

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of June 2, 2014  
8:00 a.m. – 9:30 a.m.**

<b>Committee Members:</b>		
<input checked="" type="checkbox"/> Geneve Arvidson-Perkins <input type="checkbox"/> Clarence Brown <input type="checkbox"/> Elizabeth Bravo <input checked="" type="checkbox"/> Robert Coder	<input checked="" type="checkbox"/> Suzi Hayward (notes) <input checked="" type="checkbox"/> Tom Edson (Co-Chair) <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-Chair) <input checked="" type="checkbox"/> Kambiz Khoddam	<input type="checkbox"/> Robert Montoya <input checked="" type="checkbox"/> Ana Tafoya-Diaz <input type="checkbox"/> Tim Takashima <input checked="" type="checkbox"/> Tuan Vo
<input type="checkbox"/> Lisa Zahn <input checked="" type="checkbox"/> James P. Czaja <input checked="" type="checkbox"/> Tony Rivas <input checked="" type="checkbox"/> Jim Jenkins		
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 May 5, 2014</b>	<ul style="list-style-type: none"> <li>The committee agreed to summarize the minutes, from this point forward, with less detailed descriptions.</li> <li>Memory from May 5, 2014 was approved as revised.</li> </ul>	Minutes were approved as revised.
<b>3. Agenda Review</b>	<ul style="list-style-type: none"> <li>Not discussed at this session; however, the committee will meet again on 6/16/14 at 8:00 a.m.</li> </ul>	
<b>4. ASCCC (statewide Academic Statement) Resolution 3.01 for Campus Equity and Diversity committee</b>	<ul style="list-style-type: none"> <li>LJ distributed an email handout from CCCO.</li> <li>CCCO allows the collection of multiple race/ethnic categories. CCC Apply also collects sexual orientation, gender identity and gender expression, but it's voluntary, and therefore not collected in our Chancellor Office MIS database.</li> <li>LJ will continue to work with IT and this item will be brought back in the Fall.</li> </ul>	Will bring back in the Fall.
<b>5. Overview and Implementation Title 5 EEO Updates</b>	<ul style="list-style-type: none"> <li>LJ distributed a copy of the EEO Plan. The committee reviewed the EEO plan, made minor grammatical changes, including the following:</li> <li>The word "District" needs to be capitalized throughout the document, if it is actually referencing the institution. The committee agrees with changing the reference from "college" to "District" throughout the EEO plan.</li> <li>The footnotes will be included throughout the plan; however, need to be reviewed for content.</li> <li>The EEO plan was already approved and is being worked on for revisions and will go to the BOT for approval.</li> <li><u>IV.2</u> – need clarification after "administrative" in the second to last line, should read...of all administrative "officers" who report...</li> <li><u>V</u> – replace "an" with "the" "shall train" in the last line of the first paragraph, should read..."shall train the advisory committee."</li> <li><u>V</u> – remove "modern day."</li> <li><u>V.6</u> – should be Disabled not Disable.</li> <li><u>VIII</u> – need to clarify EEO representatives to read "EEO Representative to the hiring committee are District employees."</li> </ul>	

Campus Equity and Diversity Committee

June 2, 2014

Page 2 of 2

	<ul style="list-style-type: none"> <li>• <u>IX</u> – LJ noted that it mentions a list, yet there is no list attached. LJ will work on creating the list and the committee recommends adding language that states the CEDC will review and approve this list from time to time.</li> <li>• <u>Workforce Analysis Fall 2013</u> – LJ is still working with IT to get this information.</li> <li>• The committee agrees to remove this worksheet from the EEO plan; however, providing it annually to the committee. Add the following sentence as the last sentence to the first paragraph in Section X, “Human Resources will provide a workforce analysis to CEDC, on an annual basis.”</li> <li>• TR recommends reviewing Cal Poly San Luis Obispo’s SLO’s.</li> <li>• <u>XI.1.c</u> – Changing the first sentence to read, “Human Resources will survey employees on a regular basis...”</li> <li>• <u>XI.2.a</u> – Add students and employees. Modify the language to include the specific statement that will be used in all job descriptions.</li> <li>• <u>XI.3.b</u> – Remove the last sentence.</li> <li>• <u>XI.4.e</u> – Current practice is to include one (1) EEO question, not two (2). The committee recommends changing the language to “include a minimum of one (1) question that assesses.....”</li> <li>• <u>XI.4.i</u> – Remove the last sentence.</li> </ul>	
<p><b>6. EEO Parking Lot</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<p><b>7. Open Session (open items)</b></p>	<ul style="list-style-type: none"> <li>• JC distributed a handout on the timeline.</li> <li>• Upon further review, it appears that Section V. Phase I, tasks c &amp; d happens simultaneously. JC recommends changing the language to read “Human Resources to reviews and revises Draft EEO Plan in accordance with CEDC recommendations.”</li> <li>• TE requested that all substantive changes be reviewed with CEDC, via email, prior to being submitted to PC.</li> </ul>	<p>Will maintain current timeline with a minor adjustment to Section V. Phase I task d.</p>
<p><b>8. Set agenda for next meeting</b></p>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from June 2, 2014</li> <li>• Agenda Review</li> <li>• ASCCC (statewide Academic Statement) Resolution 3.01 for Campus Equity and Diversity committee</li> <li>• Overview and implementation of Title 5 EEO Updates</li> <li>• EEO Parking Lot</li> <li>• Open Session (open items)</li> <li>• Set agenda for next meeting</li> </ul>	

**FUTURE MEETING DATES**

June 16, 2014 – 8:00 – 9:30 a.m.

Meeting ended at 9:46 am