



**Mt. San Antonio College**  
**Equal Employment Opportunity (EEO) Plan Committee**  
**Minutes from March 2, 2026**  
**9:30 a.m. – 11:00 a.m.**  
**Location: POD Loft (06-263)**

**Committee Members**

X	Tika Davé-Harris, AVPHR (Tri-Chair)	X	Melissa Aguirre, Classified Senate Rep		Mia Vo, Associated Students Rep
X	Robin Cash, Classified 262 Rep (Tri-Chair)	X	Tony Rivas, Faculty Association Rep	X	Suleyma Rosales, Committee Recorder
X	Stacy Bacigalupi, Academic Senate (Tri-Chair)	X	Lisa Rodriguez, Acting Director of POD (VPHR Designee)	X	Stacy Manfredi (Guest)
	Kimberly Butler, Classified 651 Rep		Vacant, Management Rep	X	Alexis Carter (Guest)
	Joanne Franco, Confidential Rep				

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Opening Items</b> 1.01 Call to Order  1.02 Confirmation of Agenda: Approval of Agenda of the Regular Meeting of 03/02/2026, with any Additions, Corrections, or Deletions	<ul style="list-style-type: none"> <li>• Meeting began at 9:34 AM</li> <li>• Agenda reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to adopt the agenda by T. Davé-Harris, and 2<sup>nd</sup> by R. Cash.</li> <li>• No oppositions; no abstentions</li> <li>• Unanimous motion approved</li> </ul>
<b>2. Public Communication</b> 2.01 Public Communication	<ul style="list-style-type: none"> <li>• No public communication</li> </ul>	<ul style="list-style-type: none"> <li>• No requests for public comments were received.</li> </ul>
<b>3. Approval of Minutes</b> 3.01 Approval of Minutes of the Regular Meeting of 11/03/2026	<ul style="list-style-type: none"> <li>• Minutes reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes from November 3, 2025, were reviewed.</li> <li>• A correction was noted in Section 3.01 referencing the prior meeting date.</li> <li>• The correct date should reflect September 8, 2025, instead of June 2, 2025.</li> <li>• Motion to adopt the agenda by T. Davé-Harris, and 2<sup>nd</sup> by T. Rivas with noted corrections.</li> <li>• No opposition; one abstention</li> <li>• Motion approved</li> </ul>
<b>4. Reports</b> 4.01 Data Collection Update	<ul style="list-style-type: none"> <li>• The Committee reviewed ongoing data collection efforts in preparation for upcoming EEO reporting requirements.</li> </ul>	

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<p>4.02 Upcoming and In-Progress Appendix A Tasks</p>	<ul style="list-style-type: none"><li>• The annual EEO report is anticipated for submission in September 2026, with the exact date pending Chancellor's Office guidance. The three year EEO Plan ends in December 2026.</li><li>• Data collection and review efforts continue to support both reporting timelines.</li><li>• The Committee will analyze data for adverse impact and underrepresentation, including use of the 80% rule to assess representation compared to the largest demographic group.</li><li>• Updates were shared on improvements to disability self-identification data collection through a voluntary HR portal process. Data is collected confidentially and used only in aggregate form for reporting.</li><li>• Monthly disability reports are generated, with data reflecting the prior month (current reporting period: July through February).</li><li>• