

Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of May 8, 2017
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 checked="" type="checkbox"/> Ruben Flores CSEA 651 |
| <input 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 type="checkbox"/> Abe Ali, VP, Human Resources | <input checked="" type="checkbox"/> Tianna Taylor, Student | <input checked="" type="checkbox"/> Rosa Asencio, CSEA 262 Rep | <input checked="" type="checkbox"/> Sokha Song, (Director, EEO Programs, Co-Chair) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • Meeting began 9:11am; Ended at 9:45am 	<ul style="list-style-type: none"> • Welcome Ruben Flores, 651 Representative
2. Review Memory from April 10, 2017	<ul style="list-style-type: none"> • Meeting notes review; approved without changes. 	<ul style="list-style-type: none"> •
3. Agenda Review	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
4. Update to EEO Allocation Plan	<ul style="list-style-type: none"> • Chisa and Sokha took the EEO Allocation Plan to PAC, going to Board (May 12) and State Chancellor's Office • The EEO Allocation Plan was approved at PAC 	<ul style="list-style-type: none"> •
5. Campus Diversity and Inclusion Climate Survey and Survey for Hiring Committees	<ul style="list-style-type: none"> • Some revisions were made • No timeline as far as when it will go out but will provide the committee with draft changes 	<ul style="list-style-type: none"> • Another survey that will be coming out is the sexual assault survey and will be provided to students from Student Life; will ask students if they know their resources and what to do; will be sent out from HR and results will be brought back to committee with review
6. Report on distribution of EEO Plan on campus and to outside organizations	<ul style="list-style-type: none"> • List of outside organizations were provided to the committee impact so they can review the EEO Plan and provide feedback • Discussion regarding locations – City of Industry Chamber of Commerce may be a good place to start to reach out to organizations • To let outside organizations know that we are inclusive and we want them to be aware that we have an EEO plan in place 	<ul style="list-style-type: none"> • Connection with Sweden (community group) – Genene will send a list to Sokha • HR will continue to review and gather more organizations
7. Demographics data – student population vs. employee population	<ul style="list-style-type: none"> • Handout last meeting was just for your information • Next year, HR should have more data to provide to the committee for review 	<ul style="list-style-type: none"> •
8. Discussion on rescheduling June 5 meeting and scheduling future meeting dates	<ul style="list-style-type: none"> • June 12 is week of finals, rescheduling the meeting may not work • Will leave June 5 as next meeting date – Sokha will not be available, at a conference 	<ul style="list-style-type: none"> • Joanne will send out an email to the committee with projected dates for the next fiscal year
9. Professional and Organizational Development (POD) Trainings	<ul style="list-style-type: none"> • Training sent out through POD regarding Short-Term Hiring (Short-term, Substitutes, Professional Experts, Students) to review requirement, salary, etc. 	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> • There are 2 trainings on POD with multiple dates: Everything you need to know and Learn How to Complete Paperwork • Discussion regarding short-term employees and the 195 days per fiscal year rule; the College has implemented no more than 160 days • When people are hired, they will go through PeopleAdmin; there's no background checks or family relationships on current short-term applications • Next few months, will look into background checks for short-term temps 	
<p>10. Open Session(open items)</p>	<ul style="list-style-type: none"> • Sokha will meet with Chisa and Michelle Sampat (next new Co-Chair) prior to the next meeting regarding transitions and Chisa will update the committee on June 5 • Screening committee survey went out to the campus with changes that CEDC proposed – survey is open for 3 weeks, please share; sent out by Zaira Jimenez • Discussion regarding the committee membership and the Purpose and Function Statement: currently locked into EEO Plan for 3 years, can't make any changes until 2019, since EEO Plan was approved January 2016 	<ul style="list-style-type: none"> •
<p>11. Set agenda for next meeting</p>	<ol style="list-style-type: none"> 1. Welcome/Introductions 2. Review Memory from May 8, 2017 3. Agenda Review 4. EEO Allocation Plan Approved 5. Campus Diversity and Inclusion Climate Survey and Survey for Hiring Committees 6. Report on distribution of EEO plan on campus and to outside organizations 7. Diversity Indicators 2016-17 and 2017-18 8. Future meeting dates (2017-18) 9. Open Session (open items) 10. Set agenda for next meeting 	<ul style="list-style-type: none"> •

FUTURE MEETING DATES:

Date	Time	Location
June 5, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320

