenges of getting faculty to share their feedback and the need for a more comfortable space for them to express their concerns. Kat suggested reiterating the role of the EEO Advisory Council and making it more known to faculty. Angela Lingo asked about ways to improve trust with faculty, and Kat suggested improving communication and transparency. The team also discussed the possibility of reaching out to the Academic Senate for feedback. The main action item was to consider offering different meeting times to accommodate faculty schedules.

Additional Training for Hiring Committees

There was also a discussion about the need for additional training for hiring committees to improve their ability to identify bias. The team was informed that the employment services team has been working on this issue and has implemented candidate feedback surveys and a new candidate interview guide. The interview guide is currently being reviewed by the Academic Senate and will be available on the MyCOM portal for all employees to review. The team also discussed the need for resources on how to run an effective meeting and how to address sensitive topics.

Adverse Impact Policy Updates Discussed

Angela informed the group of the 2018 Longitudinal Data Guide from the Chancellor's Office that provides examples of Adverse Impact to answer some of the questions the committee has inquired about.   Anna raised a question about the candidate interview survey's recipients, which Angela agreed to investigate. The team then discussed the flex evaluations, with Alyssa noting more data could be extracted from Pro Learning. Angela and Alyssa clarified the Professional Learning Center's status, with a new strategy expected in year 2.

Update Planning Document and Strategies

Holley suggests dedicating the April 3rd meeting to discussing strategy alignment and assessment for Plan 2030, ensuring it aligns with their EEO work. Alyssa reports on progress with career mapping initiatives, including a new leadership program and a planned session

on charting career paths for classified staff. The group also discusses updating information about the EEO representative position and various ongoing projects.

Interdepartmental Awareness and Professional Development Initiatives

Alyssa shared the idea of a Cross-departmental awareness behavior initiative, where each department would share three to five things they wish other employees knew about them. This initiative was tied to the skill and professional learning aspect of the discussion. Alyssa also mentioned the introduction of a recognition system as part of the Caring Campus initiative. She proposed the idea of offering certificates at the end of professional learning and equity series to enhance career advancement opportunities. The leadership development program was also discussed, with plans for a recognition ceremony at the end to celebrate achievements.

Employee Recognition and Onboarding Process

The group discussed various ideas for employee recognition, including badges, public kudos, newsletters, and car thank you cards.   Additionally, Angela and her team are working on an onboarding process that includes department toolkit for managers for new employees.