

**Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of May 5, 2014
8:00 a.m. – 9:30 a.m.**

Committee Members:

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|----------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Genevieve Arvidson-Perkins | <input checked="" type="checkbox"/> Joanne Franco (notes) | <input type="checkbox"/> Robert Montoya | <input checked="" 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 type="checkbox"/> Tim Takashima | <input checked="" type="checkbox"/> Tony Rivas |
| <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: 8:15am • The committee went through introductions 	
2. Review Memory from April 7, 2014	<ul style="list-style-type: none"> • Memory from April 7, 2014 was approved as written. • It was requested that moving forward, should there be any major issues please send the information to Tom Edson, Lorraine Y. Jones, or Joanne Franco prior to the next meeting, so that we may prepare for the next meeting; There were no objections to the suggested process 	
3. Agenda Review	<ul style="list-style-type: none"> • There were no additions or changes to the current agenda • JC: was the membership already approved? • TE: in terms of approval, we should re-submit and • Tony is officially here until June, and his membership is already approved • Tony previously served on the Student Equity Committee • LYJ: No problems with the committee membership • JC: Jim Jenkins is excited to be on the committee • TE: Yes he is unable to attend as he is in another meeting • LYJ: CB sent some feedback 	Tom Edson: will send out a purpose / function statement and provide it to Joanne Franco and Lorraine Y. Jones
4. ASCCC (statewide Academic Statement) Resolution 3.01 for Campus Equity and Diversity committee	<ul style="list-style-type: none"> • TE: informed all that the ASCCC Resolution 3.01 was passed by Academic Senate. CEDC can still provide feedback if they wish • The intent to change the manner of collection of data from the Chancellor's office is to improve the collection of data and expand all categories throughout the system • LYJ: Since this is for staff and students, LYJ contacted the Chancellor's office, however has not yet heard back; LYJ would like to ask them, since we are supporting them, what is the Chancellor's office doing on their end • TE: Let us wait for a response and a report from the Chancellor's office regarding this topic before CEDC moves forwards with a statement; we don't have the software 	

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	<ul style="list-style-type: none"> • LYJ contacted MIS from the Chancellor’s office • JC: The categories are not accurately reflected/ this comes up from time to time – the databases do not come up but all need to feed into the same reporting categories; Do all people know how it will be reported? • GAP: The State used to look at unwed mothers; all categories with unwed mothers, I would fall into, because my last name was hyphenated 	
<p>5. Overview and Implementation Title 5 EEO Updates</p>	<ul style="list-style-type: none"> • LYJ: CB sent some feedback to LYJ regarding the EEO Plan • CB’s changes: in the Introduction – “aiming to ensure,” making the statement more broad • TE: in reviewing the changes sent from LYJ: steps to insure elimination of bias – nondiscrimination of bias • JC: if you find that something inappropriate has happened, that is where you may shut down a recruitment pool • LYJ: CB: Section D. Diversity: would like to add to this • TE: We do ask candidates about cultural/ethnic diversity, but...pre-screening of applications, steer away from - TE is curious and would be interested in speaking to CB • JC: Does not think we should modify the legal definition of diversity – would be concerned about compliance issues down the line • LYJ: CB: places where the district is not capitalized “District” • LYJ: These definitions came directly from the EEO Plan; one thing to note is that the statistical analysis that was done before was not really done... LYJ did not have any availability data to compare to • LYJ: the previous EEO plan had defined monitored groups, did not understand how that happened • TE: we define our monitored groups? • LYJ: Sect 53004B: The definition states: “ ...each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies, but shall be counted in only one ethnic group for reporting purposes...” we are supposed to allow each person to identify their group.....it’s not telling us a specific group, but allows them to enter it themselves. It also identifies where a person can enter in multiple groups but will only be recorded as one group. • LYJ: Indicated that she was at a training last Thursday and Friday – after meeting with others, Mt SAC is still ahead – monitored groups not removed – we still should look at our groups. – would like to meet with Barbara McNeice -Stallard to look at longitudinal groups • TE: While relative to other Community Colleges, what is the time 	

