

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of October 6, 2014  
8:00 a.m. – 9:30 a.m.**

**Committee Members:**

- |  |  |  |  |
|--|--|--|--|
| <input checked="" type="checkbox"/> Genevieve Arvidson-Perkins | <input checked="" type="checkbox"/> Joanne Franco (notes)        | <input checked="" type="checkbox"/> Robert Montoya | <input checked="" type="checkbox"/> Gabriela Ulloa |
| <input type="checkbox"/> Robert Coder                          | <input type="checkbox"/> Jim Jenkins                             | <input type="checkbox"/> Tony Rivas                | <input checked="" type="checkbox"/> Lisa Zahn      |
| <input checked="" type="checkbox"/> James P. Czaja             | <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-chair) | <input type="checkbox"/> Tim Takashima             | <input type="checkbox"/> Student Representative    |
| <input checked="" type="checkbox"/> Tom Edson (Co-chair)       | <input checked="" type="checkbox"/> Kambiz Khoddam               | <input type="checkbox"/> Tuan Vo                   |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at: 8:07 a.m.</li> </ul>	
<b>2. Review Memory from September 8, 2014</b>	<ul style="list-style-type: none"> <li>• Memory from September 8, 2014 was approved as written.</li> </ul>	
<b>3. Agenda Review</b>	<ul style="list-style-type: none"> <li>• No additions or deletions</li> </ul>	
<b>4. CEDC Committee Appointees</b>	<p>Faculty Appointees and terms            Kambiz Khoddam 2013-16            Genevieve Arvidson-Perkins 2013-16            Tuan Vo 2012-15            Tom Edson (co-chair) 2014-17            Tony Rivas 2014-17            Maria Davis 2014-17</p> <p>TE made some adjustments to the Purpose and Function Statement for CEDC and all are hopeful that it will get approved in two weeks. TE also spoke with Dan Smith regarding committee appointees</p> <p>The committee decided that future CEDC meeting agendas will include the CEDC members/appointees as a footer, with the last date of approval</p>	
<b>5. EEO Training</b>	This topic has been moved to the next meeting	
<b>6. Overview and Implementation of Title 5 EEO Updates</b>	<p>LYJ has reviewed the changes that were brought to President's Cabinet</p> <p>LYJ brought the EEO Plan changes and the following changes were discussed:</p> <ul style="list-style-type: none"> <li>a) The first change that was recommended was located on page 7 – reasonable accommodation was added into the definitions section</li> <li>b) The definition of job-related measures was also added (page 7) - because it was referenced in different areas of the document, it was suggested that it be described in depth; a discussion also took place of examples of criteria that are not job related and could not be used as part of the screening and selection process</li> <li>c) More clarification was added to the Reasonable Accommodation definition (page 7 and 38), "...unless an accommodation is unreasonable or would create an undue hardship for the employer."</li> </ul>	LYJ will send out the Draft EEO Plan with completed edits for final review from the committee.

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	<p>d) In the section for Screening and Selection Committee (page 15), TR suggested changing the term "...within the 12 months prior..." to "...within one calendar year..."</p> <p>e) Section XI (Recruitment and Hiring Procedures to Ensure Equal Employment Opportunity) was discussed and the committee decided that the term "take steps within the screening and selection process..." is too vague and the committee attempted to provide more clarity; In addition, TE brought up the use of "district" and was clarifying if the "district" was Administration or AMAC, when referring to "...the district in coordination with the Screening and Selection Committee...". It was decided that the term "district" will be changed to "Human Resources in coordination with..." and the first part of the sentence "With a diverse applicant pool..." will be omitted and the sentence begins with "Human Resources..."</p> <p>The committee also discussed the use of the word "fair", and the terms were changed from open and fair to "accessible".</p> <p>f) On page 27, in the section Review of Initial and qualified Applicant pools, the term "job specifications" was discussed and it was decided that it would be changed to "minimum qualifications"</p> <p>g) LYJ indicated that the list and description of the organizations that HR uses for advertising was added</p> <p>TE suggested that the hyphens introducing the sections be changed to colons</p>	
<p><b>7. Review of existing hiring AP's</b></p>	<p>Copies of the following AP's were previously provided to the committee:</p> <ul style="list-style-type: none"> <li>• AP 7120 – Recruitment and Hiring: Faculty</li> <li>• AP 7121 – Recruitment and Hiring: Classified Employees</li> <li>• AP 7122 – Recruitment and Hiring: Management Employees</li> </ul> <p>AP 7120 was discussed in today's meeting. TE indicated that CEDC should highlight any concerns that they had on this AP.</p> <p>a) Travel reimbursement was discussed as it is the first section listed in AP 7120, and it was suggested that it be at the end of the AP</p> <p>Another suggestion was to have subsections for each major group; a global revision and changes for each individual group</p> <p>JC and TE will need to make a recommendation regarding the process from a CEDC view, so that the sections highlights and is parallel with the EEO plan</p> <p>JC stated that he has met with all constituent groups and all are unhappy with the current AP's, but yet all have had input in the hiring AP's</p> <p>All agreed that there needs to be a set of language that is consistent with all groups and each subsection would highlight the process for each constituent group</p> <p>b) The section for faculty positions was discussed and JC suggested strategic edits to the AP's. The EEO plan recommendations need to be language added to the hiring AP's</p> <p>JC suggested that the travel/reimbursement section be moved towards the end of the AP or placed in another policy – Section B (Recruitment) is where the bulk of the work lies</p> <p>TE suggested that CEDC's contribution would begin with Section B</p> <p>Some concerns are that the membership needs to be more balanced, ex: committee members from different constituent groups should be represented on committees as</p>	<ul style="list-style-type: none"> <li>• A general recommendation needs to be made so that the hiring AP's are reviewed and discussed</li> <li>• GU and RM are to check with their union representatives to see if they are planning on making any suggested changes to the hiring AP's</li> <li>• JC will be reviewing AP 7120 to see where suggested changes need to</li> </ul>

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	<p>needed, and there may need to be positions identified where that may apply so that the appropriate representation takes place</p> <p>c) Upon review of AP 7120, Sections B, C, D and E seem to be appropriate for CEDC to provide input for amendments</p> <p>d) TE indicated that Senate is holding off until they see language from CEDC</p>	be made from CEDC
<b>8. EEO Parking Lot</b>		
<b>9. Open Session (open items)</b>	The Open Session is where any topics may be discussed	
<b>10. Set agenda for next meeting</b>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from October 6, 2014</li> <li>• Agenda Review</li> <li>• EEO Training</li> <li>• Proposed language from Human Resources regarding hiring AP's</li> <li>• Chancellor's Office language (from IT)</li> <li>• EEO Parking Lot</li> <li>• Open Session (open items)</li> <li>• Set agenda for next meeting</li> </ul>	

**FUTURE MEETING DATES**

Monday, November 3, 2014

Meeting ended at 9:35 am