

Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Minutes of September 17, 2018
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"/> Kambiz Khoddam, Faculty | <input checked="" type="checkbox"/> Joanne Franco (Notes) | <input checked="" type="checkbox"/> Lina Soto, Faculty (Co-Chair) | <input checked="" type="checkbox"/> Lorina Boon, Continuing Ed Rep |
| <input checked="" type="checkbox"/> Manoj Jayagoda, ACCESS | <input checked="" type="checkbox"/> Ryan Wilson, Designee | <input type="checkbox"/> Jesus Garcia, Student | <input checked="" type="checkbox"/> Rosa Asencio, CSEA 262 | <input checked="" type="checkbox"/> Sokha Song, Dir. EEO Programs & Title IX Coord. (Co-Chair) |
| <input type="checkbox"/> Clarence Banks, Mgmt. Rep. | <input type="checkbox"/> Michelle Stewart-Thomas, Faculty | <input checked="" type="checkbox"/> Eric Kaljumagi, Faculty | <input type="checkbox"/> Johnny Jauregui, CSEA 651 Rep (Co-chair) | <input type="checkbox"/> Diana Dzib, Classified Senate Rep |
| <input checked="" type="checkbox"/> LaToya Bass, Confidential Rep. | | <input checked="" type="checkbox"/> Melinda Bowen, Faculty | | |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> Meeting began at: 9:05 am New faculty member, Eric Kaljumagi joined the committee. Our new student representative, Jesus Garcia, was unable to attend. Opened the meeting with introductions and discussed the goals and the purpose and function of the committee; CEDC is responsible for ensuring compliance based on the EEO Plan, which is to be renewed every three years. A discussion took place regarding advertisements for faculty positions and advertisements should be a collaborative effort with the chair and the department; the changes to the EEO Plan will help guide our future recruitments. The committee will be working on the EEO Plan as it should be edited and needs to be a little more defined. A bullet point to add to classified positions to include serving on hiring committees may be included and the addition could be that it is a requirement for employees to serve, and managers need to be aware. The EEO Plan will be reviewed from all groups through PAC. 	
2. Agenda Review	<ul style="list-style-type: none"> No additional items were added to the agenda. 	
3. Review Minutes from May 14, 2018 and June 4, 2018 meeting	<ul style="list-style-type: none"> Minutes for May 14 meeting were approved as written. Minutes for June 4 meeting were approved with changes. <ul style="list-style-type: none"> Period after Item 5, first bullet. Edited Item 9, bullet stating, "Added \$500 stipend for out of state applicants for any position" to state, "Added \$500 stipend for applicants traveling over 150 miles for all positions". 	<ul style="list-style-type: none"> Motioned by Melinda Bowen, second by LaToya Bass and approved.

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p>4. Committee Membership A. CSEA Co-Chair vote B. Additional Member (Faculty Association)</p>	<p>A. CSEA co-chair vote: If any classified committee member is interested in being a co-chair, they would need to provide a statement and the committee can vote at the next meeting.</p> <p>B. Faculty Association: all faculty are currently Senate appointments</p> <ul style="list-style-type: none"> • There was a request for an additional committee member, a Faculty Association representative. • The committee has no objections or concerns adding a FA representative. • CTA (CA Teachers Association) is now much more interested in employee diversity; equity is something they've put a lot of energy in the last several years • Will be taken to PAC and will let everyone know if approved • President is supportive of diversity 	<ul style="list-style-type: none"> • Joanne will send an email to all classified members asking them to submit an interest statement if they would like to serve as a co-chair
<p>5. Meeting Calendar (handout provided)</p>	<ul style="list-style-type: none"> • A discussion took place regarding the start times of the meetings and that majority of faculty members may not be able to make it due to conflict with class schedules. • October 8 meeting, Sokha and Ryan will be unavailable to attend. 	<ul style="list-style-type: none"> •
<p>6. Committee Goals and Purpose and Function Statement (due October 1, 2018)</p>	<ul style="list-style-type: none"> • State Chancellor's Office has Multiple Methods requirements and so the Committee has been tailoring work to achieve that plan; part of the commitment is to review our EEO Plan every three years. • Goal #2: Revised recruitment AP 7121, was revised to include an additional optional member, does not have to be CSEA. • Goal #2: update – take out 'out of state travel' and replace with 'travel over 150 miles'. 	<ul style="list-style-type: none"> • Sokha will attend the next PAC Meeting to discuss the addition of the new member and to answer any questions regarding the goals and the committee's purpose and function statement.
<p>7. Recruitment Practices Survey</p>	<ul style="list-style-type: none"> • Survey went out last semester to gauge perceptions of employees regarding recruitment practices and the demographics, with a total of 185 employees who participated. • Specifically looked at management, classified, faculty and was broken down further; committee also discussed adjunct employees. • Discussion took place regarding the Board of Trustees receiving access to the report; Sokha will work on creating a package with this information. • Question regarding the intention to focus on actively recruiting for management based on this report and it was determined that this goes down to where we advertise. • A discussion came up regarding applicants and an example was brought up where someone had applied and made it to final interviews, but there was a criticism regarding the way the applicant presented themselves and the committee member not being culturally sensitive to the applicant's cultural professional presentation. 	<ul style="list-style-type: none"> • Committee request to receive numbers and breakdown for all • EK would like the ethnicity/gender breakdown of faculty/adjunct. • Sokha will ask Director, HR regarding the breakdown of faculty and/or management. • MD would like this information shared with the Board, and SS will see if the president will share with the BOT at the next meeting.

