

**Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of December 6, 2010**

Committee Members:		
<input checked="" type="checkbox"/> Silver Calzada <input type="checkbox"/> Barbara Gonzales (Co-Chair) <input checked="" type="checkbox"/> Suzi Hayward	<input type="checkbox"/> Paul Hischar <input checked="" type="checkbox"/> Johnny Jaurequi <input checked="" type="checkbox"/> Annette Loria (Co-Chair)	<input checked="" type="checkbox"/> Linda Rillorta <input checked="" type="checkbox"/> Stephanie Sitacarini <input checked="" type="checkbox"/> Ana Tafoya-Diaz <input type="checkbox"/> April Tellez <input checked="" type="checkbox"/> Tuan Vo
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Agenda Review	<ul style="list-style-type: none"> • Agenda reviewed, no changes proposed; 	<ul style="list-style-type: none"> •
2. Review Memory from 11/1/10 Meeting	<ul style="list-style-type: none"> • Minutes revised and approved as written; 	<ul style="list-style-type: none"> •
3. Meeting Date Review (Winter)	<ul style="list-style-type: none"> • Since the only date that works in January is January 31, 2011. Annette proposes cancelling the January meeting and keeping the February 7, 2011. The faculty and student members may have difficulty with the February meeting as well, we will send out an e-mail regarding the February date and see what feed back we get. 	<ul style="list-style-type: none"> • Suzi to e-mail committee on February 7, 2010 day.
4. Committee Make-up	<ul style="list-style-type: none"> • Still need to speak with Grace Hanson, will hold over until the next meeting. 	<ul style="list-style-type: none"> • Hold over until next meeting.
5. Review of Purpose and Function (Final Read)	<ul style="list-style-type: none"> • Per Barbara's e-mail, will wait for Eric's feedback in the Spring. 	<ul style="list-style-type: none"> • Hold until March meeting for feedback from Eric.
6. EEO Plan, 1-9	<ul style="list-style-type: none"> • <u>Component 6:</u> With this component, the members agree it is a good time to look at the Board Policy and Administrative Procedures. The challenge with this, however, is that it will have to go through AMAC. Will bring this component back in a future section, after the committee has time to review BP 3410 & 3420, and AP 3410 & 3420. • <u>Component 7:</u> Added intranet, to include employee site. Committee approves with changes made. • <u>Component 8:</u> Annette believes that conversation needs to take place on this component. How long of a time period do we want, between EEO training and serving on a committee? How long is the EEO training? For managers, for example, EEO training is two (2) hours and they must have training every two (2) years. Annette mentioned that she has to have the training every two (2) years and although she already knows most of it, there are elements that you get reminded of. The training proves useful. • The committee mentioned that there could be a short refresher, at the first committee meeting, going over the major issues. Committee members can also go on the website and review policy changes. Once you have the training, you shouldn't have to take it again. 	<ul style="list-style-type: none"> • <u>Component 6:</u> Review, also review BP 3410 & 3420 and AP 3410 & 3420. • <u>Component 8:</u> Annette will work on incorporating the language that was discussed, the committee will consider options and bring back the next session.

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	<ul style="list-style-type: none">• Annette recommended that the District can offer the training each year, for those who want to attend, however, we can write language stating that the member, at some point, must have attended the training.• Johnny asked, "How will we monitor who has had this training?" Silver stated that it should be something that can be tracked through Banner.• The committee agrees that we should require the training, however, it's the timeframe we can't come to agreement on. Tuan recommends that we bring this back in February, after we have time to consider the options: every year, every two (2) years, every three (3) years, or just having the training once.• Ana thinks this training would be beneficial for everyone on campus, regardless of whether or not you are going to serve on a committee.• Linda suggested having language that states: a) A committee member must have had EEO training in the past; b) Training will be provided to anyone who would like more training; c) A short EEO presentation will be given at the beginning of the first hiring committee meeting.• Silver mentioned that language needs to be embedded to give committee members information on where they can access updates on their portal. Also, since there hasn't been training in quite awhile, the District may want to offer several the first year and then after, offer it once a year.• Annette stated that she has been thinking of offering it different ways as well, on-line, classroom setting, etc. and maybe three (3) or four (4) times the first year.• Tuan mentioned that recruitment was mentioned early on in this component and wasn't mentioned as having anyone involved with the recruitment process also trained in EEO.• Silver stated that we could also have something like an "open house" at Mt. SAC, with a BBQ, presentations, music, etc. to try and encourage applicants to apply at Mt. SAC. This is also a way to incorporate the students into the process more.• Annette thinks this is a very good idea, probably not something that goes on the EEO plan, however, she will bring it back to HR as a possible way to recruit.• Annette stated that we also need to discuss the second paragraph, as there is no real EEO office. Silver recommends changing it to committee. Linda suggested removing it all together. Annette stated that we could remove it, however, it then becomes a problem years later when nobody wants to take responsibility for the duty. Linda recommended changing EEO office to the Office of Human Resources. Annette is okay with that, but would like to be in collaboration with the CEDC. Will be changing the EEO office to the Office of Human	
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	<p>Resources in collaboration with CEDC.</p> <ul style="list-style-type: none">• Need to also include training for outside community members, who occasionally serve on hiring committees.	
7. Set Agenda for Next meeting	<ul style="list-style-type: none">• Agenda Review;• Review Memory from December 6, 2010;• Committee Make-up;• Review of Purpose and Function (feedback from Eric in the Spring);• EEO Plan;• Set Agenda for Next Meeting	<ul style="list-style-type: none">•

FUTURE MEETING DATES

February 7, 2011, 8:00 a.m. - 9:30 a.m.16C

Meeting ended at 9:31 a.m.