

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

Committee Members:

- | | | | | |
|--|---|---|--|---|
| <input checked="" type="checkbox"/> Genene Arvidson-Perkins, Faculty | <input type="checkbox"/> Jim Jenkins, Management | <input checked="" type="checkbox"/> Tony Rivas, Faculty | <input checked="" type="checkbox"/> Chisa Uyeki (Faculty Co-Chair) | <input type="checkbox"/> CSEA 651 Rep (Vacant) |
| <input checked="" type="checkbox"/> Maria Davis, Faculty | <input checked="" type="checkbox"/> Kambiz Khoddam, Faculty | <input type="checkbox"/> Joanne Franco (Notes) | <input checked="" type="checkbox"/> Susan Wright, Faculty | <input type="checkbox"/> Continuing Ed Rep (Vacant) |
| <input checked="" type="checkbox"/> Manoj Jayagoda, DSPS | <input type="checkbox"/> Abe Ali, VP, Human Resources | <input type="checkbox"/> Vacant, Student | <input type="checkbox"/> CSEA 262 Rep (Vacant) | <input type="checkbox"/> Sokha Song, (Director, EEO Programs, Co-Chair) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<p>1. Welcome/Introductions</p>	<ul style="list-style-type: none"> • Meeting began at: 9:03 am. Tony mentioned this will probably be serving in the end of his term and Genene will be going on sabbatical for Fall 2017 semester; requested • Nerissa Uiagalelei will be taking notes as substitute for Joanne Franco. 	<ul style="list-style-type: none"> • Chisa asked Genene to reach out to the Jeff Archibald at Academic Senate to inform him that another representative will need to be appointed for next year.
<p>2. Review Memory from October 10, November 14, 2016 and December 5, 2016</p>	<ul style="list-style-type: none"> • Meeting notes review; all approved. 	<ul style="list-style-type: none"> • Meeting notes to be sent out to group.
<p>3. Expanded PAC Meeting Report Back – Summary of HR PIE</p>	<ul style="list-style-type: none"> • Changes PIE process were discussed, including that PIE will continue to be done annually – but will not be as in depth. <ul style="list-style-type: none"> • Every 5 years PIE will be more in depth <ul style="list-style-type: none"> ○ Annual PIE will be year-to-year update (not a complete revision). ○ Allows for longer term dialogue on priorities and planning ○ Continue to close the loop; using data in planning • Continuing to improve TracDat so that data being used for planning is easily accessible. • Chisa attended PAC, Abe gave an update on the HR PIE, which included: The role of HR Recruiters on hiring committees has changed significantly. <ul style="list-style-type: none"> • Committee chair and committee will take on planning and coordination of schedule • Development of interview questions <ul style="list-style-type: none"> ○ Tony Rivas had questions from a recent experience with the new recruitment process regarding the committee roles and clarification of questions and process. He recommended developing a sheet for committee to have for reference on all parts of the process. 	<ul style="list-style-type: none"> • As members of the EEO Advisory committee for the campus all CEDC members are required to attend the EEO training if they haven't already.

