

DEI
DEVELOP A WORLD-CLASS WORKFORCE

Date: October 2nd, 2013

Description:	Activities:	Timeline:
1) EEOAC	<p>A. An annual written internal communication (Edwards)</p> <ul style="list-style-type: none"> a) Positive aspects of the diversity in staff and faculty departments. b) Comparing present demographic data from the last 10 to 20 years ago. c) Council members relaying information to site committees. <p>B. Draft communication EEOAC/DEIC (Edwards)</p> <ul style="list-style-type: none"> a) “Welcome’ Letter b) Links to information – data, plan http://www.gcccd.edu/human-resources/diversity-and-equal-employment-opportunity.html c) Review page 14 in EEO Plan 	<p>March, April, 2014</p> <p>October, November, 2014</p>
2) Data Request	<p>A. Climate Study Survey</p> <ul style="list-style-type: none"> a) Work with Climate Survey DEI workgroup (Pam W., Lenore P.) Created Survey b) Institutional Effectiveness Survey was sent out in the campus c) Review Climate Survey portion results d) Discuss Climate <p>B. Develop EEO-6 demographic tables with IS</p> <ul style="list-style-type: none"> a) Discuss with IS regarding data needs (Edwards/Wright/Tarman) b) Use FY 12/13 data to work on updating IS system. c) Present to DEIC draft of data <p>C. Middle eastern data (Tarman/Wright)</p>	<p>October, 2013</p> <p>November, December, 2013</p> <p>February, 2013</p> <p>October, 2013</p>
3) “On Boarding” Orientation of new employees	<ul style="list-style-type: none"> a) Develops questions and participation of focus group (8 to 10 people). <ul style="list-style-type: none"> • Getting input before developing packet • Newly hired employee & long-time employees • From the results we will develop a new on board packet b) Proposed on boarding initiative packet to DEI council c) Recommend to implement On-Boarding initiatives 	<p>January, 2014</p> <p>March, 2014</p> <p>August, 2012</p> <p>May, 2014</p> <p>June, 2014</p>

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4) EEO Training for Screening committee	<ul style="list-style-type: none"> a) Develop training (example of SDCCD) (Edwards) b) Develop training schedule (options for website to on-line training) c) Complete draft package d) Present draft to DEIC e) Implement training 	<p>November, December, 2014</p> <p>November, 2013</p> <p>January, 2014</p> <p>February, 2014</p> <p>April, 2014</p>
5) Increase Diversity in Applicant Pools	<ul style="list-style-type: none"> a) Draft letter to organization (Edwards) b) Community Organizations list update – review for websites and accuracy with contact names (Gebrekristos) c) Recruiters will utilize the updated list. 	<p>November, 2013</p> <p>October, 2013</p> <p>December, 2014</p>
6) Welcome regardless of their background	<ul style="list-style-type: none"> a) Pending outcome of Climate Survey Develop activities 	<p>Pending next meeting</p> <p>Climate Survey</p>
7) Personal Development Plan for every single employee	<ul style="list-style-type: none"> a) Pending new hire of VC HR 	<p>Pending next meeting to be included in Climate Survey</p> <p>January, 2014.</p>

Next meeting – Thursday, October 24th, 2013, PCR, 9:00 a.m. – 10:00 a.m. in PCR