

Riverside Community College District  
**DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY SUB-COMMITTEE**  
February 28, 2025 | 2:00 – 4:00 PM  
Zoom: <https://rccd-edu.zoom.us/j/89238647011>

Meeting Notes

Committee Members Present:

- ✓ Tammy Few, Vice Chancellor, Human Resources & Employee Relations
- ✓ Lorraine Jones, District Compliance Officer
- ✓ Lijuan Zhai, Associate Vice Chancellor, Educational Services
- ✓ Roosevelt Charles, Vice President, Student Services, MVC
- ✓ Greg Ferrer, Director, Disabled Student Services, NC
- ✓ Tracy Fisher, Director, Center for Social Justice and Civil Liberties

Absent:

- Ed Rice, Associate Professor, Journalism, MVC
- Malika Bratton, Instructional Department Coordinator, RCC

Guests:

- ✓ Ines Solis, Executive Administrative Assistance (notetaker)

Call to Order: 2:03 PM

DEIA Subcommittee's Charge

During this inaugural meeting, the subcommittee reviewed the charge recognizing that it is a living document. It was concluded that the charge requires updates to better define the subcommittee's focus.

I. Welcome

VC Tammy Few extended a warm welcome to all subcommittee members at the inaugural meeting and delivered an overview, along with historical background for the committee's history. Additionally, the structural relationship between DEIA and DSPC was reviewed, highlighting its significance in terms of integration and alignment.

II. Introductions

Each subcommittee member was invited to introduce themselves, sharing their college location, position, and any current projects they are working on.

III. Approval of Minutes

As this is the inaugural meeting, minutes have not yet been generated.

IV. Updates and Discussion

a. DSPC meeting February 21, 2025

The complete agenda and materials to the DSPC meeting held on Friday, February 21 at 2 pm was included for member's review.

b. District web pages:

The subcommittee's relation to the District Strategic Planning Council (DSPC) was discussed in detailed. The website and its content were presented, demonstrating how members can access pertinent information such as the DSPC Guidelines and Structure, the upcoming meeting schedule, agendas, and minutes. An explanation

of DSPC organizational chart, which includes various committees and subcommittees was provided. Additionally, it was noted that the Diversity, Equity, Inclusion and Accessibility subcommittee operates under the Equity, Social, Economic and Environmental Justice Committee, which reports to DSPC.

c. DSPC subcommittee memberships update

Updates to the membership of the DSPC subcommittees are ongoing, with vacancies filled by the leadership of participatory governance.

d. Task Force/Sub-Committee/Special Reports

i. Equity, Social, Economic, and Environmental Justice Committee

1. Annual EEO Certification Form (Y1) (DEIA)

The progress of RCCD's submission to the state Chancellor's Office regarding the Annual EEO Certification Form will be communicated to this group as it develops; we are currently in the second year of the plan. During the presentation of the EEO plan to the Board of Trustees for approval, some concerns were raised by the senate regarding faculty involvement in the process, which led to confusion. Subsequently Title V was modified, causing our district to fall out of compliance and experienced delays. We were prepared to advance the EEO plan in the Fall; however, the DSPC meeting scheduled for November was canceled. Despite this, we have proceeded with our submission to the state Chancellor's Office. Upon receiving feedback, we will implement the recommended changes and present the revised plan to this committee.

2. RCCD EEO Plan 2023-2026 (DEIA)

In June 2024, the initial RCCD Equal Employment Opportunity Plan 2023-2026 was submitted to the state Chancellor's Office, which was not on file at that time, and we were operating under an extension for this report. As of last Friday, the report has been approved, and it is set to be reviewed at the Board of Trustees Committee meeting March. Following this, it will be presented for approval at the March Board of Trustees Regular meeting before being forwarded to the state Chancellor's Office.

3. EEO Update Workforce and Applicant Analysis (DEIA)

Due to an increased volume of reports this month, the Equal Employment Opportunity (EEO) report will be postponed to the April or May Board of Trustees meeting for informational purposes only. The analysis conducted is longitudinal, incorporating Title V regulations that are specific to each position type; this approach is designed to be more meaningful. While quantitative data is a significant component of the analysis, we are also incorporating qualitative data to enhance the processes. Account availability metrics, statistical areas, student populations, and the number of degrees awarded both nationally and within our metropolitan area were considered. The weighting criteria are varied per applicant as the district prioritizes those holding advanced and terminal degrees for determined positions. The district does not currently exhibit any concerning issues within our workforce. There is an underrepresentation of individuals identifying as Mexican or Latine in management categories; however, the overall metrics reflect reasonable availability. We are evaluating strategies such as

implementing a blind applicant review process to promote fairness. Additionally, we are examining requirements for letters of recommendation and minimum qualifications to determine if they necessitate a higher level of qualifications. The committee will assess the impact of excluding transferable qualifications as well. In faculty recruitment, Human Resources will review qualifications if there are concerns, but the faculty themselves will decide whom to invite for interviews, ensuring sizable representation from the pool. Recommendations from this committee will contribute to the final EEO plan.

4. RCCD New Strategic Plan Workgroup and Draft Timeline (Governance)

Dr. Lijuan Zhai is seeking interested volunteers by March 4<sup>th</sup> to participate in the new RCCD Strategic Plan Workgroup. At the last DSPC meeting, a draft timeline was presented for developing a new strategic plan following the closure of the last 2019-2024 RCCD Strategic Plan. Each college operates on its own planning cycle, but we also have a districtwide plan. The next steps include presenting to the college planning committees and forming a workgroup to update the plan based on assessment. This spring, we will focus on conducting an environmental scan, SWOT analysis, and visioning sessions to gather input on strategic directions for the next five-years. We will also review our current mission and vision statements to determine if revisions are needed and identify key themes. In the summer, we plan to convene a meeting to work on our goals and objectives. From August to September, we will draft our plans to present to DSPC, followed by a vetting process in the fall, with the goal of obtaining approval by December 2025.

e. Advocacy in Action: Provide Feedback on US Department of Education Dear Colleague Letter

To ensure broad awareness, VC Few shared an important communication pertaining to the ACCJC that serves as a call to action for institutions, state education departments, and higher education and is an opportunity for stakeholders to have a voice in the process.

f. Chancellor Christian's Message about the Dear Colleague Letter

The RCCD-All communication referencing a recent webinar led by state Chancellor Sonya Christian was reviewed. The letter emphasizes the need for institutions to consult their legal counsel on related issues. These documents with crucial information are shared as they may impact the committee's direction.

V. New Agenda Item(s)

The committee was agreeable on filling DSPC memberships for this committee's participation.

VI. Presentations/Guest

Dr. Lorraine Jones will present updates at the following meeting for the committee to have awareness of the EEO Plan and to discuss the history and the culture in our organization in preparation for the Chancellor's office feedback.

VII. Next Meeting

- a. A new meeting date has been added on April 18, 2025, from 3-4 pm; faculty in attendance will be paid using an SPR. The meeting that follows is scheduled for May 5, 2025, from 2pm to 4pm

Adjournment: 2:51 pm