

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of October 1, 2012  
8:00 a.m. – 9:30 a.m.**

**Committee Members:**

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|--|---|---|---|
| <input type="checkbox"/> Robert Arnold | <input checked="" type="checkbox"/> Joanne Franco               | <input checked="" type="checkbox"/> Johnny Jauregui           | <input checked="" type="checkbox"/> Ana Tafoya-Diaz |
| <input type="checkbox"/> Robert Coder  | <input checked="" type="checkbox"/> Barbara Gonzales (Co-Chair) | <input checked="" type="checkbox"/> Lorraine Jones (Co-Chair) | <input type="checkbox"/> Tim Takashima              |
| <input type="checkbox"/> Student       | <input type="checkbox"/> Paul Hischar                           | <input checked="" type="checkbox"/> Linda Rillorta            | <input checked="" type="checkbox"/> Tuan Vo         |
|  |   |   | <input type="checkbox"/> ASSESSMENT ??              |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at 8:10am</li> </ul>	
<b>2. Guest: Barbara McNeice-Stallard</b>	<ul style="list-style-type: none"> <li>• BMS asked to know more about CEDC and she was provided with the Committee Purpose &amp; Function</li> <li>• BMS –Question: Why is all communication through the Vice President, Human Resources (Function – 4)</li> <li>• LJ: the change was submitted to PAC (President’s Advisory Council), and we are waiting for approval</li> <li>• BMS –Question: any training right now?</li> <li>• LJ: we are taking baby steps – for example, we as a campus are not in compliance with Title 5, as all committee members need to be trained with the EEO responsibility; the EEO responsibility is not just for the EEO Representative, but for all the committee members; we first started by requiring an EEO representative</li> <li>• LJ: The reason BMS is here is we had asked her to assist us with creating a campus climate survey</li> <li>• BMS: can assist with formulating surveys and working with groups</li> <li>• BMS: homework for CEDC group – email colleagues at other schools to see what they have already done; background information, and why they came up with the questions they used; it is important to ask (colleges) to use some of their information</li> <li>• Think about your plan (5, 10 year) – you want to see progression over time</li> <li>• If you see an area with limited responses – it may increase the need for professional development</li> <li>• What are 2-3 objectives you are trying to achieve? They should be quantifiable and can also ask questions with the time factor ex: within the next 5 years, 75% of employees should know the definition of x</li> </ul>	<ul style="list-style-type: none"> <li>• BMS: homework for CEDC group – email colleagues at other schools to see what they have already done; background information, and why they came up with the questions they used</li> <li>• LJ: BMS and LJ will meet prior to the next CEDC meeting (11/5/12)</li> </ul>

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	<p>(Think of the future too – would all questions give me the answers I need?)</p> <ul style="list-style-type: none"><li>• Will need to re-evaluate everything again, and maybe check the questions and see which ones work and which do not</li><li>• BMS: Are there any interventions we may run into?</li><li>• LJ: what workshops are needed</li><li>• LJ: what the campus feels they need</li><li>• BMS: Needs assessment or needs evaluation – maybe 3-4 little questions, not just one question; maybe add a scenario and see what they think</li><li>• Maybe some examples of what is needed – in November it is hard for people to respond – how would you encourage others to respond?</li><li>• LJ: one method is not reasonable, wanted your input as we don't want to exclude individuals</li><li>• BMS: paper surveys</li><li>• JJ: when dealing with the custodial or maintenance operations, the most effective way to get their input would be after their lunch break or Friday night ; when someone is asking them to fill it out</li><li>• BMS: during the management meeting is a good time</li><li>• LJ: Can we get an online option?</li><li>• BMS: Yes, everyone would receive the same link and in the portal as well – this is how to do the survey for students as well, however 2 separate surveys</li><li>• BMS: Who are the students you are targeting? Students that have already been here, then IT will have to filter out the students; before I as here, the College did a campus climate survey and paper copies were delivered to their departments, and if they returned it, they received a candy bar<ul style="list-style-type: none"><li>• Ex: over 1000 students responded to a smoking survey (18 designated smoking areas); this needed to be phrased in a way to make it interesting to students</li><li>• A short survey is on an 8.5x11 page, with 2-3 open ended questions (but, with open-ended, it is hard to get answers that are useful)</li><li>• Directions example: would help to provide 3 to 5 sentence answers</li></ul></li><li>• TV: Is it better to have multiple choice?</li><li>• BMS: Yes, but will it help?</li><li>• LJ: What about a combination of questions?</li><li>• BMS: Yes, and scenario questions as well</li><li>• BMS: When distributing, maybe have managers use that during their</li></ul>	
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	<p>team meetings, and lead discussions (follow up); ex: spring survey, fall discussion about the survey</p> <ul style="list-style-type: none"> <li>LJ: How do we get the people who need it</li> </ul>	
<b>3. Review Memory from 9/10/2012</b>	<ul style="list-style-type: none"> <li>Minutes were approved – changes made from Title V to Title 5</li> </ul>	
<b>4. Agenda Review</b>		<ul style="list-style-type: none"> <li></li> </ul>
<b>5. Section 13</b>	<ul style="list-style-type: none"> <li>BG – are we posting the EEO plan online or sending copies to departments? Concern from Senate</li> <li>LJ – we can post CEDC website and can send it out to departments as well</li> <li>LJ – HR developing our website w/links, should be completed by the end of the year</li> <li>LJ – report card in May – PAC meeting – added CEDC on agenda</li> <li>BG – everyone on committee was re-appointed</li> <li>BG – what is the policy for committee member on banked leave?</li> </ul>	<ul style="list-style-type: none"> <li>LJ – will email Eric Kaljumagi with regards to banked leave</li> </ul>
<b>6. Lorraine Y. Jones – outline of potential topics for presentation to President's Cabinet</b>		<ul style="list-style-type: none"> <li>LJ – will work on</li> </ul>
<b>7. Report of progress of potential projects</b>	<ul style="list-style-type: none"> <li>EEO Plan</li> <li>BG – question about EEO plan – EEO plan is for the whole campus, but some components on hold because of unavailable data</li> </ul>	<ul style="list-style-type: none"> <li>BG – will work on</li> </ul>
<b>5. Set Agenda for Next meeting</b>	<ol style="list-style-type: none"> <li>Agenda Review</li> <li>Review Memory from October 1, 2012</li> <li>Report of progress of potential projects</li> <li>Set Agenda for Next Meeting</li> </ol>	

**FUTURE MEETING DATES**

Monday, November 5, 2012

Meeting ended at 9:08am