



**Mt. San Antonio College**  
**Campus Equity and Diversity Committee**  
**(CEDC) Minutes from April 5, 2024**  
**1:00 p.m. – 2:30 p.m.**  
**Location: Zoom**

**Committee Members**

X	Tika Davé-Harris, AVPHR (Tri-Chair)		Eric Kaljumagi, Faculty Association Rep	X	Dr. Mica Stewart, Academic Senate Rep
	VACANT, Academic Senate (Tri-Chair)		Candace Leuthold, Academic Senate	X	Emily Woolery, Faculty Association Rep
X	Robin Cash, CSEA 262 Rep (Tri-Chair)		Robert Montoya, CSEA 651 Rep	X	Esther Santiago, Committee Recorder
X	Stacy Bacigalupi, Academic Senate	X	Tami Pearson, Continuing Ed Rep		Vacant, Academic Senate Rep
X	LaToya Bass, Confidential Rep	X	Gizelle Ponzillo, CSEA 262 Rep		Vacant, Academic Senate Rep
X	Kimberly Butler, CSEA 651 Rep		Lisa Rodriguez, Acting Director of POD (VPHR Designee)		Vacant, Associated Students Rep
	Yvette Garcia, Classified Senate Rep		Michelle Sampat, Management Rep		
	Manoj Jayagoda, ACCESS Rep	X	Lina Soto, Management Rep		

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Committee Member Check-in</b>		
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>Agenda reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Motion to adopt the agenda by T. Davé-Harris, 2<sup>nd</sup> by R. Cash. Agenda approved by acclamation. One abstention: G. Ponzillo.</li> </ul>
<b>3. Review Minutes from March 4, 2024 Meeting</b>	<ul style="list-style-type: none"> <li>M. Stewart clarified R. Cash’s question regarding data retrieved for Middle Eastern/North African (MENA) applicants.</li> <li>E. Santiago requested clarification on E. Woolery’s question regarding hiring processes which was clarified with L. Bass’s response underneath it.</li> <li>Abbreviation of names corrected throughout.</li> <li>L. Bass requested for “homework” to be distributed to the committee going forward.</li> </ul>	<ul style="list-style-type: none"> <li>Motion to approve the minutes by L. Bass, 2<sup>nd</sup> by T. Davé-Harris.</li> <li>Two abstentions: G. Ponzillo and L. Soto.</li> <li>Minutes approved by acclamation.</li> <li>E. Santiago to email committee members with pending tasks after every meeting.</li> </ul>
<b>4. CEDC Committee Composition</b>	<ul style="list-style-type: none"> <li>E. Santiago provided an update on the current committee vacancies.               <ul style="list-style-type: none"> <li>G. Ponzillo mentioned she has a student (SI) who is interested in participating with CEDC.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>E. Santiago to reach out to G. Ponzillo and Associated Students President, Dani Silva.</li> </ul>
<b>5. EEO Plan Tasks – Methods to Address Underrepresentation</b>	<ul style="list-style-type: none"> <li>Tri-Chairs met to assign tasks as found in the EEO Plan. Tasks delegated included those who were absent.</li> </ul>	<ul style="list-style-type: none"> <li>Members are to email information/tasks completed to Tri-Chairs T. Davé-Harris and R. Cash and E. Santiago by April 26, 2024.</li> </ul>

	<ul style="list-style-type: none"><li>• G. Ponzillo asked what the committee is to do when it agrees there are job descriptions that should be updated.<ul style="list-style-type: none"><li>○ T. Davé-Harris explained that job descriptions are reviewed and sometimes updated when there are circumstances like if under representation is identified or failed recruitments. Hiring Managers are to meet with Recruitment Manager Stacy Manfredi/Human Resources regarding vacancies.</li></ul></li><li>• T. Davé-Harris read through and explained the list of tasks as assigned initially on the agenda.</li><li>• L. Bass clarified that these items, in addition to the 2023-24 items HR will complete, will need to be reported on.<ul style="list-style-type: none"><li>○ S. Bacigalupi volunteered to work with L. Rodriguez on the survey; L. Bass volunteered to work with Y. Garcia on revising the interview questions.<ul style="list-style-type: none"><li>▪ T. Pearson suggested working with Patty Quinones (Research dept.) for the survey.</li></ul></li></ul></li><li>• T. Davé-Harris clarified that additional tasks will be assigned later for those that were not assigned any this round.</li><li>• L. Bass mentioned she has other EEO Plan tasks and asked if another member will work on item #4. E. Woolery volunteered. The final responsibility list following adjustments was:<ul style="list-style-type: none"><li>○ L. Rodriguez and S. Bacigalupi – Item #1 Survey for those who withdraw or decline job offers</li><li>○ K. Butler, M. Jayagoda, M. Sampat – Item #2 Advertisers geared towards UR audiences</li><li>○ E. Kaljumagi and G. Ponzillo – Item #3 Criteria to address a narrow or nondiverse pool</li><li>○ Y. Garcia and E. Woolery – Item #4 Equity-minded interview questions</li><li>○ Tri-Chairs T. Davé-Harris and R. Cash – Item #5 Annual Certification Report</li></ul></li></ul>	
--	--	--

<b>6. Roundtable</b>	<ul style="list-style-type: none"><li>• M. Stewart mentioned that the last DEISA+ Council meeting did not meet a quorum, so the meeting was canceled. G. Ponzillo stated that the meeting has been rescheduled to April 25, 2024, from 1:30 p.m.-3:00 p.m. to discuss the Campus Climate Survey.</li><li>• The committee discussed the current process for moving candidates forward to final interviews. The committee was advised that revisions are in process for faculty recruitments. A detailed justification is needed if less than the specified number of candidates are recommended by the committee.<ul style="list-style-type: none"><li>○ L. Bass explained that conversations regarding the rubric would happen well before it is established after M. Stewart asked how soon the rubric would be applied.</li><li>○ T. Davé-Harris confirmed that references are checked before final interviews and that the decision should be made among the committee at that time and any change made by the hiring manager must be due to extenuating circumstances.</li><li>○ L. Bass shared the current processes in the AP should be followed when sending final candidates forward; a written justification should be included when fewer than the minimum number of candidates are sent forward.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• E. Santiago to email assigned tasks and the due date as well as the EEO Plan link to committee.</li></ul>
<b>7. Adjournment</b>	<ul style="list-style-type: none"><li>• The meeting ended at 2:24 p.m.</li></ul>	<ul style="list-style-type: none"><li>• Motion to adjourn the meeting by R. Cash, 2<sup>nd</sup> by M. Stewart.</li></ul>