

**Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of April 7, 2014
8:00 a.m. – 9:30 a.m.**

Committee Members:

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|---|--|---|--|
| <input checked="" type="checkbox"/> Geneve Arvidson-Perkins | <input checked="" type="checkbox"/> Joanne Franco (notes) | <input checked="" type="checkbox"/> Robert Montoya | <input type="checkbox"/> Lisa Zahn |
| <input type="checkbox"/> Clarence Brown | <input checked="" type="checkbox"/> Tom Edson (Co-Chair) | <input checked="" type="checkbox"/> Ana Tafoya-Diaz | <input checked="" type="checkbox"/> James P. Czaja |
| <input type="checkbox"/> Elizabeth Bravo | <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-Chair) | <input checked="" type="checkbox"/> Tim Takashima | |
| <input type="checkbox"/> Robert Coder | <input checked="" type="checkbox"/> Kambiz Khoddam | <input checked="" type="checkbox"/> Tuan Vo | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • Meeting began at: 8:07AM • Everyone introduced themselves • There is a new committee member, Tom Edson, who is Co-Chair of the committee, appointed through Academic Senate 	
2. Review Memory from December 2, 2013	<ul style="list-style-type: none"> • Memory from December 2, 2013 was approved as written • The meeting minutes were discussed and moving forward, the names or initials of those who comment during the meeting will be included in the memory 	
3. Agenda Review	<ul style="list-style-type: none"> • Lorraine Y. Jones would like to add to item 4 of the agenda, "Identify Committee Goals" • Handouts from December 2, 2013 are provided to all present, as well as additional documents • Documents provided to the committee: <ul style="list-style-type: none"> - April 7, 2014 Agenda - Annual Review of College Committees Memo (dated May 20, 2013) - CEDC Purpose and Function Statement (dated 3/13) - CEDC Purpose (T.Edson revision dated 4/7/2014) - ASCCC Resolution 3.01 for CEDC (email from Dan Smith) - ASCCC.org website screenshot - Chancellor's Office EEO Memo from Steve Bruckman (dated September 23, 2013) - Final EEO Regulations (Revisions to Title 5 Regulations) - HR EEO Plan Revisions/Title 5 Changes 	Tom Edson had received a binder provided to him from Barbara Gonzales, and will review the binder to review CEDC's previous goals and report back to the committee
4. Annual Review: Purpose & Function Statement and committee structure for final approval to PAC; Identify	<ul style="list-style-type: none"> • Lorraine Y. Jones indicated that the committee needs to discuss the Purpose & Function statement, along with the committee structure and goals • The Committee reviewed the structure and membership for CEDC 	The updated Purpose and Function statement and Membership for CEDC is attached for the committee

