

**Committee Members:**

Mt. San Antonio College Campus Equity and Diversity Committee

(CEDC) Minutes from May 1, 2023

**9:00 a.m. – 10:30 a.m.**

**Location: Zoom**

|  |  |  |
| --- | --- | --- |
| Tika Davé-Harris, AVPHR (Tri-Chair) | Peter Gonzales, CSEA 651 Rep | Michelle Sampat, Management |
| Eugene Mahmoud, Academic Senate (Tri-Chair) | Manoj Jayagoda, ACCESS Rep | Dr. Mica Stewart, Academic Senate |
| Johnny Armendariz, CSEA 651 Rep | Eric Kaljumagi, Faculty Association | Cara Tan, Academic Senate |
| LaToya Bass, Confidential Rep | Kambiz Khoddam, Academic Senate | Emily Woolery, Faculty Association |
| Robin Cash, CSEA 262 Rep | Candace Leuthold, Academic Senate | Vacant, Associated Students |
| Sheila Espy, Academic Senate | Tami Pearson, Continuing Ed Rep | Iris Maccanico, Committee Recorder |
| Marisa Fierro, Management Rep | Gizelle Ponzillo, CSEA 262 Rep |  |
| Yvette Garcia, Classified Senate | Lisa Rodriguez, Acting Director of POD (VPHR Designee) |  |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DISCUSSION/COMMENTS\*** | **ACTION/OUTCOME\*** |
| **1. Committee Member Check-in** | a. L. Bass made a proposal to move item #4 on the agenda to item #2 because she was scheduled for another meeting. | a. Motion was approved by the committee. |
| **2. Agenda Review** | a. Agenda reviewed | a. Tika made a motion to adopt the agenda; R. Cash 2nd the motion; the agenda was approved. |
| **3. Review Minutes from April 3,****2023** | a. E. Kaljumagi- indicated seeing no needed changes to the minutes. S. Espy stated that documents should be added to the meeting invite or in a separate email. | a. J. Armendariz made a motion to approve; E. Mahmoud 2nd the motion. The minutes were approved. |
| **4. EEO Plan Revisions & Timelines** | 1. L. Bass stated that XVI & XVII were stricken through because this language was already in the plan.
2. P. Gonzalez stated that lobbying is occurring in 651; maybe there should be a mentor program to assist 651 to move up in position within their areas & outside of their areas. J. Armendariz stated it would be good to have the opportunity for in-house employees to advance. He believes that Mt SAC has some “diamonds in the rough’ and Dr. Scroggins always promoted in-house transfers and promotions. J. Armendariz added that there are lots of people in his unit (651) that have many talents. People can get into interim roles and move permanently into the same role. T. Davé-Harris stated that the EEO Plan adds a post-hiring component that addresses promotion and retention. M. Stewart asked whether there was a problem with the mentoring program was to address whether qualified people seemed to be
 | 1. T. Davé-Harris-if you have comments, please sent any documents to LaToya and the Tri-Chairs by Thursday at noon. All edits will be sent to the Chancellor’s Office on Friday, May 5, 2023.
 |

|  |  |  |
| --- | --- | --- |
|  | disqualified by some sort of discrimination. P. Gonzalez asked whether they were able to promote within the college. T. Davé-Harris shared that to address any promotion issues, we would need to know why individuals within the college may not be able to promote. We need more data to show how we are promoting. J. Armendariz shared that there are two parts of the situation--giving opportunities to only in-house staff and creating a mentor program that is different for which in-house staff can benefit & grow. P. Gonzalez shared that people may have the education, but do they have the experience? The mentor program will give people someone to assist them with gaining some experience and give them encouragement to keep moving forward. E. Kaljumagi stated that mentoring grows programs and restricting job opportunities to just in-house is not equal or fair opportunity.J-Armendariz stated that internal positions or temporary positions could be like mentorship. |  |
| **5. Roundtable**Meeting adjourned at 10:34 a.mNext meeting June 5.,2023 | 1. J. Armendariz pointed out that E. Kaljumagi’s screen name stated CCA. E. Kaljumagi shared that he would attempt to revise the name but that his laptop was stolen, and he was using another device for the meeting.
2. J. Armendariz stated that George Gutierrez was on his mobile device, but his screen name was showing as 651 rather than listing his name.
3. G. Ponzillo asked about letters of recommendation within AP7120 & AP 7130 and whether the committee can decide to exclude the letter of recommendation and added that the clarification for letters of recommendation should come from HR.
4. S. Espy stated that letters of recommendation help with verifying the candidate’s experience. Shelia encourages letters of recommendation for more technical information.
5. M. Stewart shared that she would like to have an email sent out for any homework assignments for the committee.
6. S. Espy and E. Kaljumagi stated that they put on a calendar reminder and send themselves scheduled emails, which may be helpful for reminders of committee work that is due.
7. J. Armendariz thanked S. Espy and E. Kaljumagi for the information.
 | T. Davé-Harris shared that HR will assist in communicating information regarding the use of recommendation letters. T. Davé-Harris shared that HR has heard different scenarios regarding letters of recommendation, such as candidates being dinged due to the letter writer’s grammar errors. Committees should not ding the candidates for letters containing typos or grammar issues. The purpose of using the letter would be to obtain information to assist in qualifying the candidate. HR looks at ways to screen everyone in rather than out using the criteria. If a committee member wanted to exclude letters, they would be asked why they would exclude the letters if candidates have information contained in them that would help qualify them. We encourage the committee to look at all documentation submitted by the applicant. Letters of recommendation are not required to be submitted by candidates. We want the committees to be consistent in how application information is utilized when submitted by applicants. Letters can’t take the place of completed applications as applications have to be completed. HR has created a video for screening and selection committees. |