

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
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l.	Welcome and Introductions		N/A
II.	Approval of Current Agenda	Vern Cromartie made a correction to the way that his name is spelled and listed. 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 No nay votes.	Correct Matthew's attendance on April 14 meeting from present to Zoom.

IV.	Public	No public announcement.	Informational/Discussion
	Comment/Announcements (2 minutes each)		
V.	Review and Approval of Committee Charge	Discussion around adding how Staff Diversity funds will be spent to the committee charge. Vern Cromartie suggested expanding the charge to include cultural events and cultural awareness. Discussed the need to update the committee's	1. Victoria to update the EEO Committee website with the approved EEO goals and charge.
		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.	
VI.	Discuss Application Process for Campus Funding	Discussion around 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 more applications and provide flexibility in funding allocations. The committee will consider the scope of each application when deciding on the grant amount.	process. 2. Committee members to finalize the scoring rubric for grant applications by the September meeting.

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.

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 and announce funding decisions by the end of December or in January. They also discussed the importance of making announcements

- 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

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before the winter break to allow time for	
planning.	
Discussed the development of a new process	
for spending staff diversity money. The	
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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.	
No standing items.	Informational/Discussion
Discussed the need for an annual evaluation	
of the committee.	
	Discussed the development of a new process for spending staff diversity money. The committee 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. No standing items.

What are of accomplishing did we do?	ents and how	
IX. Adjournme	Next meeting will be Monday, September 8, 2025 at 1:15 p.m.	