

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

Committee Members:

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|--|--|---|--|---|
| <input checked="" type="checkbox"/> Genene Arvidson-Perkins, Faculty | <input checked="" type="checkbox"/> Jim Jenkins, Management | <input type="checkbox"/> Tony Rivas, Faculty | <input checked="" 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"/> LaToya Bass (Notes) | <input type="checkbox"/> Susan Wright, Faculty | <input type="checkbox"/> Continuing Ed Rep (Vacant) |
| <input checked="" type="checkbox"/> Manoj Jayagoda, DSPTS | <input checked="" type="checkbox"/> Abe Ali, VP, Human Resources | <input checked="" type="checkbox"/> Daniel Sanchez, Student | <input type="checkbox"/> CSEA 262 Rep (Vacant) | <input type="checkbox"/> Co-Chair (Vacant) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> Meeting began at: 9:08am 	
2. Review Memory from June 6 and September 12, 2016	<ul style="list-style-type: none"> Memory from June 6, 2016 approved via email. Memory from September 12, 2016 was approved with changes 	<ul style="list-style-type: none"> The June meeting will be held June 5, 2017 to accommodate finals.
3. Agenda Review	<ul style="list-style-type: none"> Agenda approved. 	
4. Purpose and Function	<ul style="list-style-type: none"> The Purpose and Function document dated 9/29/16 was approved via email. A review of employment policies and practices will assist with ensuring diversity in the application and hiring process. Data surveys will assist in accessing campus climate. The majority of the data collected reflects students. Staff, faculty, and management data is needed. The Research department has minimal data regarding Mt. SAC's cultural climate. The EEO Plan was Board approved 1/13/16. It must be reviewed at least biennially. As of current, the Committee has not received feedback from the Chancellors Office. The EEO Director position has been vacant over a year. It is open for recruitment between 9/26/16 – 10/26/16. The hiring committee for this position is being formed. The Committee will make recommendations regarding EEO related policies to the District and campus community. PAC encourages collaboration with other committees. 	<ul style="list-style-type: none"> The committee recommends changing the job descriptions/ announcements to ensure diversity. Chisa will email an example that shows a lack of diversity. Data surveys need to be analyzed, revised, and developed The EEO Plan needs to be distributed on campus. Chisa will represent CEDC at the 10/10/16 Student Equity and Diversity Committee meeting.
5. Planning and Goal Setting for 16-17	<ul style="list-style-type: none"> The Committee will utilize the 15-16 goals to form goals for 16-17. Goal #1 Committee website maintenance. There have been some challenges saving changes made to the CEDC website saving changes. Keeping the website up to date is related to accreditation compliance. 	<ul style="list-style-type: none"> Chisa will work with Joanne Franco to update the CEDC website. Assistance from IT will be requested as needed. Abe will take the lead on securing funding. He will contact the Chancellors Office. He will provide a draft of the Multiple Measures model by the November 14, 2016 CEDC meeting.

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p>Planning and Goal Setting for 16-17 (continued)</p>	<ul style="list-style-type: none"> • Abe explained EEO funding is necessary for EEO operations. Funding assist with resources to accomplish EEO plans & goals. Funding is now based on meeting the 9 Multiple Methods requirements • Abe recommends taking smaller steps to meet the accomplishments such as tracking new hires vs. tackling large projects that will take years to complete. • Chisa expressed the necessity of analyzing data related to the campus climate and culture prior to focusing on hiring. There is currently no way to measure EEO statistics regarding those who separate from the District. • Goal #2 Implement the EEO Plan by identifying and providing alternative methods of Diversity Training programs for hiring committee participants. • Abe spoke with Lianne Greenlee of POD about EEO/diversity training. The HR Techs will serve as a resource to the hiring committee Chair. The Chair will be trained to lead the meetings and ensure EEO compliance. If there is a compliance issue from the hiring committee the EEO Director (Abe is currently the EEO lead). Consequences will be in place for those who violate the hiring process. Training the hiring committee Chair is the focus, however, general training will be offered as well. • Abe is working on streamlining the hiring process. For example, replacement positions should be handled differently than new positions. • Jim expressed the need for a diversity process to be included in the vetting process. • Goal #4 Implement the EEO Plan by identifying APs and BPs that require EEO components. • There are multiple APs & BPs related to the 9 Multiple Methods. Survey of cultural climate is needed. Full integration of the 9 Multiple Methods is the goal. • The committee members need to decide which of the 9 Multiple Methods can be applied to Mt. SAC. Some of the methods aren't able to be measured. • Goal #5 Evaluate surveys, training, and hiring data. 	<ul style="list-style-type: none"> • Prior to the November 14, 2016 CEDC meeting, Abe will provide the HR Employment survey that Kern CCD derived using San Diego CCD's model. • At the November 14, 2016 CEDC meeting, Abe will provide a three year snapshot of applicant and hire demographics. • HR will develop and distribute a survey regarding EEO/diversity to hiring committee members. • The committee will review the data that Research has, look at the HR Employment survey Abe provides, determine what is needed and present to Research for finalization. Chisa will provide the data she has. • The Committee will review and recommend updates to include cultural competency to the relevant APs & BPs. • Chisa will send a copy of the 9 Multiple Methods Cross-Reference to the committee members. • The committee will review the 9 Multiple Methods and separate short-term and long term goals.

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
6. Open Session(open items)	<ul style="list-style-type: none"> • Daniel will report back to the Associated Student Senate regarding DSPS Awareness month. 	
7. Set agenda for next meeting	<ul style="list-style-type: none"> • Welcome/Introductions • Review Memory from October 10, 2016 • Agenda Review • Purpose and Function • Planning and Goal Setting for 16-17 • Open Session (open items) • Set agenda for next meeting 	

Meeting ended at: 10:25am

FUTURE MEETING DATES:

Date	Time	Location
November 14, 2016	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
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