

**Mt. San Antonio College  
Campus Equity and Diversity Committee (CEDC)  
Group Memory of September 14, 2015  
9:00 a.m. – 10:30 a.m.**

<b>Committee Members:</b>		
<input checked="" type="checkbox"/> Genene Arvidson-Perkins <input type="checkbox"/> DSP&S Representative <input checked="" type="checkbox"/> James P. Czaja	<input checked="" type="checkbox"/> Joanne Franco (notes) <input checked="" type="checkbox"/> Jim Jenkins <input type="checkbox"/> Lorraine Y. Jones (Co-chair) <input checked="" type="checkbox"/> Kambiz Khoddam	<input type="checkbox"/> 651 Representative <input checked="" type="checkbox"/> Tony Rivas <input type="checkbox"/> <input checked="" type="checkbox"/> Susan Wright
<input checked="" type="checkbox"/> Ana Tafoya-Diaz <input checked="" type="checkbox"/> Lisa Zahn <input type="checkbox"/> Student Representative <input checked="" type="checkbox"/> Chisato Uyeki (co-chair)		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at: 9:00 am.</li> <li>• Lorraine Jones will not return until the Spring</li> <li>• Susan Wright is a 1<sup>st</sup> time committee member</li> <li>• Discussion on the process for faculty appointment to the committee</li> <li>• For Faculty positions, every Faculty person gets an email with the openings for committees if appointed; appointed by Faculty Senate</li> </ul>	
<b>2. Review Memory from June 1, 2015</b>	<ul style="list-style-type: none"> <li>• Memory from June 1, 2015 was approved with changes.</li> <li>• Tim Takashima was removed from the Committee member list.</li> </ul>	
<b>3. Agenda Review</b>	<ul style="list-style-type: none"> <li>• #5 was moved up to #2 on the agenda</li> </ul>	
<b>4. Updates</b>	<ul style="list-style-type: none"> <li>• EEO Plan Modification               <ul style="list-style-type: none"> <li>• POD courses for Classified employees was discussed for around Flex Day; maybe ongoing courses throughout the year</li> <li>• LBCC – had all day EEO trainings, maybe something to look into</li> <li>• POD – needs assessment survey – maybe CEDC can add a question or two                   <ul style="list-style-type: none"> <li>• What option would be best?</li> <li>• EEO way of being</li> <li>• Inclusiveness</li> </ul> </li> </ul> </li> <li>• Diversity Training for hiring committees               <ul style="list-style-type: none"> <li>• Committee discussed how EEO hiring training will be handled during the absence of the EEO Director</li> <li>• The following suggestions were made:                   <ul style="list-style-type: none"> <li>• Cynthia and James doing training (HR Managers)</li> <li>• Explore different vendors providing online training – which provides more flexibility for employees. However, it is not Mt. SAC specific training</li> <li>• Employees would enjoy a reference booklet alongside the online training – may be a way to customize online training</li> <li>• Maybe add a link at the end, with Mt. SAC guide, with Cynthia and James as contact information</li> <li>• Thoughts on how employees would get credit for training</li> <li>• Online training makes it accessible for all, and the in-person training needs to be decided, as far as what would be discussed – refresher course?, best practices?, maybe each department dedicate 2 hrs for EEO Training/year –</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- JF to invite Chisa to review LawRoom/Campus Clarity trainings – JF to schedule the meeting</li> <li>- JC and Chisa to set a time to meet to review committee training</li> <li>- Genene to bring information to her department regarding training options</li> </ul>

