

**Educational Planning Committee**

**March 1, 2021**

**2:00-4:00 p.m.**

**Via Zoom**

**Present:** Cara Kreit, Ryan Byrne, Julian Solis, Alina Varona, David Everitt, Rebecca Yim, Holley Shafer, Gina Cullen, Connie Siegenthaler

**Absent:**

**Guests:** Klaus Christensen, Jeff Marozick, Nikki Harris

**Agenda**

Agenda was approved for the current meeting.

**Minutes**

Minutes approved for 03/01/2021.

**EQ Goal 2: Nikki Harris**

**Equity in hiring practices and equity mindedness in current employees**

- Change in hiring protocols – reflecting early stages of implementing EEO Plan
- Overlapping with EEO plan and ACCJC annual report
- EEO rep will be present on all hiring committees – still defining role of EEO reps
- EEO Reps will undergo training to help recognize implicit bias and support hiring committee debriefing process.
- Development of EEP FAQ's for members on role of EEO reps.

**EEO Plan**

- Outlines District's commitment to EEO
- EEP Plan is currently being reviewed by the Governance Committees.
- Strives to measure degree of underrepresentation of various groups.
- EEO statement is part of the hiring application.
- Diversity statement now part of hiring application.

**Objective 2.2** - Onboarding plan for new employees to support and train in equity mindedness. This program will resume in Summer of 2021

**Objective 2.3** - Reviewing employee evaluation process and tools to allow for equity reflection.

- Hiring practices were reviewed for inclusion in ACCJC report this year.
- Revised background check
- Virtual interviews allow for a more diverse pool of applicants.

- Teaching demos allow student participation.

**COVID impact:**

- **Revamp of recruitment process**
- **Reasonable accommodation**
- **New county, state and fed guidelines**
- **Outreach has stalled to a certain extent**
- **Screening Committee training**
- **COVID exposure/vaccine coordination**
- **Resources to infected employees**

**EPC discussion:**

ETCUM lists and whether this exacerbates lack of diversity in faculty.

Has a Bay 10 pay schedule been done? Are we competitive with neighboring schools? Done previously.

Where are we with workforce housing? 2-3 yrs behind schedule

Will we continue with virtual interviews? Do we provide funds for travel? Incentives?

Title 9 Officer? Biden may overturn requirement put in by Trump.

Faculty internship process in EEO plan – may help with diversity in hiring; EPC can offer support by spreading the message about it.

**CS Goal 5 – Klaus Christensen, Jeff Marozick**

**Increase campus safety and emergency preparedness.**

- Established COVID 19 task force.
- M & O took many steps to prepare for COVID with increased cleaning and disinfection.
- Purchase of emergency units with supplies placed in four locations around campus.
- Training in use of electrostatic foggers to clean and disinfect entire classrooms much quicker than can be done by hand.
- Developing an emergency training video which will be widely distributed.
- College wide alert system somewhat stalled due to COVID-19
- Noted that emergency alert systems are always being upgraded and updated so the emergency systems are never really “complete.” always trying to make improvements as they are developed including multilingual options.
- Utilize student groups such as ASCOM to get emergency training out to students.
- Offered extra staples (toilet paper etc) to students who might need it at start of pandemic.

**EPC Discussion:**

Are we improving air filtration in buildings? Increased use of HEPA filters in some bldgs but these systems are very expensive.

Great work having to pivot and focus on completely new safety action steps due to pandemic.

**ER Goal 1**

Enhanced partnerships with business/industry to meet student and local workforce needs.

- Workforce coalition or forum to share information and resources.
- Shared tools
- Practice models – formation of task forces throughout county
- Culminating in a workforce summit

Workforce timeline:

- Fall – meet stakeholders
- February/March - convene task forces and share strategies.
- March – June – Share strategies for a decision-making framework. what programs should we pursue?
  - Will the program culminate in a living wage?
  - Is it sustainable?
  - What skills will the student take away?
  - Is this an emerging field or technology?
  - Is it meaningful work based learning?

Career Education is mandated to convene advisory committees. Committees must be responsive regarding job requirements in the county. 35% increased participation in committees this year. Seeking enhanced participation in committees.

**EPC Discussion**

How is “enhanced” participation defined? Increase level of participation from attending a meeting to being a guest speaker in a class to offering a tour of their company or business to offering an internship.

What is contract ed and how we using it and who are we serving? Potentially useful for short term specific needs.

Next steps for EPC:

EPC will populate the template with information from the minutes, Holley will also populate the performance indicators. EPC will give templates to Champions to review and complete with “stop lights” and return to EPC.

Next Meeting – April 5, 2021