

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

Committee Members:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> Genee Arvidson-Perkins | <input checked="" type="checkbox"/> Joanne Franco (notes) | <input type="checkbox"/> Robert Montoya | <input type="checkbox"/> Gabriela Ulloa |
| <input type="checkbox"/> Robert Coder | <input checked="" type="checkbox"/> Jim Jenkins | <input checked="" type="checkbox"/> Tony Rivas | <input checked="" type="checkbox"/> Lisa Zahn |
| <input 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 checked="" type="checkbox"/> Tuan Vo | |

| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
|---|---|----------------|
| 1. Welcome/Introductions | <ul style="list-style-type: none"> • Meeting began at: 8:09 a.m. | |
| 2. Review Memory from June 16, 2014 | <ul style="list-style-type: none"> • Memory from June 16, 2014 was approved as written. • Moved by Tuan Vo, and seconded by Tony Rivas to approve the minutes of June 16, 2014. Motion unanimously carried. | |
| 3. Agenda Review | <ul style="list-style-type: none"> • No additions or deletions | |
| 4. Overview and Implementation Title 5 EEO Updates | <p>CEDC Committee was reminded that they received the Title 5 EEO updates recently, and the process for approval was discussed.</p> <p>After the EEO Plan leaves CEDC for approval, it will go to multiple areas for review: President’s Cabinet, Academic Senate, CSEA and the Academic Mutual Agreement Council (AMAC). Following, the president will be reviewing the EEO plan and it will go to the Board Meeting for approval.</p> <p>In the meantime, the working document will be CEDC’s responsibility for revising and reviewing. Upon review, some sections will need to be implemented annually.</p> <p>The committee decided that there are no concerns about the current draft, but discussed what areas of focus would need to be considered and discussed in the near future. This includes the items that are not listed in the EEO Plan that may need to be addressed. LYJ explained that the model plan is what is used from the Chancellor’s Office – the components are all the same for those institutions that do have their EEO plan in effect. We, along with the few institutions that are working on their EEO plan all use the model plan.</p> <p>LYJ indicated that the elimination of bias in hiring is something that needs more work. LYJ has developed a training for EEO representatives on hiring committees and would like the CEDC committee to review and comment. The training outlines the role of an EEO representative, provides examples of when things haven’t gone well during a recruitment, as well as includes the support available for individuals in that role.</p> | |

Campus Equity and Diversity Committee

September 8, 2014

Page 2 of 3

| | | |
|---|---|---|
| | <p>The Hiring Administrative Procedures (AP's) have gone through a number of revisions – anyone on the campus committee can bring any revisions/changes forward, however it would be a good idea for CEDC to review.</p> <p>One area of the AP's that need to be reviewed would be adjunct hiring. JJ indicated that the divisions run into this frequently. TE indicated that the challenges would be the availability in adjunct schedules.</p> <p>TE asked if we had a motion to recommend the review of the draft AP's for hiring. Moved by Genevieve Arvidson-Perkins and seconded by Tony Rivas. The motion was unanimously carried.</p> | |
| <p>5. Review of existing hiring AP's</p> | <p>Copies of the following AP's were provided to the committee: AP 7120 – Recruitment and Hiring: Faculty AP 7121 – Recruitment and Hiring: Classified Employees AP 7122 – Recruitment and Hiring: Management Employees</p> <p>LYJ pointed out that there are no current hiring AP's for Confidential and Supervisory employees, which is something that needs to be reviewed</p> <p>AP 7120: Recruitment and Hiring: Faculty (This is currently in review by Academic Senate)</p> <ul style="list-style-type: none"> - There are currently no changes to the section regarding reimbursement - Temporary FT positions – this comes up when people take a leave – different reasons but follow the regular recruitment process - Focus attention on section “D” - Screening <ul style="list-style-type: none"> - There have been diff interpretations from different VP's in HR - One repeated issue that comes up would be the use of Letters of Recommendation (LOR) for candidates; example: if I am the committee chair or serving on the committee, can I write a LOR for an adjunct applicant - Sometimes the individual on the committee is the only person who can write a LOR for the applicant – we need to remain consistent - Another area –is determining how the screening criteria is how set up – elimination of bias and we only have to base decisions on the applicant packet, not what you know of the individual <ul style="list-style-type: none"> - A common concern is that “I know outside information about the person”, or “...I know of someone who knows information about the individual...”. - LYJ stated that there is an increase in complaints from employees regarding the recruitment process and she is the individual who will determine if the complaint is valid or not and help people understand - LYJ: there has been more training in the past year, and it is a direct violation of Title 5 if you are participating in a hiring committee and you have not been trained - TE indicated that with regards to committee members, regardless of type of committee, there is a concern with managers or leadership – it is noticed that certain | <ul style="list-style-type: none"> • LYJ: eeo committee training • LYJ: AP's for other colleges |

