

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

Committee Members:

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|---|--|---|--|---|
| <input type="checkbox"/> Genene Arvidson-Perkins, Faculty | <input checked="" type="checkbox"/> Kambiz Khoddam, Faculty | <input checked="" type="checkbox"/> Joanne Franco (Notes) | <input checked="" type="checkbox"/> Lina Soto (Faculty Co-Chair) | <input checked="" type="checkbox"/> Ruben Flores, CSEA 651 Rep |
| <input checked="" type="checkbox"/> Maria Davis, Faculty | <input type="checkbox"/> Abe Ali, VP, HR | <input type="checkbox"/> Brenda Noarbe, Student | | <input checked="" type="checkbox"/> Lorina Boon, Continuing Ed Rep |
| <input checked="" type="checkbox"/> Manoj Jayagoda, DSP&S | <input checked="" type="checkbox"/> Michelle Stewart-Thomas, Faculty | <input type="checkbox"/> Susan Wright, Faculty | <input checked="" type="checkbox"/> Rosa Asencio, CSEA 262 Rep | <input checked="" type="checkbox"/> Sokha Song, Dir. EEO Programs & Title IX Coord. |
| <input type="checkbox"/> Clarence Banks, Mgmt. Rep. | | | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • Meeting began at: 9:10 am 	
2. Review Minutes from September 18, 2017 meeting	<ul style="list-style-type: none"> • Memory from September 18, 2017 was approved with changes to Agenda item #6, regarding Screening Committee Training. 	
3. Agenda Review	<ul style="list-style-type: none"> • Agenda approved, no changes • Moving forward, Committee agreed to refer to "Memory" as "Minutes". 	
4. Training EEO Screening Committee	<ul style="list-style-type: none"> • Once a month EEO trainings will continue on Fridays, and the Screening Committee trainings will follow, and will be added in November. • Sokha will continue to train employees as EEO representatives as needed; can provide department trainings as requested. • HR keeps a running total on current employees trained, and currently 153 employees have been EEO trained as of November 2016. 	
5. Update on: Purpose and Function Statement and Goals and Progress Report	<ul style="list-style-type: none"> • Our committee has a lot to do with EEO and employment and what pertains to the CEDC committee is complaints regarding employment, not all other complaints (sexual harassment, sexual assault, etc., but this also applies to temporary hires and student employees). • Co-chairs had to review committee goals and did some major edits; had to make sure the committee remained focused as related to the EEO Plan and employment. • CEDC's updated goals were sent out to the President's Office prior to October 1. • RE: Classified employees and out-of-class positions: during the meeting it was suggested that HR train managers or put something in place, so that all classified employees have an opportunity to apply for positions, so that certain employees are not hand-picked for certain projects/positions, but is 	

	<p>available for all.</p> <ul style="list-style-type: none"> • HR receives change of status forms for all that are placed out of class – that’s where HR should review and ask if the manager went through the proper process to place the employee out of class. • This process should be college wide regardless of funding; Sokha is speaking regarding internal, out of class positions for permanent employees: temporary hires (students, professional experts, etc.), there is no process other than the Dean and Department Chair making decisions. • The opportunity should be provided to all employees, not just the person who has the background knowledge and was working closely with the previous incumbent. 	
<p>6. Recruitment Hiring Committee Survey Results</p>	<ul style="list-style-type: none"> • Survey results were projected; results were 48 pages, so the information will be emailed to committee. • The goal is to send this out annually, in the spring. • Research put the survey out through Qualtrix and comments are not be allowed if we desire anonymity. • Discussion took place regarding having comments in the survey and whether it should be done through research so that comments may be allowed: in other department surveys it was noted that comments are allowed, but maybe they are done outside of the research department; this is something to review. • The concern is anonymity with survey results; a typical response is that if it's not anonymous, it will get deleted and not reviewed – depends on the subject. • Survey results included complaints about inconsistency and recruitments; previously, there was a priority list for VP’s and there is now a new process, where positions are put out from 3-5 business days, closing dates are also spread out; HR is actively looking at improving process even more. • Some recruitment changes have already been made. 	<ul style="list-style-type: none"> • Joanne to send out a copy of the survey and survey results to the committee. • Committee to review and offer any suggestions at the next meeting.

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<p>7. Cultural Climate Survey</p>	<ul style="list-style-type: none"> • Sample Cultural Climate Survey distributed for review. • HR would like to send this out in the spring; to review as anonymity is a concern – if deciding to go with research, the concern of anonymity may have to do with accreditation; suggested that this also be reviewed by the President due to accreditation concerns. • Survey questions may need to be narrowed down, but need to be adjusted for distribution. • Sokha wanted to change (section on Sensitivity and Inclusion) – need to be changed to comments related to employment and hiring. 	<ul style="list-style-type: none"> • Joanne to send out a copy of the draft survey for review. • Committee to review and offer suggestions at the next meeting. • Sokha will meet with research regarding surveys.
<p>8. Open Session</p>	<ul style="list-style-type: none"> • Advertising Data. • CCC (California Community College) Annual Job Fair: one is held up north and another is held in Los Angeles - HR will be participating in both. • Career/Job Fair on October 24 (Rosa) 	<ul style="list-style-type: none"> • Joanne to send out advertising data to committee. • Rosa Asencio will send the Career/Job Fair information to Sokha.
<p>9. Future meeting topics:</p>	<ul style="list-style-type: none"> • Surveys: adding comments • Recruitment data: what are we looking to filter? Demographics tied to the recruitment Were they already employed Who met minimum qualifications Who was selected for interviews Who was selected for the position 	<ul style="list-style-type: none"> • Sokha will pull out the application and will provide demographic information to the committee so the committee knows what is being asked (application demographic information).
<p>10. Information to President's Advisory Council (PAC) – Ongoing</p>	<ul style="list-style-type: none"> • Next meeting is Wednesday, November 8, 2017. • Tri-chair: discussion took place last meeting, regarding the tri-chair appointment, and no decisions has been made, as of yet. This will be discussed in PAC, the next meeting will take place Wednesday, October 11. • Depending on the outcome of PAC, may have new members at the next meeting. 	
<p>11. Set agenda for next meeting</p>	<ul style="list-style-type: none"> • Welcome/Introductions • Review Memory from October 9, 2017 • Agenda Review • Surveys <ul style="list-style-type: none"> - Hiring Committee 	

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	<ul style="list-style-type: none">- Cultural Climate• Open Session (open items)• Set agenda for next meeting	
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Meeting ended at: 10:18am

FUTURE MEETING DATES:

Date	Time	Location
November 13, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
December 4, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
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