

Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Minutes of December 4, 2017
9:00 a.m. – 10:30 a.m. Building 4, Room 2320

Committee Members:

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| <input checked="" type="checkbox"/> Maria Davis, Faculty
<input checked="" type="checkbox"/> Manoj Jayagoda, DSP&S
<input type="checkbox"/> Clarence Banks, Mgmt. Rep.
<input type="checkbox"/> Confidential Rep. | <input checked="" type="checkbox"/> Kambiz Khoddam, Faculty
<input checked="" type="checkbox"/> Ryan Wilson, Designee (VP, HR)
<input type="checkbox"/> Michelle Stewart-Thomas, Faculty | <input checked="" type="checkbox"/> Joanne Franco (Notes)
<input type="checkbox"/> Brenda Noarbe, Student
<input type="checkbox"/> Susan Wright, Faculty
<input checked="" type="checkbox"/> Melinda Bowen, Faculty
<input type="checkbox"/> Classified Senate Rep | <input type="checkbox"/> Lina Soto, Faculty, Co-Chair
<input type="checkbox"/> Rosa Asencio, CSEA 262 Rep
<input checked="" type="checkbox"/> Ruben Flores, CSEA 651 Rep
<input checked="" type="checkbox"/> Lorina Boon, Continuing Ed Rep
<input checked="" type="checkbox"/> Sokha Song, Dir. EEO Programs & Title IX Coord., Co-Chair |
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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> Meeting began at: 9:05 am New designee, in place of VP, HR: Ryan Wilson – Title IX/EEO Investigations Manager Although there were two additional members added to the committee, both Confidential and Classified Senate groups have not yet provided representation. 	
2. Review Minutes from November 13, 2017 meeting	<ul style="list-style-type: none"> Committee was unable to vote on minutes as the committee did not reach quorum for this meeting. Minutes from November 13, 2017 will be sent out this week, along with today's minutes. 	
3. Agenda Review	<ul style="list-style-type: none"> Agenda was reviewed, with no changes or additions. 	
4. Committee Membership: choosing an additional co-chair	<ul style="list-style-type: none"> An email went out for all committee members, asking any classified employees if they were interested in becoming a co-chair. Any interested individuals were to send an email expressing their interest in the position. .As of today's meeting, there have not been any interested classified members. 	
5. Climate Survey	<ul style="list-style-type: none"> Sokha hopes to have this out by March 2018 and get results from all employees on campus. The survey's purpose is to help gauge individual employees and find out if they believe they are treated fairly. The survey will continue to be reviewed and will be revised and sent out mid-March; Sokha has been working with IT and Research. The survey was reviewed with the following feedback/recommendations: Coaching – an example of an area one may not know of, can we add an n/a, since some do not know. Maybe add all classes and what they believe is 	<ul style="list-style-type: none"> Sokha will check with Research so that depending on what you answer in the survey, you may be provided with additional options, so as not to make the survey too long. Sokha will make changes and send out the updated draft survey.

	<p>good – ex: check all the ones you feel actively recruits diverse employees – or 1 question, add: in my area - divisions and 2nd would be</p> <ul style="list-style-type: none"> • Would like to see the option to see faculty, management, classified, etc. – can we also add Executive Management, Management, Deans • Adjusting the years of employment also • I believe the college actively recruits • Goal of the committee is to see improvement and that we make a difference, discussion regarding receiving current data from Research for now, so the committee can see data for the next several years. Every Board retreat, SS stated he is providing the Board a diversity breakdown, and was asked to include breakdown with executive management, management, faculty, adjuncts, short-term temporary, etc. • Maybe clarify – which groups are not represented • 3: Question: can we make a check off box; there are areas in the college that is not evaluated; same questions as above – • Second question: I believe job performance is evaluated objectively in the following areas...Executive Management, Management, Faculty, Adjunct, Classified, etc. – example where do the faculty evaluations of the Deans go? A committee member mentioned they have not evaluated the President or Executive Management, however one member mentioned evaluating the President several years ago, however there was no results shared. • 9: Sokha to clarify more and add more information • Questions 1 (also separating out), 9, 10, 15 • Discussion regarding speaking during Flex Day about the importance of the surveys (anonymous) and contacting Faculty Association to promote the survey. • 3: Sokha was asked to get some input from Eric Kaljumagi regarding evaluations. 	
<p>6. PeopleAdmin Demographics</p>	<ul style="list-style-type: none"> • Discussion on gathering data for new hires – were we good on collecting data? Sokha has the information and will be providing that data. Wednesday is when demographic data should be 	<ul style="list-style-type: none"> • Sokha will continue to gather the information for PeopleAdmin. • Sokha will follow up to see if application asks: Are you a

Campus Equity and Diversity Committee

December 4, 2017

Page 3 of 3

	<p>collected.</p> <ul style="list-style-type: none"> • Not sure if application states are you a current employee. 	current employee?
7. Job Fair	<ul style="list-style-type: none"> • During the CCC (California Community College) Registry job fair, HR will promote all positions, including adjunct, not just faculty. • There are 7 faculty positions right now, but the numbers may grow. • There are 2 job fairs in January 2018, one in Los Angeles January 27, and Oakland, January 20 – HR will be attending both. • A discussion regarding Adjunct employment applications took place. It was brought up that supporting documentation is optional – minimum preferred, but this makes it difficult when the entire packet is not available for those reviewing adjunct applications, because there is not enough information. 	
8. EEO Funding	<ul style="list-style-type: none"> • Part of the funding supports the job fairs. 	
9. Open Session	<ul style="list-style-type: none"> • Next meeting is in March – State Chancellor’s packet needs to be sent by June, still needs to be approved by PAC; will need to update and review. • HR Survey to be distributed in Spring 2017: Executive Summary was distributed to all, with an update from Ryan. Committee training will begin in January. • A question was asked regarding adding a text box with additional comments at the end of the survey. 	<ul style="list-style-type: none"> • HR Survey Executive Summary will be sent out to all via email.
10. Future meeting topics:	<ul style="list-style-type: none"> • Research (from Barbara): Demographic information • Surveys: adding comments • JobElephant: Goal is to maintain diversity, will look at suggestions and departments are able to request additional locations if they wish 	
11. Information to President’s Advisory Council (PAC) – Ongoing		
12. Set agenda for next meeting	<ul style="list-style-type: none"> • Welcome/Introductions • Review Minutes from November 13 and December 4, 2017 • Agenda Review 	

Campus Equity and Diversity Committee

December 4, 2017

Page 4 of 3

	<ul style="list-style-type: none">• Surveys<ul style="list-style-type: none">- Hiring Committee- Cultural Climate• Open Session (open items)• Set agenda for next meeting	
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Meeting ended at: 10:25 am

FUTURE MEETING DATES:

Date	Time	Location
March 12, 2018	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
April 9, 2018	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
May 14, 2018	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
June 4, 2018	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320