



**CERRITOS COLLEGE  
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COMMITTEE**

**TUESDAY, FEBRUARY 12, 2019**

**MINUTES**

**MEMBERS PRESENT:**

Dr. Valyncia C. Raphael, Administration (NV)  
Nick Matthews, Faculty Senate  
Timothy Juntilla, Faculty Senate  
Lance Kayser, CCFF  
Richard Garcia, CSEA  
Amna Jara (AJ), CSEA  
Norma Rodriguez, ACCME  
Dr. Nick Real, ACCME  
Devyn Heite, ASCC  
Amber, Dofner, Student Activities

**MEMBERS ABSENT:**

Dr. Adriana Flores-Church, Administration (NV)  
Lori Thomas, Confidential

*(NV): Non-Voting*

**GUESTS:**

Damon Cagnolatti  
Lydia Alvarez  
Hugh Nguyen

**LOCATION:**

BE-118

**TIME:**

10:00 AM – 11:00 AM

## **1. WELCOME AND INTRODUCTIONS**

Dr. Raphael welcomed the committee. Committee members and guests in attendance introduced themselves.

## **2. APPROVAL OF MINUTES**

A. DEEOAC Minutes of January 15, 2019

MOTION: Approve

Moved by T. Juntilla, seconded by L. Kayser.

Vote: Motion carried

Yes: Unanimous

No: -

Absent: L. Thomas

Abstain: -

## **3. ALAERT (LIBERAL ARTS EQUITY RESPONSE TEAM)**

D. Cagnolatti presented on the ALAERT's framework, goals, mission, and vision. D. Cagnolatti provided the following handouts during his presentation: "Liberal Arts Equity Response Team", "Teaching and Learning Program Module I Course Syllabus", "The Ecology of College Readiness", and "The Ecology of College Readiness Group Project". D. Cagnolatti will send electronic versions of the handouts to Dr. Raphael. Dr. Raphael will forward resources out to the Committee as reference material. L. Alvarez provided a brief history of how ALAERT was started. D. Cagnolatti's request for ALAERT to be added to Canvas Groups was accepted by the Committee (zero objections).

## **4. DIVERSITY STATEMENT REVIEW**

L. Alvarez (guest) offered to stay for the discussion of the short-form version for the Diversity Statement. The Committee agreed to move the agenda item (Diversity Statement Review) up for discussion earlier on the meeting schedule as a courtesy to L. Alvarez's time. Dr. Raphael distributed a handout comprised of two suggested versions of the short-form Diversity Statement to the group. The handout differentiated each of the two versions by "Suggestion 1" and "Suggestion 2". Dr. Raphael provided a progress update about the Short Diversity Statement. Dr. Raphael opened the discussion to the Committee to select and approve the short-form version of the Diversity Statement. L. Kayser discussed his views about both suggestions of the Short Diversity Statement. T. Juntilla motioned to approve "Suggestion 1". A. Jara seconded the motion. The motion for the "Suggestion 1" version of the Short Diversity Statement was approved (eight in favor, zero abstained, zero opposed).

## **5. HIRE ME AND JOB FAIR RECAP**

Dr. Raphael provided an overview and feedback about the Hire Me Workshop that took place on January 19, 2019 and the California CCC Registry Job Fair in Los Angeles on January 26, 2019.

## **6. TOOL KIT UPDATE**

Dr. Raphael distributed a handout that served as a drafted “diversity screening guide” for assessing the diversity related minimum qualifications & interview questions (for hiring committees). Dr. Raphael provided an explanation about the guide and how the guide can be interpreted and used as a resource. Dr. Raphael opened the discussion to the group obtain feedback and recommendations about the guide. T. Juntilla suggested that the guide could possibly be posted directly to the job announcements page near the minimum qualifications in a format accessible to applicants. Dr. Raphael will make edits to the handout and will bring this agenda item back to discussion for the next meeting.

## **7. THE VISION RESOURCE CENTER**

Dr. Raphael provided an on-screen presentation about the Vision Resource Center (VRC). Dr. Raphael demonstrated how to use the VRC with using the example of a newly released module, titled: “Improving Equity in Campus Hiring”. The module is 90 minutes and Dr. Raphael requested for the group to bring back feedback about the VRC for future discussions.

## **8. BUILDING DIVERSITY SUMMIT**

Dr. Raphael provided a brief summary about the takeaways from Building Diversity Summit (held Feb 8.- 9). A team of faculty, staff, managers, administrators, and trustees attended. Dr. Raphael stated that more information about the Building Diversity Summit will be shared soon. N. Rodriguez asked if the information about the Building Diversity Summit will be shared to the Diversity site. Dr. Raphael confirmed that the information can be available on the site.

