

DEI
DEVELOP A WORLD-CLASS WORKFORCE

Date: October 24th, 2013

Present: Arleen Satele, Barbara Modica, Marsha Edwards, Pamela Wright

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>C. Present at DEI Council regarding 2013 EEO Plan status on accomplishments (Edwards)</p> <p>D. Incorporate EEOAC Goals into the DEI Strategic Plan (Edwards/Satele)</p>	<p>March, April, 2014</p> <p>October, November, 2014</p> <p>November, 2013</p> <p>November, 2013</p>
2) Data Request	<p>A. Climate Study Survey</p> <ul style="list-style-type: none"> a) Work with Climate Survey DEI workgroup (Pam Wright, Danene Brown, Lauren Vaknin) 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) Outcome: Federal reporting and CCC apply does not specify that particular category.</p>	<p>October, 2013</p> <p>November, December, 2013</p> <p>February, 2013</p> <p>October, 2013 (completed)</p>

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3) “On Boarding” Orientation of new employees	a) Develop 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 boarding packet b) Proposed on boarding initiative packet to DEI council c) Recommend to implement On-Boarding initiatives	January, 2014 March, 2014 April, 2014 May, 2014 June, 2014
4) EEO Training for Screening committee	a) Develop training (example of SDCCD) (Edwards) – Present draft to DEIC b) Develop training schedule (options for website to on-line training) c) Complete draft package d) Present EEO training package to DEIC e) Recommend to implement training	December, 2013 January, 2014 February, 2014 March, 2014 April, 2014
5) Increase Diversity in Applicant Pools	a) Draft Update letter to local organization (Edwards) b) Community Organizations list update – review for websites and accuracy with contact names (Gebrekristos/Barbara M.) c) Recruiters will continue to utilize the updated list.	November, 2013 December, 2013 December, 2013
6) Welcome regardless of their background	a) Pending outcome of Climate Survey Develop activities	Pending next meeting Climate Survey, 2014
7) Personal Development Plan for every single employee	a) Pending activities	Pending next meeting to be included in Climate Survey, 2014.

Next meeting – November 21, 2013, PCR, 9:00 a.m. – 10:00 a.m. in PCR (Breakfast Included)
(3rd Thursday of each month)