

Diversity Committee Meeting Minutes  
May 2, 2012  
3:00-4:30 pm, rm. 227

**Present:** Chair: Kim Orlijan, CSEA: Lourdes Oropeza and Josue Abarca, ICC student Lauren Kent and **unknown student who didn't sign the attendance sheet**, African-American Faculty & Staff Association: André Strong, Asian Pacific Islander Faculty & Staff Association: Jane Ishibashi, Gay & Lesbian Association of District Employees: Vince White, Latino Faculty & Staff Association: Bob Miranda, FC Staff Development: Wendy Bailey, Director Equity & Diversity: Ken Robinson. Guest: Danielle Heinbuch, Human Resources

Minutes: Jane Ishibashi

**1. Housekeeping**

- a. Committee approved the agenda and Andre's minutes.
- b. Kim extended the Diversity newsletter deadline to Friday, May 4<sup>th</sup> in the afternoon. Articles should be 200-250 words.

**2. New Business**

- a. Discussion with guest, Danielle Heinbuch, about Human Resources hiring procedures as they relate to diversity.

Danielle passed out the general list of organizations/institutions where they advertise all positions. Currently includes mostly online ads, CCC registry, Chronicle of Higher Education. Full-time faculty recruitment also takes place at the California Community College registry job fair once per year. HR also advertises in discipline specific resources. In addition, Danielle works closely with the hiring committee chairpersons to get feedback on where to advertise. They also respond to requests from divisions wanting to advertise at specific places such as CSUF.

Jane said that on the three full-time faculty hiring committees she has been on, she never saw the lists of where the advertising is sent. She thought it would be helpful if HR had discipline-specific professional organizations on lists compiled by faculty in each division. It was decided that due to work load and time frames, the best way for Danielle to compile lists of these organizations would be for her to work closely with the chairs as open positions arise then specifically request feedback on professional minority organizations. Vince noted that there were no LGBT organizations on the HR lists.

Ken Robinson analyzes data on the diversity of the applicant pools. He is compiling data for 5 years and will share the results with the committee.

Discussion on tracking of applicants.

Ken is tracking by gender and ethnicity. Danielle collects data from applicants as they answer questions about where they got information about the job. However, since many sites will link back to NOCCCD, the accuracy of the applicants' answers is doubtful. They may have originally found the link on one site, but gathered the job information from the link back to NOCCCD.

Vince suggested creating an online registry for job seekers interested in obtaining FC job announcements as they open. According to Danielle and Ken, a job registry has been discussed, but the cost is too prohibitive.

Vince asked about LGBT recruitment. Danielle said that sexual orientation is discussed during diversity training.

Andre asked if there was any data on the make-up of the hiring committees. Danielle said that HR does not track that. She reviews the members of the hiring committees and has noted that the members change and there is generally some kind of rotation in the divisions.

Bob asked how members on hiring committees are selected. Ken said that diversity is mandated by board contracts and policies.

Vince voiced concern about the campus climate survey. He feels that the survey does not reflect the true experience of minority groups because the results take the aggregate of the answers. The current survey has the majority commenting on what they think is the minority experience of campus life. He wondered if the campus climate survey could be adapted to gauge the biases of the respondents. Kim, Wendy, Ken then wondered what we would do with the results.

Josue asked Danielle if HR could track the composition of hiring committees to see if they meet diversity requirements and if not, take action to remedy the situation. Danielle finds that in most cases the committee members change and there is often a rotation in place. Diversity training serves as a precaution to avoid biases on the committees. Also, some disciplines have few faculty members so it's difficult to have a diverse committee. Since people want hiring committee members to be peers from the same discipline to evaluate the qualifications of the applicants, they normally do not choose outside faculty or staff to make-up the committees.

Ken emphasized that in hiring, the district can target minority groups for recruitment to try to attract a wide, diverse applicant pool, but they must also advertise broadly in the general, standard sources.

Ken brought a program advisory from the State CCC Chancellor's Office and distributed it. In March 2011, the Board of Governors approved the proposed title 5 Equal Employment Opportunity (EEO) regulations, but they were put on hold due to the mandated cost concerns of the Dept. of Finance (DOF) which did not approve the proposed regulations. Since there is no timeframe for DOF to finalize their actions, the Chancellor's Office is strongly recommending that districts go ahead and work on their EEO Plans using the Model EEO Plan as a framework. The model plan is available at:

Updated Model EEO Plan & Guidelines for California Community Colleges/ 2006  
(4/03/07)

<http://www.cccco.edu/ChancellorsOffice/Divisions/Executive/CollegeDistrictEqualEmploymentOpportunity/tabid/864/Default.aspx>

Districts are also advised to update their EEO Plans in accordance with the Americans with Disabilities Act (ADA) Amendment Act which went into effect on Jan. 1, 2009 and the final regulations to implement the ADA Amendment Act which was published in the Federal Register on Mar. 25, 2011. See:

<http://www.eeoc.gov/laws/statutes/adaaa.cfm>

<http://www.gpo.gov/fdsys/pkg/FR-2011-03-25/pdf/2011-6056.pdf>