

**Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of October 7, 2013
8:00 a.m. – 9:30 a.m.**

Committee Members:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Genevieve Arvidson-Perkins | <input checked="" type="checkbox"/> Robert Coder | <input checked="" type="checkbox"/> Paul Hischar | <input checked="" type="checkbox"/> Ana Tafoya-Diaz |
| <input checked="" type="checkbox"/> Robert Augustus | <input checked="" type="checkbox"/> Darlene Dorough (translator) | <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-Chair) | <input checked="" type="checkbox"/> Tim Takashima |
| <input checked="" type="checkbox"/> Clarence Brown | <input checked="" type="checkbox"/> Joanne Franco (notes) | <input checked="" type="checkbox"/> Kambiz Khoddam | <input checked="" type="checkbox"/> Tuan Vo |
| <input type="checkbox"/> student representative | <input checked="" type="checkbox"/> Barbara Gonzales (Co-Chair) | <input checked="" type="checkbox"/> Robert Montoya | <input checked="" type="checkbox"/> Lisa Zahn |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • Meeting began at: 8:07 am • New members: <ul style="list-style-type: none"> • Genevieve Arvidson-Perkins, Faculty • Kambiz Khoddam, Faculty • Lisa Zahn, Continuing Education 	
2. Review Memory from June 3, 2013	<ul style="list-style-type: none"> • Memory approved as written 	
3. Set Agenda for current meeting	<ul style="list-style-type: none"> • EEO Plan Update • Committee Membership/Appointment • CEDC Survey • Future meeting dates • Other 	
4. EEO Plan Update	<ul style="list-style-type: none"> • October 3 – Dr. Scroggins referred to the EEO plan in his Board Notes • Some components from the EEO plan was deleted, and were items we were unable to complete • We are currently waiting on the Department of Finance for additional information in order to move forward • Next week, LYJ will be attending an update, and will be getting direction on how to update the plan • Sections: 13, 14, 15... CEDC will revisit the plan at the next meeting • There was a question regarding the approval of the new job descriptions through the Koff Study • Currently, CSEA (both units) have been provided with the recommended class specifications for all positions; all old job descriptions are currently used until new job descriptions are 	<ul style="list-style-type: none"> • PeopleAdmin Demonstration for next CEDC meeting

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	<p>approved</p> <ul style="list-style-type: none"> • Regarding management job descriptions and recruitments – the hiring managers approve the job descriptions • In terms of the Human Resources recruitment processes, there have been updates to the PeopleAdmin system 	
<p>5. Committee Membership/Appointment</p>	<ul style="list-style-type: none"> • Lisa Zahn – representative from Continuing Education: to see appointment timeframe – most likely 3 year term • Paul Hischar – last meeting will take place December 2013 – we need to see who his replacement will be • Robert Augustus – will check with Eric Kaljumagi – regarding his appointment time • Robert Montoya – will be representing 651 members • Kambiz Khoddam – term from 2013-2016 • Genevieve Arvidson-Perkins – term from 2013-2016 	
<p>6. Survey</p>	<ul style="list-style-type: none"> • A meeting took place with LYJ, CB, BG, and BMS regarding the survey questions on September 19 • Discussion took place as to how we would get employees to take the survey and make sure it was from 10 – 20 minutes • The recommendation was to align the questions with CEDC’s Purpose and Function, and to make sure that the questions were consistent and to the point, so as not to confuse the individual taking the survey • Regarding the rating choices: there were many different scales to measure the responses, e.g., 1-5, 1-6, 3 choices for answers as opposed to 5 • CEDC needs to be selective on the questions asked, and if we would like a status bar at the top, so that the person taking the survey knows how many questions are left, we will need to work with IT • CEDC can work on testing the survey by taking the survey prior to the campus distribution • Student Equity Meeting - LYJ can invite Phil Maynard and Juan Carlos Astorga at a future meeting – as we do want to know how the students view the campus • Target date for Survey – maybe Spring • One observation is that our statements were too absolute and will result in a negative answer if we state “all” in our statements • “Fair” differs across the board, it is best not to include that statement • “In general” gives the respondent a better range for their answers • “College” is community 	<ul style="list-style-type: none"> • Survey questions (updated) to be emailed to committee and brought to CEDC meeting on November 4 meeting • Student Equity Meeting – LYJ will determine, based on availability, whether representatives will attend CEDC or LYJ will attend the Student Equity Meeting

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	<ul style="list-style-type: none"> • “Campus” is physical campus 	
7. Future meeting dates	<ul style="list-style-type: none"> • All meetings will remain on Monday mornings, at 8:00 a.m. • November 4, 2013 • December 2, 2013 • February 3, 2014 • March 3, 2014 • April 7, 2014 • May 5, 2014 • June 2, 2014 	
8. Other	<ul style="list-style-type: none"> • Revised EEO Plan – made it clear that all committee members need to participate in training before they serve on a committee – training needs to be available on an ongoing basis • Recent change – 2 years ago – EEO Representatives needed to be present for all committees, this is not a requirement for just faculty recruitments • The EEO Representative is a non-voting member on all hiring committees • HR is currently developing clear guidelines for internal use and for current hiring committees • A handout was distributed to the committee – Parachutes & Ladders – keynote speaker is returning and will be hosting a session if you are interested – it will be taking place on October 17, 2013 • October is Disability Awareness Month; on October 30 there will be a campus event and celebration with activities and workshops 	<ul style="list-style-type: none"> • LYJ attended a seminar in the past year – LYJ will follow up on a past speaker; the College can provide more opportunities for speakers
9. Set agenda for next meeting	<ul style="list-style-type: none"> • Survey Review • EEO Plan Update – review new components • PeopleAdmin – online applicant tracking system • Review Committee Membership/Appointment • Projects for 2013-14 year 	

FUTURE MEETING DATES

Meeting ended at 9:11 a.m.