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<p>8. EEO Plan</p>	<ul style="list-style-type: none"> • The updated EEO Plan is due to State Chancellor's on June 1, 2019. • Discussion took place regarding the review of the EEO Plan: Assistance is needed to getting this together; would a sub-group work for recommendations? Communication to the committee can also be sent via email. • Before, the EEO Plan was completed category by category; sent to Senate in pieces; however there was a section that had gotten held up with information needed from Chancellor's Office. • This went through PAC approval, Board approval, then was submitted to the Chancellor's Office. • As a committee, we need to aim for completion in December. • Suggestion: Co-chairs need to go through and verify what changes need to be made; ex: definitions; recommendations need to come in, based on compliance and based on advisory; if proposed changes came in, the committee can discuss. • Sokha will change publications/sites; this needs to be reviewed and edited. • Sub-groups were discussed and was asked if they would be available to meet in January/February to help complete tasks. • The aim would be to have 3 subgroups working on different tasks, with the 3 co-chairs. 	<ul style="list-style-type: none"> • Sokha will change specific names to "titles". • Sokha/Ryan will review complaint process portion / recruitment portion of the EEO Plan, hopefully by next meeting. • An email will go out for those who are able to participate. • Committee to start reviewing the EEO Plan to see if they notice anything that needs changes.
<p>9. Open Session(open items)</p>	<ul style="list-style-type: none"> • Additional places to advertise: committee members may use their listserves, HR welcomes additional places to advertise. • There will be at least 35 faculty hires for the next fiscal year. • FON increased and retirements are in the teens. 	<ul style="list-style-type: none"> • HR to update their notices to management regarding advertising locations to include asking faculty/staff for additional recommendations and to remind them to include their listserves
<p>10. Future Meeting Topics</p>	<ul style="list-style-type: none"> • Lina: promotional video about Mt. SAC statement about diversity and equity mindedness. • Vice President, Instruction: Applicant Demographics. 	
<p>11. Information to President's Advisory Council (PAC) - Ongoing</p>	<ul style="list-style-type: none"> • N/A 	
<p>12. Set agenda for next meeting</p>	<ul style="list-style-type: none"> • Welcome/Introductions • Review Minutes from September 17, 2018 • Agenda Review • EEO Plan • Open Session (open items) • Future Meeting Topics • Information to President's Advisory Council (PAC) - Ongoing • Set agenda for next meeting 	

FUTURE MEETING DATES

Date	Time	Location
October 8, 2018	9:00 a.m. – 10:30 a.m.	4-2320
November 19, 2018	9:00 a.m. – 10:30 a.m.	4-2320
December 3, 2018	9:00 a.m. – 10:30 a.m.	4-2320
March 11, 2019	9:00 a.m. – 10:30 a.m.	4-2320
April 8, 2019	9:00 a.m. – 10:30 a.m.	4-2320
May 13, 2019	9:00 a.m. – 10:30 a.m.	4-2320
June 3, 2019	9:00 a.m. – 10:30 a.m.	4-2320