

## **Meeting Minutes**

Date: September 8, 2025 (every 2<sup>nd</sup> Monday of the Month) Time: 1:15 p.m. – 3:00 p.m.

**Location:** SAB-211 and ZOOM: <a href="https://4cd.zoom.us/j/5638713171">https://4cd.zoom.us/j/5638713171</a>

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, Maya Jenkins

Zoom:

Called to order at 1:05 p.m.

Item Outcome/Decisions Action Items
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I.	Welcome and Introductions		
II.	Approval of Current Agenda	Agenda approved by 3 yay votes, o nay.  Motioned: Vern Cromartie	No action required.
		Second: Matthew Houser  Yay: Victoria Menzies, Vern Cromartie, Matthew Houser,	
III.	Approval of May 12, 2025 Minutes	Minutes approved by 3 yay votes, o nay.  Motioned: Vern Cromartie Second: Matthew Houser  Yay: Victoria Menzies, Vern Cromartie, Matthew Houser,	No action required.
IV.	Public Comment/Announcements (2 minutes each)	No public announcement/comment.	No action required.
V.	Review and Approval of Committee Charge	<ul> <li>Reviewed and approved updated charge focusing on advising, assisting, and recommending actions to implement the district-wide EEO plan.</li> <li>Discussed strategies to improve communication (attending academic meetings, public updates).</li> <li>Emphasized promoting diversity, unconscious bias awareness, and</li> </ul>	

VI. Brown Act Overview  VII. Discuss Application Process for Campus Funding  - Staff Diversity Fund	<ul> <li>balanced hiring (ethnicity, gender, disability).</li> <li>Noted flexible budget changes for professional development funds.</li> <li>Meetings must remain public, accessible, and recorded.</li> <li>In-person attendance required unless remote exceptions apply.</li> <li>ADA accommodations must be honored; future "Just Cause" rule changes expected post-Dec 31.</li> <li>Staff Diversity Fund Application:         <ul> <li>Deadline: October 30, 2025</li> <li>Review in November; approval by December for spring disbursement.</li> <li>Victoria to align diversity values (equity, inclusion, belonging) with district and college mission statements.</li> </ul> </li> </ul>	* Matthew to contact Jeffrey to confirm what the district diversity values are for the DEI application form. * Maya to update the DEI application form with the five key diversity values . * Maya to submit the updated application form to College Council for approval.
VIII. Standing Items:	Committee agreed to standing items for meetings.	
A. Human Resources Updates:		
B. CCC Workforce Applicant Pool Analysis		

C. CCC Employee Recruitment/Hiring Activity D. District DEI Updates		
IX. Adjournment -	Next meeting will be Monday, October 13, 2025 at 1:15 p.m.	

# EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE DIVERSITY PROJECT GRANT APPLICATION

**Grant Application Type:** □ Individual □ Group

Award Amount: Grants may be up to \$7,500

Application Deadline: October 30<sup>th</sup> (One-time to be spent by June 30<sup>th</sup> of the current fiscal

year)

#### APPLICANT INFORMATION

APPLICANT INFORMATION				
Name of Primary Applicant:				
If group, group members:				
Group member affiliation(s): □ Student □ Staff □ Admin □ Faculty				
PROJECT INFORMATION (use additional pages as needed)				
Project Name:				
Project Description:				
Grant Amount Requested: \$				
Please attach (1) a detailed timeline, (2) a detailed budget, (3) a project implementation and evaluation plan, and (4) desired outcomes.				
DISTRICT DIVERSITY VALUES (use additional pages as needed): Equity, Inclusion and Belonging, Future Readiness, Student Centered, Integrity				
Please explain how your project aligns to the campus' diversity, equity and inclusion values:				