

Meeting Minutes

Date: May 12, 2025 (every 2nd Monday of the Month) **Time:** 1:15 p.m. – 3:00 p.m.

Location: SAB-211 and ZOOM: https://4cd.zoom.us/j/5638713171

Meeting ID: 563 871 3171 Passcode: FMPWEB

Voting Members

Chairperson: Victoria Menzies

Managers: Evan Decker Faculty: Vern Cromartie Classified: Matthew Houser Students: Pamela Fuentes

Non-Voting Members

Managers:

Present: Victoria Menzies, Vern Cromartie, Matthew Houser, Evan Decker, Maya Jenkins

Zoom:

Called to order at 1:17p.m.

ltem	Outcome/Decisions	Action Items
------	-------------------	--------------

l.	Welcome and Introductions		N/A
II.	Approval of Current Agenda	Jimmie Cromartie made a correction to the way that his name is spelled and listed. He stated that his name is spelled with "ie" at the end instead of "y". He also requested that his name be listed as Vern instead of Jimmie. Motioned – Evan Decker Second – Vern Cromartie Agenda approved with 4 yay votes: Victoria Menzies, Matthew Houser, Vern Cromartie, Evan Decker No nay votes.	Make corrections on Agenda and Minute listings.
III.	Approval of February 10, March 10, and April 14, 2025 Minutes	Make name corrections. March items were tabled and meeting and meeting was canceled. April's meeting was discussion only, due to lack of quorum. Motioned – Evan Decker Second – Vern Cromartie Agenda approved with changes by 4 yay votes: Victoria Menzies, Matthew Houser, Vern Cromartie, Evan Decker	Correct Matthew's attendance on April 14 meeting from present to Zoom.

		No nay votes.	
IV.	Public Comment/Announcements (2 minutes each)	No public announcement.	Informational/Discussion
V.	Review and Approval of Committee Charge	Victoria Menzies suggested adding how Staff Diversity funds will be spent to the committee charge. Vern Cromartie suggested expanding the charge (3) to include cultural events and cultural awareness. Victoria discussed the need to update the committee's website and the process for managing it. They decided to remove the reference to a website and instead focus on using Board Docs for their minutes. Discussed the need for an annual evaluation of the committee but decided to remove this from the charge due to it not being a common practice.	1. Victoria to update the EEO Committee website with the approved EEO goals and charge.
VI.	Discuss Application Process for Campus Funding	Victoria proposed a grant cap of \$7,500 to balance the number of applications and available funds. The committee will evaluate	Victoria to create an Outlook form for the grant application
-	Staff Diversity Fund	each application and decide on the grant amount. The cap is intended to encourage	process.

more applications and provide flexibility in funding allocations. The committee will consider the scope of each application when deciding on the grant amount.

Victoria discussed the allocation of funds for the next fiscal year, emphasizing the need for a process to ensure timely spending. The deadline for applying for funds was set for October 31st, with a review period in November and December, and final awards to be given in January. The application process was to be judged based on the district's criteria, with a focus on staff diversity and accessibility. There was also a discussion about the potential use of technology funds, but it was decided to remove this option due to concerns about centralizing technology and software.

Victoria discussed the application process for funding, emphasizing that each person can only apply once per fiscal year. She suggested that applications should be submitted per department, not per person, to ensure fairness. Victoria also mentioned the possibility of smaller grants for each department or program. The team agreed to review and approve applications in November

- 2. Committee members to finalize the scoring rubric for grant applications by the September meeting.
- 3. Victoria to move the approved grant process to College Council for review.
- 4. Committee to review and approve grant applications by the December meeting

and announce funding decisions by the end of December or in January. They also discussed the importance of making announcements before the winter break to allow time for planning.

Victoria led a meeting where they discussed the development of a new process for spending staff diversity money. They also approved their EEO goals and decided to move forward with the application process. The team agreed to add more items to the rubric, including the impact of the project and its alignment with the EEO and equity goals. They also discussed the need for a banner on their main page to make it easier for people to find their application. The conversation ended with a recommendation to move the process to the college council.

Application process is recommended to go to College Council.

4 yay votes:

Victoria Menzies, Evan Decker, Vern Cromartie, Matthew Houser.

No nay votes.

VII.	Standing Items on Agenda	No standing items.	Informational/Discussion
VIII.	End of Year Evaluation – What are our accomplishments and how did we do?	Discussed the need for an annual evaluation of the committee.	
IX.	Adjournment –	Next meeting will be Monday, September 8, 2025 at 1:15 p.m.	