

Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Minutes of November 13, 2017
9:00 a.m. – 10:30 a.m. Building 4, Room 2320

Committee Members:

- Rosa Asencio, CSEA 262 Rep
- Genene Arvidson-Perkins, Faculty
- Clarence Banks, Management
- Lorina Boon, Continuing Ed Rep

- Melinda Bowen, Faculty
- Maria Davis, Faculty
- Ruben Flores, CSEA 651 Rep
- ~~Joanne Franco~~ (Notes)
(LaToya Bass backup)

- Manoj Jayagoda, DSPS
- Kambiz Khoddam, Faculty
- Brenda Noarbe, Student
- Tony Rivas, Faculty
- Sokha Song, (Mgmt. Co-Chair)

- Lina Soto (Faculty Co-Chair)
- Michelle Stewart, Faculty
- Ryan Wilson, Title IX Coordinator
(VPHR Designee)
- Susan Wright, Faculty

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	Meeting began at: 9:08 am	
2. Agenda Review	Change Memory to Minutes in Item #2 of the Agenda.	Consensus from the committee.
3. Review Minutes (formerly called memory) from October 9, 2017	Requested minor grammatical changes; correction to spelling of Rosa Asencio's name on Item #8, second bullet under Action/Outcome; and change date from October 11, 2017 to November 8, 2017 on Item #10, first and second bullet under Discussion/Comments.	Approved as corrected.
4. Training a. EEO b. Screening Committee	<p>a. Eight employees are currently scheduled for the November 17, 2017 EEO training. Feedback from attendees is positive. Class size has lowered because many staff members have taken the class.</p> <p>EEO training is mandatory, currently working with POD to get more training dates.</p> <p>b. Working on schedule for Screening Committee. Provided training during Classified Professionals Development Day; well received.</p>	Noted
5. Purpose and Function Statement (update) a. Goals and Progress Report (update)	<p>The Purpose and Function Statement now allows for the VPHR to have a designee serve on CEDC in his/her place. The Title IX Manager will attend the CEDC meetings as the VPHR's designee.</p> <p>Awaiting a response from the Classified Senate and the Confidential group in regards to each group providing a representative to serve on the CEDC.</p> <p>One of CEDC's current CSEA representatives will be voted to serve as tri-chair on the CEDC.</p> <p>a. The co-chairs have been meeting "offline" to discuss streamlining CEDC's function and what the committee should focus on.</p>	<p>Sokha will send an email identifying current members. The current CEDC CSEA members who are interested in serving as tri-chair will provide a short statement of interest. All current committee members must vote.</p> <p>New representatives and tri-chair vote will be discussed at the December 4, 2017 CEDC meeting.</p> <p>a. The co-chairs will summarize their discussions and communicate with the committee during scheduled meetings. Email communication may be used for issues that require an immediate response.</p>

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p>6. Recruitment 7. Hiring Committee Survey Results</p>	<p>Rosa Asencio requested a summary of the Hiring Committee Survey be sent to the CEDC members because there is a lot of data to read through.</p> <p>Per Sokha, the comments varied. Overall those who took the survey appreciate the EEO training and clarity of EEO duties on a hiring committee.</p>	<p>Sokha will send the committee an executive summary of the date from the Hiring Committee Survey results in addition to the full copy the committee members received.</p>
<p>8. Cultural Climate Survey</p>	<p>(See Item #8, guest, Barbara McNiece-Stallard will discuss the Cultural Climate Survey)</p>	<p>Amending the survey will be discussed in greater detail at the December 4, 2017 CEDC meeting.</p>
<p>9. Guest: Barbara McNiece-Stallard (Director, Research and Intuitional Effectiveness)</p>	<p>Discussed how surveys work, the role of the Research and Intuitional Effectiveness department and how they can assist with surveys.</p> <p>Regarding the Cultural Climate Survey, recommends removing the sub-headings; keep like questions bundled; consider changing words that require interpretation such as “fairly” and “sufficient”; avoid words that aren’t commonly used such as “partake”; when using a scale (e.g. timeframe of employment) ensure each person taking the survey will fall into one of the options; ensure answer options are balanced (amount of positive and negative responses are equal); and decide what a “neutral” answer means, is it measurable</p> <p>In general, when drafting a survey, be conscious of using the words “and” and “or”.</p> <p>The Research department should assist with Mt. SAC surveys involving policies and procedures.</p> <p>Know the difference between a confidential and anonymous survey participant. Confidential refers to those who are comfortable revealing who they are but know there identifying information will remain within a controlled environment. Anonymous refers to survey participants who do not reveal any identifying information. Anonymous surveys are usually sensitive in a nature.</p> <p>If comments are allow they are usually open ended and need to be monitored. Comments are mostly found on confidential surveys. Try not to allow comments unless they are necessary.</p>	<p>Amendments will be made to the Cultural Climate Survey based on the information provided by Barbara.</p>

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ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
10. Open Session (open items)	<ul style="list-style-type: none"> Although, voluntary demographic questions are a part of the recruitment application, recruitment demographics have not been captured via PeopleAdmin. HR would like feedback from the committee to update the voluntary demographic section of the application. Samples from the EEOC website have been provided. Effective January 1, 2018, salary can no longer be requested on job applications, a salary schedule must be available (including private sector), and criminal history information can only be requested after a job offer is made. If disqualifying based on criminal history, justification regarding how the criminal history affects the job duties (i.e. an embezzlement conviction may affect the decision to hire someone in a fiscal position). 	<ul style="list-style-type: none"> HR is working with PeopleAdmin to fix the EEO reporting tool. <p>The committee has decided to take components from both of the EEOC samples provided. In addition they non-binary will be added to the answer bank for gender. The question of over or under 40 years of age will be added.</p> <p>HR will put together a draft copy of the voluntary demographic questionnaire and email it to the committee for review prior to submitting to PeopleAdmin for the application to be changed.</p> <ul style="list-style-type: none"> HR is working with PeopleAdmin to remove salary and criminal history questions from all applications.
11. Future Meeting Topics	Not discussed	
12. Information to President's Advisory Council (PAC) – Ongoing	Not discussed	
13. Set agenda for next meeting	Not discussed	

Meeting ended at: 10:40AM

FUTURE MEETING DATES:

Date	Time	Location
December 4, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
March 12, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
April 9, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
May 14, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
June 4, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320