

**Mt. San Antonio College**  
**Campus Equity and Diversity Committee (CEDC)**  
**Group Memory of September 18, 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 type="checkbox"/> Ruben Flores, CSEA 651 Rep                                 |
| <input checked="" type="checkbox"/> Maria Davis, Faculty       | <input type="checkbox"/> Abe Ali, VP, HR                    | <input checked="" type="checkbox"/> Brenda Noarbe, Student |                                                                  | <input checked="" type="checkbox"/> Lorina Boon, Continuing Ed Rep                  |
| <input checked="" type="checkbox"/> Manoj Jayagoda, DSP&S      | <input 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 checked="" type="checkbox"/> Clarence Banks, Mgmt. Rep. |                                                             |                                                            |                                                                  |                                                                                     |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>• Meeting began at: 9:10 am</li> </ul>	
<b>2. Review Memory from May 8 and June 5, 2017 meetings</b>	<ul style="list-style-type: none"> <li>• Memory from May 8 and June 5, 2017 was approved.</li> </ul>	
<b>3. Agenda Review</b>	<ul style="list-style-type: none"> <li>• Agenda approved, no changes</li> <li>• Goal suggestions: maybe complete major projects sooner than later because of deadlines at the end of the fiscal year</li> <li>• Emails will be sent to committee members in between meetings regarding important topics</li> </ul>	<ul style="list-style-type: none"> <li>• Reminders for upcoming meetings</li> </ul>
<b>4. EEO Plan</b>	<ul style="list-style-type: none"> <li>• Copies were provided to all committee members</li> <li>• A lot of the EEO Plan has to do with advertising and training</li> <li>• Our Purpose and Function statement indicates we will be reviewing the EEO Plan and be making recommendations every 2 years. We will need to begin reviewing/making changes to the EEO Plan in the beginning of spring</li> <li>• Needs to be renewed every 3 years</li> </ul>	
<b>5. EEO Funding</b>	<ul style="list-style-type: none"> <li>• \$50,000 awarded for EEO/Diversity</li> <li>• Let us know if there are any recommendations for the use of EEO funding</li> <li>• A lot is used for advertising, and the monies may be used to promote diversity.</li> </ul>	
<b>6. Training EEO Screening Committee Training</b>	<ul style="list-style-type: none"> <li>• There are several trainings that are currently going on for staff</li> <li>• NEW: Screening Committee Training: screening committee trainings (10:30am – 12:00pm) need to be renewed every 2 years – HR will be contacting POD for trainings</li> <li>• ONGOING: EEO Representative: This needs to be renewed every year – scheduled one Friday a month, from 9:00am - 10:30am</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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	<ul style="list-style-type: none"> <li>• Voting members for committees have been changed and updated for Classified Recruitments (AP 7121 reflects the updated changes)</li> </ul>	
<b>7. Purpose and Function Statement</b>	<ul style="list-style-type: none"> <li>• Was reviewed and discussed. Some changes were made to the Purpose and Function Statement and the committee membership.</li> <li>• Function #2: updated and added ', Board Policies as it relates to the committee's purpose,'</li> <li>• Membership discussion took place and some adjustments were made to members and terms</li> <li>• A discussion took place regarding an additional co-chair, and that position was added, discussed as a "tri-chair", and to be a representative from the Classified group; not a new member for the committee, but as a current classified member to be voted by the committee for a 3 year term</li> <li>• A discussion took place regarding the determination of members of the committee and the updated membership list will be submitted and presented to PAC for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Purpose and Function Statement will be sent by Joanne Franco to the committee for final review</li> </ul>
<b>8. Goals and Progress Report</b>	<ul style="list-style-type: none"> <li>• By 10/1, P&amp;F and Committee Goals needs to be submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Goals and Progress Report to be sent by Joanne Franco to the committee for final review</li> </ul>
<b>9. Future meeting topics: Hiring Committee Survey Results Trainings (EEO, Screening Committee)</b>	<ul style="list-style-type: none"> <li>• Hiring committee survey and participation: to be discussed at a future meeting</li> <li>• Cultural Climate Survey: this survey was discussed and the current plan is to distribute in the spring; there are concerns regarding the survey, such as who has access and how do participants remain anonymous</li> </ul> <p>The anonymity is a sensitive topic and Sokha has worked with Research and it was determined that if the survey was to remain anonymous, no text boxes or comments may be made an option for the survey</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>10. Open Session(open items)</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>11. Set agenda for next meeting</b>	<ul style="list-style-type: none"> <li>• Welcome/Introductions</li> <li>• Review Memory from September 18, 2017</li> <li>• Agenda Review</li> <li>• Surveys             <ul style="list-style-type: none"> <li>- Hiring Committee</li> <li>- Cultural Climate</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"><li>• Open Session (open items)</li><li>• Set agenda for next meeting</li></ul>	
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Meeting ended at: 10:32am

**FUTURE MEETING DATES:**

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