

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of April 4, 2011**

**Committee Members:**

<input checked="" type="checkbox"/> Silver Calzada <input checked="" type="checkbox"/> Barbara Gonzales (Co-Chair) <input checked="" type="checkbox"/> Suzi Hayward	<input type="checkbox"/> Paul Hischar <input type="checkbox"/> Johnny Jaurequi <input checked="" type="checkbox"/> Annette Loria (Co-Chair)	<input checked="" type="checkbox"/> Linda Rillorta <input checked="" type="checkbox"/> Guadalupe De La Cruz <input type="checkbox"/> Ana Tafoya-Diaz	<input type="checkbox"/> April Tellez <input checked="" type="checkbox"/> Tuan Vo
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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Agenda Review</b>	<ul style="list-style-type: none"> <li>• Agenda reviewed, no changes proposed.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>2. Review Memory from 12/6/10 &amp; 3/7/11 Meeting</b>	<ul style="list-style-type: none"> <li>• Agendas reviewed, changes made.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minutes approved.</b></li> </ul>
<b>3. Committee Make-up</b>	<ul style="list-style-type: none"> <li>• Barbara heard that there are 2 vacancies on this committee, will check with Eric to see who we are replacing. Are Paul Hischar and Silver Calzada still on the committee?</li> <li>• Suzi will check with Johnny Jaurequi to see about 651 representation for the committee due to lack of attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barbara to check with Eric.</b></li> <li>• <b>Suzi to check with Johnny.</b></li> </ul>
<b>4 Review of Purpose and Function (Final Read)</b>	<ul style="list-style-type: none"> <li>• Barbara hasn't had a chance to meet with Eric. Suzi will invite Eric to attend next month's session.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suzi to invite Eric to attend next month's session.</b></li> </ul>
<b>5. EEO Plan</b>	<ul style="list-style-type: none"> <li>• <u>Component 6:</u> Added reference to BP and AP. Committee came to consensus on component 6.</li> <li>• <u>Component 8:</u> Discussion ensued regarding removing the time frame for training. Tuan recommended separating the two items, one for the first time serving on a hiring committee and one for those who have already served.</li> <li>• All hiring committees will have an EEO officer that serves on the committee. It is often times someone from Human Resources, however, it doesn't have to be it just has to be someone who is trained. The EEO officer doesn't necessarily provide training, they provide oversight to make sure the committee stays compliant.</li> <li>• Needs to be two trainings, one for the representative and one for the hiring committee as a whole.</li> <li>• Barbara mentioned breaking this component up into three components. One for initial training, one for refresher training, and one for the committee as a whole.</li> <li>• Do we want to get detailed on the type of training? Barbara and Silver believes that if we get too specific we are tied to following it, however, if to broad then it's not specific enough and we don't know how much training is enough.</li> <li>• Annette stated that we need some flexibility, however we also need</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Will continue to work on component 8.</b></li> <li>• <b>Annette will send components 11 &amp; 12.</b></li> </ul>

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	<p>some structure.</p> <ul style="list-style-type: none"> <li>• Silver stated that an individual could attend the initial training and then when they decide to serve again, have HR have the capability to tag them as having served awhile ago and get an update via the web. The EEO representative can then ask during the meeting, if anyone has any questions before serving.</li> <li>• It that is the case, we will have to work with Senate to update policies.</li> <li>• There should be a difference in the training for a hiring committee member or an EEO representative. We need to distinguish between the two trainings.</li> <li>• Linda likes Silvers suggestion and recommended listing it as “including, but not limited to...” i.e. a q &amp; a session, on-line, handouts.</li> <li>• Annette stated that they can even have a “self test” at the end for the committee member to see if they learned anything from he refresher.</li> <li>• Barbara’s concern is that we are calling it the same thing, “EEO Training.” We need to separate the training and the titles.</li> </ul>	
<p><b>6. Set Agenda for Next meeting</b></p>	<ul style="list-style-type: none"> <li>• Agenda Review</li> <li>• Review Memory from April 4, 2011 meeting</li> <li>• Committee Make-up</li> <li>• Review of Purpose and Function (Eric)</li> <li>• EEO Plan (8-12)</li> <li>• Set Agenda for Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**FUTURE MEETING DATES**

May 2, 2011, 8:00 a.m. - 9:30 a.m.16C

Meeting ended at 9:30 a.m.