## **9. DIVERSITY FAIR**

Dr. Raphael provided an overview about the Diversity Fair, scheduled to take place during the upcoming Festival of Asian cultures. After her explanation, Dr. Raphael opened the discussion up to the group to inquire whether the Committee is interested in holding a Diversity Fair, as last year it was not well staffed. N. Rodriguez expressed interested in having a DEEOAC presence at the fair. N. Rodriguez also expressed a concern about the ability to gather volunteers, asked what materials would be at the table, and the overall objective of the DEEOAC table at the Diversity Fair. Dr. Raphael will contact Toni Grijalva to obtain further define the objective talking points. Dr. Raphael will note the Diversity Fair as an agenda item for the next meeting.

## **10. SUBCOMMITTEE REPORTS**

Diversity Funds Allocation (A. Jara, L. Thomas, N. Rodriguez)

N. Rodriguez reported on the DEEOAC funding allocations. N. Rodriguez provided a handout comprised of budgetary information for 2018-2019. N. Rodriguez discussed a pending funding request and recommended it not be funded based on not meeting the application deadlines. The event is titled “Martin Luther King and the Fight for Economic Justice” and took place on Thursday, January 24, 2019. N. Rodriguez facilitated discussion to determine whether to approve or deny the event. T. Juntilla

recommended against approval for the event. L. Kayser inquired about the campus' awareness of fundraising application process. N. Rodriguez replied that awareness needs to be raised about the availability of funding and the DEEOAC fundraising processes and deadlines. Dr. Raphael agreed that there is limited information sharing and that deadlines have not been strictly enforced. N. Matthews provided an example of the Rwanda debate event that did not meet the sufficient lead time as specified in the deadlines, however, it did provide about 2 weeks advance notification before the event, rather than 2 days notice, as was the case for this request. N. Rodriguez reminded the group to consider HR's workflow as it relates processing funding requests. Dr. Raphael initiated the call to vote to approve or deny the "Martin Luther King and the Fight for Economic Justice" event. The vote to deny the funding request for the "Martin Luther King and the Fight for Economic Justice" event was unanimous (seven in favor to deny the funding request, zero abstained, zero opposed). N. Rodriguez informed the Committee that she will update the requestor. N. Rodriguez also informed the committee that she is transitioning away from the Chair of the Diversity Funds Allocation Subcommittee but remain on the committee. A. Jara will be the new chair the Subcommittee.

#### Communications (A. Jara, L. Kayser, L. Thomas)

L. Kayser recommended that listing of club advisors names be removed from the Diversity Directory, as they change frequently. As an alternative, L. Kayser and A. Jara suggested that the main contact for all clubs should be listed as the Student Activities Coordinator. L. Kayser asked for an update on the Diversity Directory. Dr. Raphael confirmed that it is still in the edit phase and she is responsible for making the edits.

#### Diversity Programming (Dr. Raphael, M. Acuna, L. Thomas, A. Dofner)

Dr. Raphael provided an update about the 2019 Celebrating Diversity Building Bridges Awards Ceremony taking place on April 2, 2019. Nominations close on February 28, 2019.

#### Campus Diversity Climate (Dr. Raphael, N. Rodriguez, D. Heite)

Dr. Raphael reported that the subcommittee meetings have been set. Dr. Raphael commented on the progress of the Diversity Statement.

#### Climate Assessment & Outreach (Dr. Real, R. Garcia, N. Matthews, Dr. Raphael)

Dr. Raphael stated the subcommittee has not met, as the survey results have not yet been released to the subcommittee.

#### Policy and Planning (R. Garcia, N. Matthews, T. Juntilla)

Concerns such as accessibility should be brought to the committee in the future.

## **11. AROUND THE TABLE**

A. Jara informed the Committee that the Los Angeles Regional Food Bank food truck scheduled for service later that day, Tuesday, February 12, 2019 has been canceled. A. Jara also reported that APIDAA had a successful week of event (week of February 4, 2019). L. Kayser provided an announcement about the Safe Zone Training that will take place on Friday, March 8, 2019. R. Garcia reported that UndocuALLY training recently occurred and went well. Dr. Raphael provided updates about Multiple

Methods reporting documents and shared governance reporting documents. Dr. Raphael also shared information about an accessibility training for web authors focus group that will convene on March 8, 2019. Dr. Raphael noted that an Universal Access training in partnership with CTX will occur on April 5, 2019 in conjunction with the focus group.