

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of December 2, 2013  
8:00 a.m. – 9:30 a.m.**

**Committee Members:**

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| <input type="checkbox"/> Geneve Arvidson-Perkins           | <input checked="" type="checkbox"/> Joanne Franco (notes)        | <input checked="" type="checkbox"/> Robert Montoya  | <input checked="" type="checkbox"/> Lisa Zahn               |
| <input type="checkbox"/> Clarence Brown                    | <input type="checkbox"/> Paul Hischar                            | <input checked="" type="checkbox"/> Ana Tafoya-Diaz | <input checked="" type="checkbox"/> Guest: James P. Czaja   |
| <input checked="" type="checkbox"/> student representative | <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-Chair) | <input checked="" type="checkbox"/> Tim Takashima   | <input checked="" type="checkbox"/> Guest: Barbara Gonzales |
| <input checked="" type="checkbox"/> Robert Coder           | <input checked="" type="checkbox"/> Kambiz Khoddam               | <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: 8:13 AM</li> <li>• Elizabeth Bravo, Student appointee from Associated Students</li> <li>• James P. Czaja – guest</li> <li>• Barbara Gonzales – here today as a guest</li> </ul>	
<b>2. Review Memory from November 4, 2013</b>	<ul style="list-style-type: none"> <li>• Memory from November 4, 2013 approved as written</li> </ul>	
<b>3. Agenda Review</b>		
<b>4. EEO Plan Update and Review</b>	<ul style="list-style-type: none"> <li>• Handouts:               <ul style="list-style-type: none"> <li>• EEO Plan Revisions/Title 5 Changes</li> <li>• Board of Governors of the California Community Colleges Revisions to Title 5 Regulations: Equal Employment Opportunity</li> <li>• Action Item: Mt. San Antonio College Equal Employment Opportunity Plan</li> </ul> </li> <li>• If you were not here prior to participating in the EEO Plan, this will be new to you, however if you were here, these are the changes that need to take place</li> <li>• EEO Plan Revisions/Title 5 Changes Handout               <ul style="list-style-type: none"> <li>• Section II: Conceptual Overview                   <ul style="list-style-type: none"> <li>• Allows us to be more proactive and flexible within the College – in order to allow us to have a diverse workforce</li> <li>• New regulations; District-designed strategies, so we can be more creative</li> </ul> </li> <li>• Section III: Key Changes in Title 5 Sections                   <ul style="list-style-type: none"> <li>• 53006 - for ex: we have to be completely certain that the MQs need to be related to the job</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"><li>• 53021 - Interim appointments: Need to be 2 years, prior, it needed to be 1 year, and needed extension from the Chancellor's Office</li><li>• 53024.1: Brand new, which is the heart of the intent of the changes to the policy – want to attract and retain a workforce</li><li>• 53024.2 – still need to analyze data; still expected to do longitudinal studies of our data</li><li>• 53025 – our expectation to include persons of disabilities is not separate but included in one consistent approach</li><li>• Section IV: Specific Modifications Required in the Mt. SAC EEO Plan<ul style="list-style-type: none"><li>• Mt. SAC is currently ahead of other Colleges, some do not even have theirs in place. We do not have as much work to do as others, however JC and LYJ have been reviewing</li><li>• 2 – edit definitions</li><li>• 10 – to edit</li><li>• 12 – edit methods</li><li>• 13 – will most likely require the most work, which is what the District is committed to do – we need to remove the word “may” to demonstrate that we understand the value of a diverse workforce</li><li>• 15 – need to be edited</li></ul></li><li>• Section V: Projected Timeline</li><li>• Phase I: D: Both Senate should have input</li><li>• There is a lot of work that needs to be done by the Committee and Human Resources – once we have reviewed and made our edits, including legal review, then we move forward for Academic Senate to review, once it has been finalized: we will be taking an aggressive and active stance with regards to the regulations and complying with the revisions</li><li>• JC: There are issues that are tangible and substantive that need to be fixed</li><li>• There is a conceptual and regulatory aspect – where we will be measured</li><li>• JC: will go through the regulations</li><li>• Section 53001, revised B (bottom of page 2)– gives us a def for diversity, and a revised def for EEO, C1: identifying and eliminating barriers to employment that are not job related</li><li>• 4<sup>th</sup> pg?: prior to their participation on hiring committees: we need to make sure that the training happens before they review applications</li><li>• Item 7 sect 53005: advisory committee (CEDC) – shall receive training in all of the following areas:</li></ul>	
