

**Mt. San Antonio College**  
**Campus Equity and Diversity Committee (CEDC)**  
**Group Memory of November 14, 2016**  
**9:00 a.m. – 10:30 a.m. Building 4, Room 2320**

**Committee Members:**

- |  |  |   |   |   |
|--|--|---|---|---|
| <input checked="" type="checkbox"/> Genene Arvidson-Perkins, Faculty | <input checked="" type="checkbox"/> Jim Jenkins, Management      | <input type="checkbox"/> Tony Rivas, Faculty              | <input type="checkbox"/> Chisa Uyeki (Faculty Co-Chair) | <input type="checkbox"/> CSEA 651 Rep (Vacant)      |
| <input checked="" type="checkbox"/> Maria Davis, Faculty             | <input checked="" type="checkbox"/> Kambiz Khoddam, Faculty      | <input checked="" type="checkbox"/> Joanne Franco (Notes) | <input type="checkbox"/> Susan Wright, Faculty          | <input type="checkbox"/> Continuing Ed Rep (Vacant) |
| <input checked="" type="checkbox"/> Manoj Jayagoda, DSPS             | <input checked="" type="checkbox"/> Abe Ali, VP, Human Resources | <input type="checkbox"/> Daniel Sanchez, Student          | <input type="checkbox"/> CSEA 262 Rep (Vacant)          | <input type="checkbox"/> Co-Chair (Vacant)          |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at: 9:10 am</li> </ul>	
<b>2. Review Memory from October 10, 2016</b>	<ul style="list-style-type: none"> <li>• Memory from October 10, 2016 was not reviewed as the committee did not meet quorum. The minutes will be reviewed at the next meeting, December 5, 2016.</li> </ul>	
<b>3. Agenda Review</b>	<ul style="list-style-type: none"> <li>• Planning and goal setting will be discussed at the next meeting</li> <li>• Discussion to take place today regarding Abe's assignments</li> </ul>	
<b>4. Purpose and Function</b>	<ul style="list-style-type: none"> <li>• The Purpose and Function statement was approved in PAC</li> <li>• The CEDC website is current with the committee memory, meeting dates, archived memory, EEO Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Joanne will update website to reflect the updated Purpose and Function statement and Committee members</li> </ul>
<b>5. Planning and Goal Setting for 16-17</b>	<ul style="list-style-type: none"> <li>• Skip for this meeting</li> </ul>	
<b>6. Climate Survey</b>	<ul style="list-style-type: none"> <li>• SDCCD Climate Survey – handout</li> <li>• The SDCCD survey includes employment questions</li> <li>• Abe received great feedback with this survey</li> <li>• Kern's survey used this also as a base and adjusted the questions for the District</li> <li>• The committee can review the survey which is a good baseline and we can discuss at a future meeting any suggestions and what questions to use; the questions will be updated according to Mt. SAC</li> <li>• The intent is to send the survey to all employees and get some feedback – there are multiple ways to incorporate the results of the survey               <ol style="list-style-type: none"> <li>1. EEO Plan</li> <li>2. Multiple Measures</li> <li>3. Great for Accreditation</li> <li>4. PIE</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Committee will provide feedback upon review of the questions for the SDCCD Climate Survey to see what questions to use, what to change, and if it something the committee would like to send out to the campus</li> </ul>

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p><b>6. Climate Survey (Continued)</b></p>	<ul style="list-style-type: none"> <li>• Kern's Survey Review - handout</li> <li>• Kern's Climate Survey is a broader, and incorporates different questions to include employment and processes, the perception of HR, the employment process, how to improve, diversity, etc.</li> <li>• Kern received good feedback over time and believed it was important to incorporate all areas in the survey</li> <li>• The survey helped for the Multiple Measures and Accreditation</li> <li>• Director, HR had contact with someone in the Chancellor's Office regarding the Diversity Allocation Funds</li> <li>• The allocations are based on Districts submitting their plan – the money for 2015-16 was reallocated, from 40000 to 60000 due to District participation (Mt. SAC was one of the Districts who did not submit)</li> <li>• It is too late for Mt. SAC to get the allocation funding for 2015-16, however, we will submit for 2016-17</li> <li>• The EEO Director recruitment process is doing well and interviews will be taking place this week - this (survey) will be one of the first projects they will work on</li> </ul>	<p>The committee will review the survey in terms of the EEO perspective to see what they like about it</p>
<p><b>7. Applicant Tracking Data</b></p>	<ul style="list-style-type: none"> <li>• Applicant tracking data</li> <li>• Please let Abe know if this is a format that you like; otherwise, what other format is wanted</li> <li>• Eliminated temporary employees, otherwise numbers would have increased; these are permanent staff</li> <li>• Disaggregated data – taken out –</li> <li>• Need to roll ethnic groups to match MIS data and set up monitoring groups to match MIS data</li> <li>• Upsets certain groups that are mixed, but Chancellor's Office needs to take a look at that</li> <li>• 10yrs ago got rid of vice chancellor (CCCCO), HR</li> <li>• Review data, tell what you like, don't look and then Abe will supply data for 3-5 years, as the CEDC committee wanted</li> </ul>	
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
	<ul style="list-style-type: none"> <li>• This will be the basis of reviewing monitored groups</li> <li>• Discussion about additional information on the form – is</li> </ul>	

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	<p>it important to have a target</p> <ul style="list-style-type: none"> <li>• Goal is to compare year to year – if numbers fluctuate, we want to discuss, why? What are strategies that we can use? Conferences? Advertising? Activities to review? Share with the committee...</li> <li>• What about tracking who we hired yes, but that would be different numbers</li> <li>• Suggestion for long term plan – tracking who was hired, yes, will take time – over time we will get to a point where everyone understands; does it mirror our students</li> <li>• Next, we break down decision making, what it looks like between each level – each phase of the applicant process, need to back it up by data</li> <li>• Why is this happening? If at applicant phase - is it the committee perspective? Basing criteria on what applications they have?</li> <li>• Abe needs to get multiple measures going</li> <li>• Next project is to get surveying out there</li> </ul>	
<p><b>8. Open Session(open items)</b></p>	<ul style="list-style-type: none"> <li>• Abe's door is open for any discussion or items</li> </ul>	
<p><b>9. Set agenda for next meeting</b></p>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from November 14, 2016</li> <li>• Agenda Review</li> <li>• Purpose and Function</li> <li>• Planning and Goal Setting for 16-17</li> <li>• Open Session (open items)</li> <li>• Set agenda for next meeting</li> </ul>	

Meeting ended at: 9:45 am

**FUTURE MEETING DATES:**

Date	Time	Location
December 5, 2016	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
March 13, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
April 10, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
May 8, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
June 5, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320