

Solano Community College
Equity and Inclusion Advisory Council
October 3, 2012, 1:00 p.m.
Room 431

Meeting Minutes

In attendance: Charo Albarrán, Immaculate Adesida, Jesse Branch, Rich Cross, Lynette Gray, Judy Nash, Donna Luttrell-Williams, Ciclady Rodriguez, Tasha Smith, Judy Yu

Convene – 1:00 p.m.

1. **Review/Approve Agenda** Moved: J Branch, Second; D. Luttrell-Williams

2. **EIAC Members/Introductions**: Charo Albarran welcomed all the new and returning members to the Equity and Inclusion Advisory Council (EIAC). Introductions of members representing:

Academic Senate	Karen McCord	absent
ALG	Judy Yu	present
CSEA	Donna Luttrell-Williams	present
EEO Officer	Immaculate Adesida	present
Disability Services Program	Judy Nash	present
Veterans	Jesse Branch	present
Ethnic Minority Coalition	Tasha Smith	present
Student Representative	Ciclady Rodriguez	present
Local 39	Rich Cross	present
Former EEO Officer	Charo Albarrán	present
Former Member/Secretary	Lynette Gray	present

All Agendas, Minutes and other EIAC documents are currently in “My Groups”, under files. Documents and files will be moved to the soon to be created EIAC webpage, nested under the Human Resources page. This will be coordinated with the Webmaster, Scott Ota.

- Requested each member prepare a short, several paragraph biography to be included on the Equity and Inclusion webpage, with their photograph. Can state how they identify: race, national origin, culture, ability, gender, sexual orientation, etc. Should be completed and sent to Lynette Gray by October 26, 2012, if it has not already been submitted. SAMPLE/Template is available.
- Group and Individual photos will be taken at next meeting, November 7 in **Room 902** (changed location).

3. **EIAC Officers**

Chair	Donna Luttrell-Williams
Vice Chair	Judy Nash
EEO Officer/Facilitator	Immaculate Adesida
Secretary	Lynette Gray
Treasurer/Resources:	Judy Yu
Ongoing Support	Charo Albarrán

4. **Campus Climate Assessment**

- a. Subcommittee: Donna Luttrell-Williams and Lynette Gray met and reviewed Campus Climate survey questions from other institutions and selected many questions and multiple topic options for SCC. Charo Albarrán offered to assist in review with focus:

“Do we, staff and faculty, reflect our student demographics?”

When SCC Survey questions are determined Peter Cammish, Research & Planning, will create a Survey Monkey tool and hard copy (paper) surveys will be available. Campus Climate Survey will be distributed to:

- i. Faculty
 - ii. Staff
 - iii. Students
 - iv. All Centers
- b. Sid Peel, UC Berkeley, knows Charo. Message to Craig Alamo – to invite for “Unconscious Bias”
- i. Ethnic Minority review

5. **EEO Plan**

- a. Set Priorities in November. DRAFT is attached to Minutes email.
- b. Per Immaculate, General Plan is to keep staffing as needed, keeping all demographic data compliant
- c. Corrective Action Plan – How to resolve “Who we are?” and “Where we are going?”
- d. Review EEO Plan – DRAFT
 - o It is based on a 1992 model, currently in compliance, never approved by the Governing Board.
 - o EEO Data now available through NeoGov.
 - o Language is dated. Charo will seek professional updates former a former colleague.

- Also, review with Los Rios, that has a "Perfect Model"
- State date is NOT available, as needed. DRAFT = pending funds

6. Staff Diversity Plan

- a. Also out of date.
- b. Table for January 2013 meeting.

EEO Plan subcommittee:

- 1) Tasha Smith
- 2) Ciclady Rodriguez
- 3) Rich Cross

Other topics:

- 1) Members of EIAC will be trained to sit on all Interview committees
 - a. Per Donna L-W – per CTA contract, CSEA is forbidden from sitting on faculty hiring committees.

Add to Agenda:

- 1) Recruitment Update
- 2) Subcommittee Updates
 - a. Resource/Grant Subcommittee – to be set

Adjourn: 2:07 p.m.

Moved: D. Luttrell-Williams, Second: J. Branch

Next meeting Date: November 7, 2012, 1:00 – 2:00, Room 902