	<p>to go over the main issues, work with POD for attendance</p> <ul style="list-style-type: none"> <li>• Send an email to Department Chairs, to inform them of training dates, as they have upcoming hiring</li> <li>• Maybe provide a certificate upon completion</li> <li>• Faculty co-chair will send out training announcement to campus community - if you are serving on a hiring committee, you need to attend the training; offered through POD and departments</li> </ul>	
<p><b>5. Committee Purpose &amp; Function</b></p>	<p>The following was reviewed from December 2014 changes:  <del>Membership should be representative and must include representatives from DSP&amp;S, Human Resources, and Student Services.</del>  <del>The Chair of the committee is to be a member of the Academic Senate Executive Board.</del></p> <ul style="list-style-type: none"> <li>• The committee reviewed the Purpose and Function to see if any changes need to be made.</li> <li>• Function #1: <i>Review the Equal Employment Opportunity Plan and make recommendations biennially.</i> (every other year) – maybe check to see regulations to see if consistent with Title 5 – maybe at least biennially</li> <li>• Function #3: <i>Ensure that employment policies and practices work to eliminate bias and unlawful discrimination in the hiring process</i> <ul style="list-style-type: none"> <li>• Suggested to add “and in the workplace” and eliminate “work to”; Ensure that employment policies and practices eliminate bias and unlawful discrimination in the hiring process and in the workplace.</li> </ul> </li> <li>• Function #6: <i>Communicate recommendations and adopted policies to the District and the campus community</i> <ul style="list-style-type: none"> <li>• Need to review and research – what are adopted policies? What other recommendations does the committee make?</li> <li>• Do we actually make recommendations about the EEO Plan?</li> <li>• Add the EEO Plan as a goal for the year</li> <li>• Suggested change: Communicate recommendations and EEO related policies to the District and the campus community</li> </ul> </li> <li>• Reviewed in December 2014 and committee made changes, however they were not approved yet, and now we have some changes to make</li> <li>• Committee Members <ul style="list-style-type: none"> <li>• Ana Tafoya-Diaz will continue for another term</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- By next meeting, or via email, the updated Purpose and Function should be sent out to all committee members</li> <li>- add the EEO Plan as a goal for the year</li> <li>- JF to look for the old EEO Plan so it can be taken off the website</li> </ul>
<p><b>6. Committee Goals and Objectives for 2015-16</b></p>	<ul style="list-style-type: none"> <li>• Chisa will review</li> <li>• CEDC BP and AP review and editing – plan for this year’s work <ul style="list-style-type: none"> <li>• AP 7100 Commitment to Diversity</li> <li>• AP 3420 Equal Employment Opportunity</li> <li>• BP 3420 Equal Employment Opportunity</li> <li>• AP 7120 Recruitment and Hiring <ul style="list-style-type: none"> <li>• Wait for completion, then review completed format/components/elements prior to making suggestions for AP 7121</li> </ul> </li> <li>• AP 7121 Recruitment and Hiring – Classified Employees</li> <li>• AP 7122 Recruitment and Hiring – Management Employees (Create new Recruitment and Hiring APs for the Confidential and Supervisory groups – wait to see if AP 7120</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Chisa will draft goals and send out to all</li> <li>- All should be prepared and review the EEO Plan</li> <li>- JF to send out to all, the AP’s/BP’s that we have discussed for review</li> </ul>

	<ul style="list-style-type: none"> <li>can be used as a model)</li> <li>• Campus SaVE Act – Title IX revisions                             <ul style="list-style-type: none"> <li>• There are a number of policies involved with the Campus SaVE Act, and until the draft is completed, the committee may have to wait for involvement</li> <li>• There are sections for CEDC to review, but will wait for Lorraine’s return to review</li> </ul> </li> <li>• Review other BP’s and AP’s for mention of Diversity or EEO</li> <li>• Committee Website                             <ul style="list-style-type: none"> <li>• JF to update once Purpose and Function, Committee membership is approved</li> </ul> </li> <li>• Other activities for implementation of EEO Plan                             <ul style="list-style-type: none"> <li>• Campus Climate Survey</li> <li>• Equity, Diversity &amp; Inclusion Awards</li> <li>• Training beyond EEO/hiring</li> </ul> </li> </ul>	
<b>7. EEO Parking Lot</b>	•	
<b>8. Open Session (open items)</b>	<ul style="list-style-type: none"> <li>• Accreditation – discussion maybe in Spring regarding Accreditation updates                             <ul style="list-style-type: none"> <li>• To include our progress</li> </ul> </li> </ul>	
<b>9. Set agenda for next meeting (date TBD)</b>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from September 14, 2015</li> <li>• Agenda Review</li> <li>• EEO Parking Lot</li> <li>• Open Session (open items)</li> <li>• Set agenda for next meeting</li> </ul>	

Meeting ended at: 10:37 am

**FUTURE MEETING DATES**

- October 12, 2015
- November 9, 2015
- December 7, 2015
- March 14, 2016
- April 11, 2016
- May 9, 2016
- June 6, 2016