

**Committee Members:**

Mt. San Antonio College Campus Equity and Diversity Committee

(CEDC) Minutes from April 3, 2023

**9:00 a.m. – 10:30 a.m.**

**Location: Zoom**

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| 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) |  |

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| **ITEM** | **DISCUSSION/COMMENTS\*** | **ACTION/OUTCOME\*** |
| **1. Committee Member Check-in** | 1. Check-in began at 9:04 a.m.
2. Robin Cash was introduced as the CSEA 262 representative; she will take the member seat previously held by Marlene Espina.
 | 1. Each committee member checked in and welcomed CSEA 262 Representative Robin Cash.
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| **2. Agenda Review** | a. Agenda reviewed | a. Accepted without change |
| **3. Review Minutes from December 5, 2022** | 1. Simplified item #1 by removing specific member check-in details.
2. Revised item #5 to reflect that Dr. M. Stewart “asked a question” vs. “expressed concern” regarding adding the additional “A” to DEISA.
3. Revised Item #7 to reflect that J. Armendariz was provided with the specific quorum number (12) decided upon during the 10/3/23 meeting, vs. stating that “the definition was shared again”
 | 1. Motion to approve the minutes as amended by C. Tan, 2nd by Dr. M. Steward. Minutes approved by acclamation.
2. R. Cash, E. Kaljumagi, and E. Woolery abstained as they were absent from to the 12/5/22 meeting.
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| **4. Committee Ground Rules** | 1. As a result of a conversation that ensued during the 12/5/22 meeting, the tri- chairs (note: Classified tri-chair seat is vacant) proposed developing a list of CEDC meeting ground rules.
	1. E. Mahmoud shared a link to a [shared Community Norms document.](https://docs.google.com/document/d/1qfuCwz4zHOqgxg0Yye8Hijkwye_5CP0xPNFrgiehkec/edit) The committee reviewed the document.
	2. The committee was reminded that ground rule recommendations and assistance related to complying with ground rules were presented at the 12/5/22 meeting.
2. The committee discussed the method to review and provide feedback on the community norms/ground rules.
 | 1. The committee will review the Community Norms document and make comments on the document or present comments at the 4/3/23 meeting.
2. The Community Norms document will be attached to the CEDC Zoom meeting invitation.
3. The final version of the ground rules must be approved by acclamation.
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| **5. EEO Plan Updates** | 1. Reviewed the New Equal Employment Opportunity Program Regulations & Model EEO Plan memo dated 1/6/23.
2. Discussed the specific changes to the EEO Plan requirements (see yellow highlight on the attached memo).
	1. E. Kaljumagi advised that in his CCA role, he attends the Board of Governors meetings; he provided insight on a few of the new EEO regulations. Regarding utilizing data from reliable public and private sources, external data will assist in determining which monitored groups are underrepresented ([5 CA ADC § 53004](https://govt.westlaw.com/calregs/Document/I545368004E1711EDA19AD993669B28BD?originationContext=document&transitionType=StatuteNavigator&needToInjectTerms=False&viewType=FullText&ppcid=85684277227b450dbd2279240b91b01f&t_querytext=CR%28%22REGISTER%202022%22%20%2B3%2040%29&contextData=%28sc.Default%29&bhcp=1)). The data should contribute to analyzing the efforts to bridge gaps outlined in our EEO plan and determine if revisions are needed.
	2. The Chancellor’s office (CCCCO) wants the EEO plan to be a living document that is regularly referenced and adjusted as needed to meet the established goals. For this reason, the CCCCO will now view the draft EEO Plan prior to final adoption. The EEO goals should be broken down by year with implementation timelines and progress must be reviewed during a regular Board of Trustees meeting.
3. Committee would like to inquire with the CCCCO about a checklist to know what exactly they are looking for when they review the draft EEO plans
 | 1. T. Davé-Harris will communicate with the Chancellor’s office to ensure a clear understanding of the new EEO regulations and requirements and clarify the timeline to submit the draft EEO plan.
2. Due to time constraints the committee may be asked to communicate via email in between scheduled meetings.
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| 1. **Update to PAC**
	* **2022-23 CEDC Goals and Progress Report**
 | a. Briefly reviewed the 2022-23 committee goals. T. Davé-Harris reminded the committee that the completed outcomes/accomplishments for each goal are due by June 9, 2023. | a. The 2022-23 committee goals will be sent to the committee for discussion at the 4/3/23 or 5/1/23 meeting. |
| **7. Roundtable** | 1. (Discussion took place during item #3) There was further discussion regarding what constitutes a quorum for this committee. At the 9/15/22 meeting, the committee agreed that quorum is 50% plus one of the total membership. At the 10/3/22 meeting, a quorum was defined as 12 because 50% would be 11.5 making a quorum 12.5 and you can’t have half of a person. It is now believed that the recorder was considered in the committee total. The recorder is a non-voting member, so the total membership count is 21, which would mean the quorum is 11.
2. E. Mahmoud asked the committee to consider doing a qualitative study regarding equity work (serving and engaging underrepresented groups) and how it is reflected in institutional planning which includes budget.
 | 1. What constitutes a quorum for CEDC will be agendized for official discussion.
2. Nomination forms for the classified tri- chair position will be sent out no later than Friday, 3/10/23.
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|  | E. Woolery advised that the Institutional Effectiveness Committee and Budget Committee meetings are bodies that may have input related to equity work.c. Being that all the 2022-23 classified representative seats are filled, an email will be sent to the Classified CEDC members soliciting nominations for the Classified tri-chair seat. If more than one nomination is received, the nominees will submit a paragraph expressing interest. The entire committee will review the interest statement and anonymously vote to fill the tri-chair seat. |  |

Meeting ended at: 10:34 am