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	<ul style="list-style-type: none"><li>• Item 13, section 53023: applicant pool review (c) – this comes down to shutting down or modifying recruitment pools if we determine that non-job related criteria was used, a corrective action must be taken; of course there will be an EEO representative on the committee – we need to be sure we know what is job related – we cannot have a process where a non-job related criteria was used</li><li>• Section 14 – There is a modification where our applicants need to demonstrate a sensitivity to diversity in relation to their position; we need to be more thoughtful of our diversity question in hiring committees – needs to be relevant to the position that is being hired for</li><li>• P 14: Section 53024.1 – a lot of new verbiage on this page; highlights procedural and conceptual – the District provides training on elimination of bias in hiring and employment, cultural awareness to members of the campus community – everyone is included with regards to training</li><li>• This is a lot to review, but it really is what we will be working</li><li>• 53024.1 and .2 are both new</li><li>• The District should have ongoing training to ensure that all will be trained</li><li>• Training component really comes out, however part of demonstrating the commitment to diversity is to have it available online and in person (the training is focused on hiring)and encouraging all to attend</li><li>• Standing advisory committee – goal is to be trained – there is a committee training for all who is part of a committee</li><li>• EEO Training – should be done every year so that EEO representatives are able to serve on hiring committees: The committees however, need training as they sometimes don't realize their own biases and they need to be fair and equitable</li><li>• There are a lot of ways for us to provide training and make it accessible so that all want to attend the training – we need to make it applicable to all employee groups, especially from this committee as we represent diverse groups on campus; accessibility is critical, this needs to be offered continuously for all groups</li><li>• CEDC may have ideas for how to encourage and broaden the college's commitment to diversity (tenure, annual evaluation process, etc.) – that is the power of this committee, where we can all come up with commitments and ways</li><li>• EEO Plan: Components are the sections of the EEO Plan</li><li>• Handout (EEO Plan Revisions / Title 5 Changes) P3, Phase I – D – is this where the Unions, AS, will receive the changes</li></ul>	
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	<ul style="list-style-type: none"> <li>• The role of this committee is to come up with a draft EEO plan – PC then governance committees</li> <li>• Phase III: is not the end, although we are notifying all about the revised processes – we are still conducting training – may go through shared governance multiple times</li> <li>• Our plan should have an expiration date, so that we know that we are constantly looking at this – maybe we can build a review cycle, so that we can always review</li> <li>• Ex: Component 2 (copy of current plan) – we need to modify C and E, because we need to incorporate the new definitions; there may also be additional definitions we need to add</li> <li>• If meeting in January does not work for everyone, we can meet in February, we need to come prepared with our changes for February’s meeting</li> <li>• In the sections that all definitions need to be removed and added, we can add them in red, and can review them together; if we want to edit it to make it better, add more clarity, then we can do that when we meet</li> <li>• EEO Plan Revisions Handout - P 2 of 3 – item #4 – what specific areas need to be changed in the plan – we can edit this</li> <li>• Maybe add a “Parking Lot” or a sheet where we can add a process or something that JC is not aware of, so that we can review processes that may not have to do with the plan, but with other areas of the campus so that we can refine those areas if needed</li> </ul>	
<p><b>5. Paul Hischar: Wisdom, thoughts, ideas on moving forward</b></p>	<p><b>“Lesson Learned from Paul Hischar”</b></p>	<ul style="list-style-type: none"> <li>• JF and LYJ will put together a card to give to PH on behalf of the committee</li> </ul>
<p><b>6. Open Session (open items)</b></p>		<ul style="list-style-type: none"> <li>• Will send out a meeting request for maybe a January 2014 meeting</li> </ul>
<p><b>7. Set agenda for next meeting</b></p>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from December 2, 2013</li> <li>• Agenda Review</li> <li>• EEO Plan Revisions</li> <li>• EEO Parking Lot</li> <li>• Open Session (open items)</li> <li>• Set agenda for next meeting</li> </ul>	

**FUTURE MEETING DATES**

February 3, 2014

Meeting ended at 9:22 a.m.