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<p>committee goals</p>	<p>and Lorraine Y. Jones indicated that it was originally sent to PAC (President's Advisory Council) for approval last year. The Director, Marketing position was approved to be on the CEDC committee during a previous PAC meeting. Tom Edson and James P. Czaja both agreed that the Director, Marketing position is not necessarily needed for all meetings, although all recognized that the Director of Marketing is at the heart of any promotional activity. It would be a perfect time to bring in the Director as needed, as CEDC has some unique needs. Tuan Vo indicated that a manager was also needed on the committee for the management perspective. James P. Czaja indicated that this topic can be brought into the management meeting, such as with Jill Dolan, Jim Jenkins, and Roger Sneed – maybe the Director, Marketing or management vacancy can be indicated to be more broad, or the position can be listed as Manager, not specifically as Director, Marketing – as a manager would be a great complement to the CEDC meetings</p> <ul style="list-style-type: none">• Genene Arvidson-Perkins (thinking about the marketing aspect) was wondering if there was someone else that could represent marketing – just see it as a concept of marketing• Tom Edson indicated that it is best to just bring in a representative from marketing, as needed; James Czaja suggests continuing without Clarence Brown (CB – Director, Marketing), and if CEDC is continually having conversations which require input from marketing, then maybe we consider having someone from that office involved in the meetings• In reviewing the committee structure, Tim Takashima stated that he is on his first term and will be on banked leave and this will be a good time to step down – Tom Edson will discuss this with Academic Senate• Tuan Vo's term is until 2015• Genene Arvidson-Perkins' term is until 2016• Kambiz Khoddam's term is until 2016• Tony Rivas has been confirmed with the executive board and indicated he will be happy to serve; his term will be 2013-14• Robert Montoya will be serving in Johnny Jauregui's place, representing the Classified 651 group• Elizabeth Bravo is the student representative• Lisa Zahn is representing Continuing Education• Robert Coder is representing DSP&S• Upon review of the Purpose and Function Statement, the Purpose statement was revised from: "<i>The Campus Equity and Diversity</i>	<p>review (revised 04/2013)</p>
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	<p><i>Committee promotes a climate of equal access and opportunity in order to improve workplace diversity. The Committee also seeks to strengthen and expand the ability of administrative officers and employees to demonstrate sensitivity to, and understanding of, the values and benefits of workplace diversity.</i>” to the following, “<i>The Campus Equity and Diversity Committee promotes a climate of equal access and opportunity in order to improve workforce diversity. The Committee also seeks to strengthen and expand the ability of administrative officers and employees to demonstrate sensitivity to, and understanding of, the values and benefits of diversity among college students and the workforce.</i>”</p> <ul style="list-style-type: none">• The CEDC Function statement was also revised and the updates are attached for the committee review<ul style="list-style-type: none">• Function 1 was revised to include a biannual review• Function 2 and 3 were combined and updated• Function 4 was changed to Function 3• Function 5 was changed to Function 4 and “<i>as necessary</i>” was included in the statement• Function 6 was changed to Function 5• When identifying committee goals, Lorraine Y. Jones indicated that CEDC has some clear tasks and we are the EEO Diversity Committee – we make sure that we are screening for and seeking to hire those; the reference to students is that we are making sure in our hiring process we are looking for individuals and making sure that the current employees are keeping the students in mind• Lorraine Y. Jones indicated that Title 5 refers to it as (section 8 section 53006 – number 3 B) “qualifications which the Board of Governors has found to be job-related and consistent with business necessity throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students;”• Tom Edson: we can include student diverse• Change and consider inserting a second sentence, addresses that but we can modify the ending: ..expand the ability• Sect 7 53005 – Advisory Committee• College Goals 2012-13 <p>Committee Goals were updated to the following:</p> <ol style="list-style-type: none">1. Develop and implement an EEO Plan as defined in section 53003 – College Goals 6, 11, 15, 162. Revise the Diversity training program for hiring committee	
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	participants – College Goals 6, 8,11,15	
4. ASCCC (statewide Academic Statement) Resolution 3.01 for Campus Equity and Diversity committee	<ul style="list-style-type: none"> Lorraine Y. Jones asked the committee to please review in preparation for our next CEDC meeting – in order to better capture the true diversity of campus diversity, individuals are able to select different categories – CEDC to review and make recommendations to PAC Tom Edson responded that these choices would be narrowed down to ethnicities – if we represent many ethnicities and people need to know that it is being reported and for what purposes; there are five categories that are to be reported 	Lorraine Y. Jones will do some homework on this topic
5. Implementing Title 5 EEO Updates		
6. Open Session (open items)		
7. EEO Parking Lot		
8. Set agenda for next meeting	<ul style="list-style-type: none"> Welcome/Introductions Review Memory from April 7, 2014 Agenda Review ASCCC (statewide Academic Statement) Resolution 3.01 for Campus Equity and Diversity committee Overview and implementation of Title 5 EEO Updates EEO Parking Lot Open Session (open items) Set agenda for next meeting 	Information to be sent to the committee for review/questions by week of 21st

FUTURE MEETING DATES

May 5, 2014

Meeting ended at 9:44am