Campus Equity and Diversity Committee

September 8, 2014

Page 3 of 3

| | | |
|--|--|--|
| | <p>managers on campus press the hiring committees or the selection of candidates; this occurs at a senior management level</p> <ul style="list-style-type: none">- Section “D” indicates that Faculty Screening Committees may appoint two additional non-voting members – this is great especially if there is a position where the person has already left; the non-voting representative may be managers, industry representatives, faculty, classified staff, and/or students- LYJ: another area which needs to be clearer is what is considered a failed search at any point in the process; there has been questions such as, “can I go back to the applicant pool”; Title 5 says yes, but not greater than one year and this message should be captured and should be in the AP’s- TE: CEDC has limited purview on the policy – we can comment on how the program gets rolled out- JJ: there is a program review on campus- AMAC: AYN, Irene, are the VPs in AMAC <p>TE: recommends that the committee review AP7120 and email TE and LYJ with any questions</p> <p>AP7121: Recruitment and Hiring: Classified Employees</p> <p>LYJ: major portion is the committee “E” Screening</p> <ul style="list-style-type: none">- Classified committees tend to be very small and one issue that repeatedly comes up occurs when the incumbent works closely with faculty or has a supervisor. According to the AP’s, both positions are unable to serve on the committee- Take the Business Division, for example: there is a coordinator position for the LAUP grant – the classified employee works exclusively with faculty for that grants; the Dean had limited knowledge, and the faculty member would have more knowledge of the needs of the program- CSEA: can make that argument for positions that are for 262 and opposite for faculty- TE agreed that this was a topic that CEDC needed to explore <p>LYJ: Letters of Recommendation (LOR’s) are addressed as well; there are some things that apply to certain AP’s, but not all, however it should be on all hiring AP’s</p> <ul style="list-style-type: none">- As an example: the last paragraph in Section “F” highlights LOR’s - MT. SAC does not require current LOR’s, so an applicant can use any LOR that they have received; our current AP states that HR will remove the LOR that is used if the author of the LOR is a committee member and HR will contact the applicant so that they may provide an additional LOR. This statement is wrong on many levels and creates a number of issues- In addition, once a position closes, an applicant cannot add additional documents- TE stated that maybe LOR’s need to address job qualifications- JJ: has been on many committees and some letters are older and don’t address qualifications; they don’t always show the evidence; there are some generic and general LOR’s – if the evidence is not specific, then it is not a strong LOR- TE: questioned if HR needed a policy that addresses LOR’s and details for submitting | |
|--|--|--|

Campus Equity and Diversity Committee

September 8, 2014

Page 4 of 3

| | | |
|--|---|--|
| | <p>LOR's and LYJ responded by stating that there have been challenges when HR makes recommendations for best practices – many departments are not happy with the changes; If the recommendations are not captured in the hiring AP, then HR makes suggestions for best practices, but once a position is open for applications, no changes to the job notice may be made</p> <ul style="list-style-type: none"> - The VLT Process was discussed and is only applicable for the 262 group and the process is located in the 262 CBA; the Faculty have a provision for transfer where faculty receives notification of an open position, but that notification has to be sent out prior to the position being posted <p>AP7122 – Recruitment and Hiring: Management Employees</p> <ul style="list-style-type: none"> - Reimbursement is only an option for Faculty and Managers - The LOR section is located in the last paragraph in Section “D”, page 3; this AP includes the same language as Classified, where HR can remove the letter and notify the applicant - For recruitments, sometimes the committee make up is not completed until after the screening has been done; a question was asked about whether the committee make up was confidential and LYJ stated that she was told that the number of the committee makeup was not able to be provided - LYJ: some colleges place the recruitment schedule on the website for the applicants to review – this might be something to look into for the future as best practices – something for HR to review - Another section for review is section “H” Interim Management – this is a position vacancy – neither Title 5 or Ed. Code has any difference between Acting and/or Interim - Interim assignments were discussed and LYJ stated that there is a provision in Title 5 and the EEO plan that was updated; what happens in many colleges for ex: management vacancies – and it is critical that it is not vacant – an individual is appointed in an “Acting” position – Interim positions are those positions that are just flown – both internal and outside the college; Title 5 – in relations to Interim positions, can only be Interim for 1 year and a notice needs to be sent to the Chancellor’s Office – now, you can appoint for 2 years and no need to ask - TE: suggested that we recommend inclusion language from Title 5, the EEO Plan, and Ed. Code regarding the language | |
| <p>6. EEO Parking Lot</p> | <p>Review AP’s for further review Chancellor’s Office 3.01 – waiting for:</p> <ul style="list-style-type: none"> - Information collected for students, but not staff - Data collection – to be used internally and to configure our data with the Chancellor’s Office | |
| <p>7. Open Session (open items)</p> | <p>The Open Session is where any topics may be discussed</p> <p>A question came up whether the committee will be offered training according to the EEO plan</p> | |

Campus Equity and Diversity Committee

September 8, 2014

Page 5 of 3

| | | |
|--|---|--|
| | <p>and if it will happen this year, and LYJ stated that Monday mornings would work for the committee and we may be able to fit it into the timeframe.</p> <p>TE informed the committee that as of December, he will be terminating himself from this committee as he will be on sabbatical for a year; TE has asked Senate Executive to move another volunteer forward as a replacement</p> | |
| <p>8. Set agenda for next meeting</p> | <ul style="list-style-type: none">• Welcome/Introductions• Review Memory from September 8, 2014• Agenda Review• EEO Training• Overview and implementation of Title 5 EEO Updates• Review of existing hiring AP's (Administrative Procedures)• EEO Parking Lot• Open Session (open items)• Set agenda for next meeting | |

FUTURE MEETING DATES

Monday, October 6, 2014

Meeting ended at 9:17 am