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

Committee Members:

☒ Genene Arvidson-Perkins	☒ Manoj Jayagoda	☒ Tony Rivas	☒ Chisa Uyeki Co-Chair)	☐ Robert Montoya
☐ Co-Chair (Vacant)	☒ Jim Jenkins	☒ Lisa Romo (Notes)	☐ Susan Wright	☒ Lisa Zahn
☐ Maria Davis	☒ Kambiz Khoddam	☒ Juanita Olivas	☐ CSEA 262 Rep (Vacant)	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. **Welcome/Introductions**	• Meeting began at: 9:05 am	
2. **Review Memory from April 11, 2016**	• Memory from April 11, 2016 was approved with changes.	
3. **AP/BP 3420 Revisions**	• Job Posting language, "EEO Statement" • Documentation status, Chisa is continuing to review for consistency	• AP/BP software in order to cross reference for consistency – Chisa will
4. **EEO Plan – Report on Publication**	• Board approved version was sent to Chancellor's Office • Uploaded to CEDC web page • Uploaded to HR web page • On campus distribution still needs to be completed	• Lisa will develop a list serve to send to Managers, CSEA 262 and 651, Academic Senate, Confidential
5. **EEO Institutional Indicators**	Surveys: Barbara McNiece Stallard (Guest) • Student Equity Committee: M2C3 is a 3 prong student survey – Minority Male • Online Faculty survey • College to self-reflect – People of color • CCSSE: Community College Student Survey on Engagement – How much engagement on campus, included equity and diversity • Freshman students – Expectations of college & perception • Employees – Bullying Taskforce will be sending out • Sexual Harassment (Employees & Students) – • FLEX – Could be a good opportunity to complete surveys Awards: Discuss at June meeting Training for Selection Committees: • Screening & Selection training has been provided at the orientation meetings due to no scheduled trainings • Hiring student assistants – should EEO training be provided since the hiring process happens outside of HR? Other Indicators: • Cultural Events/Dialogue: Juanita (student component) and Tony to compile a list of cultural events, diversity dialogues, forums and cross-cultural workshops conducted on campus or in the community. POD has been contacted for the Faculty component. • 3 Resolutions sent to Academic Senate	• Lisa will send SOP for Hiring Adjuncts to committee and perhaps develop an SOP for Hiring Short-term/Student Assistants • Jim Jenkins will share with Juanita of other events on campus developed by Humanities & Social Sciences • Chisa will reach out to other Deans, for other events on campus. Email Laura Martinez and she can send out. • Barbara will provide the committee with the surveys in order for us to see what is being asked. • Barbara suggested a rep from CEDC attend a Student Equity Committee for cross purposes. • Barbara suggested adding "Goals" to the indicators. Discussion on how to set up goals, and how the committee wants to structure those goals. How can you explain your goals are being met in 3 minutes? • Surveys were done by LJ about 3 years ago. Barbara and Lisa will check to see if they can find the surveys. • Accreditation draft has been sent out, look at the HR component.

	1. Identify courses related to Gender and Ethnic Studies in the class schedule 2. Develop a department 3. Make a requirement for transfer degree • Exit Interviews: Information currently gathered is not tracked for reporting purposes. Classified employees are currently the only group completing exit interviews. • Publication/Marketing Tools: No policies/guidelines or data is collected for ensuring diversity.	
6. Open Session (open items)		
7. Set agenda for next meeting (June 6, 2016)	• Welcome/Introductions • Review Memory from May 9, 2016 • Awards Indicator • Agenda Review • Open Session (open items) • Set agenda for next meeting	

Meeting ended at: **FUTURE MEETING DATES:**

June 6, 2016