

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of March 5, 2012  
8:00 a.m. – 9:30 a.m.**

**Committee Members:**

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> Robert Arnold | <input checked="" type="checkbox"/> Barbara Gonzales (Co-Chair) | <input checked="" type="checkbox"/> Lorraine Jones (Co-Chair) | <input type="checkbox"/> Ana Tafoya-Diaz          |
| <input checked="" type="checkbox"/> Martin Eeum   | <input checked="" type="checkbox"/> Paul Hischar                | <input checked="" type="checkbox"/> Annette Loria (Co-Chair)  | <input checked="" type="checkbox"/> Tim Takashima |
| <input checked="" type="checkbox"/> Joanne Franco | <input checked="" type="checkbox"/> Johnny Jaurequi             | <input checked="" type="checkbox"/> Linda Rillorta            | <input checked="" type="checkbox"/> Tuan Vo       |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at 8:03 a.m.</li> <li>• Annette informed all that she was no longer co-chairing CEDC and introduced Lorraine Jones, as she will be the new co-chair</li> <li>• The committee introduced themselves.</li> </ul>	•
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>• Agenda reviewed and maintained.</li> </ul>	•
<b>3. Review Memory from 12/7/11</b>	<ul style="list-style-type: none"> <li>• Minutes were approved as written.</li> <li>• A request to receive the agenda/previous memory at least one week prior to the next meeting was made.</li> <li>• Linda was asked about her daughter's week long diversity event, and she indicated that this event was hosted by her employer, SAP, hopefully this was something that may be an option for Mt. SAC</li> </ul>	<ul style="list-style-type: none"> <li>• <b>March memory and April agenda to be sent to the committee via e-mail at least one week prior to April 2, 2012 meeting.</b></li> </ul>
<b>4. Review Purpose/Function of CEDC</b>	<ul style="list-style-type: none"> <li>• The committee took a few minutes to review the purpose/function of CEDC.</li> <li>• A discussion took place with regards to eliminating "unlawful" from #3, under Purpose, however the purpose/function remained as is.</li> <li>• Lorraine mentioned that there are currently 55 recruitments in varying stages</li> <li>• Barbara was questioning whether we had EEO Representatives for all positions.</li> <li>• Since there was training in February, <i>Hiring the EEO Way</i>, we had over 70 in attendance; HR is looking to offer another training, as Title V reflects that everyone involved in the screening/selection committees need to attend training.</li> <li>• Tuan Vo stated that everyone should attend <i>Hiring the EEO Way</i>; it was excellent.</li> </ul>	•
<b>5. Review Committee Membership</b>	<ul style="list-style-type: none"> <li>• The Committee Membership for CEDC needs to be reviewed and clarification needs to be made with regards to member terms.</li> </ul>	•
<b>6. EEO Plan</b>	<ul style="list-style-type: none"> <li>• Components of concern were taken out by the Chancellor's Office (<b>11, 12, 13, and 15</b>)</li> <li>• The EEO plan will be taken by Barbara to Senate Exec on 15<sup>th</sup> and on</li> </ul>	<ul style="list-style-type: none"> <li>• <b>*Correction – Not required at this time from the Chancellor's Office are</b></li> </ul>

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	<p>the 22<sup>nd</sup> to Full Senate</p> <ul style="list-style-type: none"> <li>• Would Classified Senate and 651 need to review the EEO plan? Barbara will follow up</li> <li>• Norming Standards were reviewed and the third bullet was updated...”and provide a reminder....in a timely and appropriate fashion.”</li> <li>• The issue of letters of recommendation were discussed, as it was a topic of discussion during the <i>Hiring the EEO Way</i> training. Lorraine mentioned that HR is currently working on revising the reference check forms, which include updating the questions/process in order to make sure that it is fair and equitable. Paul mentioned that some individuals are listed as a reference if they are unable to provide a letter of recommendation.</li> <li>• A question was asked with regards to the EEO training – was access included in the training? Are we making sure that we are providing access to all applicants? Who is communicating this information to the committee? We need to ensure that there is equal access to all (employees, students, etc.)</li> <li>• Lorraine is working with DSPS on a BP/AP with regards to service animals</li> <li>• Barbara stated that Dr. Jeffrey Andrade is speaking in May – maybe there could be a way we can sponsor the event</li> <li>• Robert included that an individual can contribute different abilities and not just “diversity”. Paul relayed that we need to be careful with our choice of words, as the federal government uses particular words, however when using it in celebrating and recognition, it will be fine.</li> <li>• Linda stated maybe we can e-mail everyone who wants to know more about cultures every month, then a presentation can be made monthly, on different cultures.</li> <li>• Barbara brought up a newsletter, which may be sent out each month to inform others about the ongoing events – Lorraine will check with IT to see if CEDC can have its own web page to update others.</li> <li>• Robert stated that CEDC can maybe have a section labeled “Cultural Corner”, Word for the Day, something to celebrate, to increase the awareness and everyone can learn.</li> <li>• Lorraine stated that the current MSAC website (main page) has been updated to reflect stories of students, as the average faces of students are changing.</li> </ul>	<p><b>components 11, 12 and 13.</b></p>
<p><b>7. Other Projects</b></p>	<p>a. There are cultural fairs on campus, maybe coordinate diversity events to showcase with other events; an example, maybe during disability awareness, coordinate with DSPS, or maybe have ongoing diversity</p>	<p>g.</p>

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	<p>events</p> <ul style="list-style-type: none"><li>b. Do we have EEO money that can be used? Lorraine will check</li><li>c. Barbara will check on the master list of events, to see if we can add a "Diversity Week" or an event.</li><li>d. Lorraine is going to a training and this will assist with trainings on campus</li><li>e. Next meeting, the committee can come back with different ideas</li><li>f. Lorraine will check with CB, to assist us with setting up a brand/logo for CEDC.</li></ul>	
<b>8. Set Agenda for Next meeting</b>	<ul style="list-style-type: none"><li>a. Agenda Review</li><li>b. Review Memory from March 5, 2012</li><li>c. Clarification on Membership</li><li>d. EEO Plan</li><li>e. Other Projects</li><li>f. Set Agenda for Next Meeting</li></ul>	

**FUTURE MEETING DATES**

April 2, 2012  
May 7, 2012  
June 4, 2012

Meeting ended at 9:14 a.m.