



Meeting Minutes: EEOAC Committee  
Date: November 6, 2024  
Time: 1 p.m. – 2 p.m.  
Location: Virtual

**Attendees:**

Charlie Ng  
Dara Perales  
Yaira Hicks  
Edward Pohlert  
Nick Mortaloni  
Nadia Khan  
Wendy Stewart  
Al Nyman

**Members Absent:**

Laura Davis

**Resources:**

Nashona Andrade  
Chris Tarman  
Absent Resource: Jenn Acfalle

**Minutes:**

1. Call to Order:

- The meeting was called to order by Charlie Ng at 1pm.

2. Approval of Previous Meeting Minutes

Discussion:

- The committee circled back to review the minutes from the previous meeting at the end of today's meeting.
- No revisions or additions were suggested by the group.

Decision:

- The minutes from the previous meeting were approved as written.

3. Welcome and Introductions

4. EEO Grant Update

Discussion:

- Onboarding Timeline & New Hires:
  - o The group discussed the onboarding timeline and resources for new hires, particularly hiring managers.
- Leadership & Development Updates:
  - o The group discussed the status of the Leadership Development program
- Subcommittee Group Updates
- Pre-Hire Strategy:

Discussion:

- Charlie recapped Part 1 of the strategy on Pre-Hire activities. The team is revising pre-hire procedures, including creating a recruitment video series, developing new hiring

tools, expanding diversity and inclusion efforts, streamlining training and using the MIST system. The MIST platform was discussed, focusing on any potential issues.

Action Items:

- Team to refine the Pre-Hire process, including the hiring tool and the video series, incorporating feedback and addressing any issues with MIST.

Hire Strategy:

Discussion:

- Nashona was acknowledged for her outstanding contributions to the hiring committee and integrating EEO principles into the committee's work.
- The committee emphasized the importance of strengthening the hiring process, ensuring that EEO strategies are woven into recruitment and hiring practices.

Action Items:

- Committee members are to review and provide feedback on the hiring process, particularly regarding the integration of EEO strategies and the modernized training approach.

Post-Hire Strategy:

Discussion:

- The team discussed improving Post-Hire activities:
  - o Exit Interviews : Developing a process with conflict mediation training, humanizing the experience, and aiding retirees.
  - o Videos & Resources : Creating recruitment videos for EEO initiatives, ensuring MiraCosta controls the narrative and aligns with its vision.

Action Items:

- Nashona and Edward will work to finalize the Post-Hire exit interview process and ensure interviewers are trained in conflict mediation.
- Team to prepare a list of items for retirees to review ahead of time during their exit interviews and allow them to navigate the process independently.
- Nashona, Edward, Jenn, and Nadia to continue working on the recruitment video project, finalizing the storyboard, and ensuring the narrative remains MiraCosta-

- The team will continue discussions on disproportionate impact analysis as part of future EEO planning.

Action Items:

- New data analyst will help to refine the data submission process and conducting disproportionate impact for future submissions.
- Team to continue tracking and analyzing EEO-6 demographics in both applicant and workforce datasets to ensure accurate data collection for future submissions.

7. EEOAC Committee Member Application

Discussion:

- Community Member Application:
  - o The committee discussed adding 1-2 community members to the EEOAC to represent underrepresented populations and provide an equity perspective.

Decision:

- The committee will invite 1-2 community members, using the existing list of community organizations for candidate identifica152 0 Td ( )Tj .T /LBody <</MCID 38 >>BDCešT