

Meeting Minutes

Date: April 14, 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: Jimmy Cromartie Classified: Matthew Houser Students: Pamela Fuentes

Non-Voting Members

Managers:

Present: Victoria Menzies, Matthew Houser, Maya Jenkins, Pamela Fuentes

Zoom:

Called to order at 1:12 p.m.

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I.	Welcome and Introductions		N/Ap
II.	Approval of Current Agenda	Tabled due to no quorum.	
III.	Approval of February 10, 2025 Minutes	Tabled due to no quorum.	
IV.	Public Comment/Announcements (2 minutes each)		Informational/Discussion
V.	Review and Approval Committee Charge	Victoria suggested adding a new item to review and make recommendations on spending of the Staff Diversity fund.	Informational/Discussion
VI.	Discuss Application Process for Campus Funding Staff Diversity Fund	Victoria suggested adding a new item to review and make recommendations on spending of the Staff Diversity fund. Discussed setting a limit for fund requests and propose an application format that includes name, amount requested, budget details, description, outcome, and alignment with EOC goals. Victoria recommends streamlining the application process by integrating it into the existing budget request portal rather than having a separate application. Discussed the different types of grants funding and the need to clarify the application process. Victoria suggested that the budget	Informational/Discussion

	committee could recommend grants to the EEO committee, which would then make the final decision. She also emphasized the importance of refining the process to avoid confusion and stress. She proposed making the committee meetings mandatory to finalize decisions and asked whether the grant application should be a separate process or integrated into the budget portal. Also begin to review the grant scoring instructions. Discussed the budget portal for funding applications. They agreed to use the portal for all applications, including professional development funding.	
VII. Standing Items on Agenda	Discussed the ongoing onboarding process, which is now handled by People Admin, and decided to remove it from the EEO district office. It was concluded that there may be a need for training as part of the onboarding process, but no specific training was identified. Matthew suggested reviewing the district's recruitment procedures for faculty and classified permanent positions and creating a specific procedure for student hiring or hourly workers at the college level.	Informational/Discussion

VIII. Adjournment – Meeting adjourned at 1:50pm.	Meeting adjourned
Next meeting will be Monday, May 12, 2025 at 1:15 p.m.	