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	<p>schedule for the plan? Have they revised the date for implementation? Since it is Oct 2013?</p> <ul style="list-style-type: none">• LYJ: They do not have the staffing resources – but have not revised the dates; we did have an approved plan, and our hope was to have the committee work and complete it this semester, as it still needs to go through the appropriate approvals• The Board Of Trustees needs to be trained on the EEO plan – and we are ahead, since that was done in February 2014• JC: A person may designate multiple ethnic groups, but counted in one group for reporting purposes – do you tell them which one will be reported?• TE: hypothesis: if we allow employees and prospective applicants to select which will be reported – it adds nuance to our HR process, if we can use that data – we can manage those conversations here –• JC: An example: Kinesiology has a large amount of Asians, but mainly Samoans, etc.• TE: LYJ can you tell us what you have done?• LYJ: LYJ went through our plan and went through it side by side, with the EEO Regulations to determine where the revisions were made; also went through components that are no longer applicable; very minimal – but made some minor changes in that section• Plan component 5: added what we came up for how our CEDC committee will be structured –• For complaints, component 6: the previous version referred to BP's(Board Policies)/AP's(Administrative Policies) relating to complaints relating to the EEO plan – there is a complaint process someone can engage in...it is not the same as someone filing a complaint because they've been discriminated upon – LYJ added a section – these are complaints not related to discrimination & harassment – also added was the complaint form;• Tony Rivas: P11 Questioned if we legally have it as the designee? Maybe to reword as, "or designee as defined by Mt. SAC"• JC: Designation of authority• LYJ: page 4: JC is designated• TR: What was the reason to include the designee...• TV: Would that mean that someone would take over if the designee was not available? Should we appoint someone for that timeframe?• JC: The person listed as the designee would return to JC during that timeframe• LYJ: in our current AP/BP – it also states current designee• LYJ: plan component 8: JC and LYJ wanted to spend some time to discuss; hiring committees – the requirement to complete a training	
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	<p>w/in 12 months is not new...we also have EEO representatives on the committees – we have added language as far as why we have EEO representatives</p> <ul style="list-style-type: none">• JC: We were unable to find a college or community college definition of what an EEO representative actually is and what they do; How would you describe to someone who has never been? What are the goals of EEO representatives? It made sense that they are non-voting; What other things would cause them to be fair and impartial? There may be some times during the year where we cannot have EEO representatives• LYJ: The ideal will be – EEO representatives have no stake in the process other than maintaining the integrity of the recruitments• JC: This is a policy issue; Our plan; Did we want to address in the individual hiring AP's or a broad policy issue that gets addressed in the AP's• TE: That appears to be a very good description;• JC: We are not sure if that information is what we want to add to the AP's, HR policies, etc.• TE: Not sure if this is something we need to discuss prior to the approval of the plan; so, the broad policy and then implementation of the AP's to follow• TE: Some questions about the hiring policy: Component 8: hiring committee: why is it within 12 months? Where is that derived from?• LYJ: the regulations – we have just developed this training and it has only been presented to certain departments; We have also presented it to POD (Professional & Organizational Development) for training – it states that every hiring committee will go through training in order to be on a committee• TE: Once the plan is approved, we need to make sure that Academic Senate and CSEA is in agreement• LYJ: Should we add the role and definition under the EEO Representatives to be more consistent?• JC: yes• JC: If it is not in the plan it will not be brought up elsewhere.• TE: For legal exposure down the road....we are not HR experts and rely on you for these issues as the language comes forward here and gets approval; HR will need to move forward to get this implemented; with the multiple POD trainings on the calendar, we cannot complain• Tony: The last sentence under EEO Representative - can we add: the screening process• LYJ: pg 14 – LYJ did not take it out; it was previously there; Does	
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	<p>the committee want this in the plan, since CEDC does not provide the training?</p> <ul style="list-style-type: none"> • ATD: Does remember this being discussed and having ongoing training with professional development • TE: What was the role of CEDC? • TV: It was not meant for CEDC to provide the actual training. • TE: maybe we strike everything after HR; however, there is a purpose for CEDC: Maybe CEDC occasionally reviews the training HR is presenting; so we are keeping this body as a policy body, not an implementation body; we make our suggestions; since the plan needs to be reviewed every 3 years, we will still review • JC: Really likes that idea as this is in support of HR • TE: There is new language there – the last paragraph does not have anything to do with the subset...which discusses the training process itself – move...the director (under hiring committee) – we can leave or reiterate • LYJ : LYJ will adjust the plan • TE: What plan components did Academic Senate strike? • LYJ: Parts of 10, 12 (the new 11), everything that had to do with recruitment/selection 	
<p>6. EEO Parking Lot</p>		
<p>7. Open Session (open items)</p>		
<p>8. Set agenda for next meeting</p>	<ul style="list-style-type: none"> • Welcome/Introductions • Review Memory from May 5, 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 	

FUTURE MEETING DATES

June 2, 2014

Meeting ended at 9:___am