STAFF EQUITY COMMITTEE
MINUTES
October 15, 2009
HR Training Room – V111

Members: Bill Brazda, Byron Breland, Cindy Vyskocil, Corinne Magdaleno, Lillian Justice, Monica LaBenda, Shirley Gooding, Karyn Daniels, Kaneesha Miller, Crystal McCutcheon, J-Son Ong, Lynn Shaw, Lee Douglas

Absent: Diane Bangs, Julie Kossick, Spencer Montgomery, Kathie Atwood, Hurtie Chukwudire

I. The Minutes from the September 17, 2009 meeting were approved with the correction of Kaneesha Miller’s name and deleting Lynn Shaw’s name as being absent.

II. Disability Awareness:
   a. Purpose: to better understand the challenges of our disabled students on campus.
   b. Additional training in the Spring 2010 will involve the Pacific Coast Campus.
   c. Pre and post interview of the participants to explore their experiences.
   d. The debriefing information will be forwarded to the Facilities Planning Committee.

III. Cindy Vyskocil thanked Corinne Magdaleno for the work she did to complete the $750 Foundations Grant Application. We should apply for this one every year.

IV. Staff Equity Plan:
   a. One more goal to complete the plan.
   b. “Themes” can be used to help in choosing the speakers for the year.
   c. The Committee should check out NCORE (National Conference on Race & Ethnicity in Higher Education) and Washington Center for the Improvement of Undergraduate Education.
   d. Annual Reports to the College Planning Committee, Academic Senate and the Board of Trustees (Board presentation will be October 27, 2009). Cindy will check with Rose DelGaudio about how often to present the SEC report to Department Heads.

V. Announcement: Vincent Riojas will not return do to health issues. Cindy will talk to Elizabeth Ariaga about recommending a part-time faculty rep. as his replacement. Also, Eva Talastas will replace Donna Raffanelo as one full-time faculty rep.

VI. Staff Equity Hiring Plan – Update:
   #4 – Create EEO Plan. This may become the priority this year.
   #5 – Updating groups on campus
   #6 – Lynn Shaw is the new Faculty Professional Development Coordinator
   #7 – Verbiage on job applications. Looking for a particular teacher with skills that meet the needs of our students. The language needs to be specific with the central issue being the student’s needs along with flexibility due to the change student population.
   #8 – HR Classified side applicant training. Do a “Hire Me” training.
VII. Recruitment – Update:
   #1 – Colleges should give portion of the pay they receive to Long Beach City College.
   #2 – Ask Diane Bangs if the graduate students see the job flyers. The Departments on the college campuses need to reach out to their students.
   #3 – The Recruitment brochures are being printed and will be given out at the Board meeting on October 27, 2009.
   #6 – Not needed at this time as we are inundated.

VIII. Policy and Procedures – Update:
   a. Recommended that Staff Equity Plan be reformatted into Excel for easier navigation.
   b. Recommended that we keep the “Plan” separate from the “Annual Record” as the Plan will be the framework and the Annual Record will be the accomplishments.

Adjournment: 5:00 p.m.

Next meeting: November 19, 2009
3:30 – 5:00 pm
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