	<ul style="list-style-type: none"> ○ Sokha responded that the HR Recruiters work with Committee Chair and provides this information. • EEO Training is required for EEO reps for all selection committees to be hired. • EEO Training offered every month first week of the month; please sign up through POD. • Recruitment Procedure update workshop is also offered once a month – Chisa recommended specific groups (those serving on committees) should be encouraged to attend. • HR is working to reduce time from vacancy approvals to actual onboarding of new hire. <ul style="list-style-type: none"> ○ Need more participation for EEO Reps. 	
<p>4. Overview of Multiple Methods</p>	<ul style="list-style-type: none"> • Sokha provided handouts for an updated packet EEO Fund Multiple Method Allocation • Required to meet at least 6 of the 9 methods • Must be reviewed and approved by the committee before going to others • Content for form was pulled from the EEO Plan • Require in here a sheet on how the EEO funding was spent, but we did not get funding last year. • \$60,000 is the new amount available for next year. This amount is based on the Faculty Obligation Number (FON) each college is charged \$75,000 for each FON not filled. • EEO funding – what’s it to be used for? (Rosa Asencion) <ul style="list-style-type: none"> • Help the District meet any of these methods. e.g. how can we target low represented groups – consider targeted advertising. Could covery trainings, conferences related to EEO. • Advertising with current EEO Plan lists 20 places to adversity. District is currently using 1; what are the options and assessment of advertising and ensuring effectiveness. Current budget comes out of HR. • Discipline specific sites, The Chronicle, HigherEd, etc., National Associate of College Employers (Career Transfer Services has this membership) recommended by Rosa Asencion. HR will review 	<ul style="list-style-type: none"> • Update Committee Member list to include Rosa A. from CSEA 262 and add group representation <ul style="list-style-type: none"> ○ add comma to “Method 2” after ancestry • What’s the demographic of student population and current employee demographic population? • Sokha to bring to next meeting (demographic report). • EEO Plan should be actively distributed. • Sokha to provide a list of groups based on protected classes to be considered for distribution for EEO Plan. • Reference list for those hiring students and/or temporary employees; Sokha and Chisa to consider and review for future training • Speak to PERKINS grant coordinators first • Rosa will like to volunteer to assist in distributing the information/training as we have over 100 Mt. SAC employers • Reference EEO Plan and DFEH Fact Sheet to be distributed to non-HR facilitated hiring. • Sokha to encourage more employees serving on committees for EEO Training. • Possibly add to Monthly EEO Training • Group has agreed to allow Chisa and Sokha to approve and review on behalf of committee for the

and consider for future advertising.

- Every cent has to be accounted for and reported.
- All monies spent should be able to benefit all who attend.
- CEDC committee must approved budget.
- Group Reviewed the Methods...
- Method 3 – going forward HR will be tracking data accordingly. Currently data is not available.
 - Theoretically reporting next spring. Chancellor's office is okay with Method 3 want to ensure there is a mechanism in place.
- Method 4 - Focused Outreach and Publications
 - Requirement for District to advertise in CCC Registry
 - Have the professional groups been set a copy of the EEO Plan (community, organizations that may be impacted)?
 - The groups referenced above are advertising groups
 - EEO Plan applies to those hired and not hired. Groups should be aware the plan exists.
 - Are student employees included with the EEO Plan?
- Many hiring of students in areas all over campus.
- DSPS, Perkins, Federal Work Study student hiring as examples of numerous faculty and other staff that are hiring students, but may not be trained or aware of the EEO plan and the EEO format of hiring processes.
- Training for those hiring students
 - Student hiring processes need to be free of discrimination and bias. Sokha will look into the role of HR in this and bring a recommendation to the committee.
- Refresher trainings throughout the year for updates and experiences and further questions and/or clarification.
- Consider offering training during breaks or

Methods. Chisa and Sokha will meet in between CEDC meetings to move process more quickly. Methods have to be sent to PAC and ready for submission to Chancellor's office. Rosa has requested her group (CSEA 262) receive pending documents for her group prior to approval to PAC.

- Must be submitted by June 1, 2017, and requires CEDC and Board approval.
- Need to have it through PAC by April to get onto May board agenda.

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	Intersessions as faculty may be more available. (Maria Davis)	
5. Update on EEO Funding and Peer Review of EEO Plan	<ul style="list-style-type: none"> • Good feedback from CCCO peer-review on our EEO Plan • Request for including longitudinal data- we have a plan, but now have to compile the data and need time to be able to look at it longitudinally. • We have many advertising options but needs to look at them to see which are actually effective. Sokha would like to do an analysis and bring it to CEDC. 	<ul style="list-style-type: none"> • Need to update EEO Plan to ensure outside analysis
6. Climate Survey	<ul style="list-style-type: none"> • Move to next meeting 	
7. Open Session(open items)		
8. Set agenda for next meeting	<ul style="list-style-type: none"> • Welcome/Introductions • Review Memory from April 10, 2017 • Agenda Review • Campus Diversity and Inclusion Climate Survey and Survey for Hiring Committees • Report on distribution of EEO plan on campus and to outside organizations • Demographics data- student pop vs. emp pop comparison • Open Session (open items) • Set agenda for next meeting 	

FUTURE MEETING DATES:

Date	Time	Location
April 10, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
May 8, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320
June 5, 2017	9:00 a.m. – 10:30 a.m.	Building 4, Room 2320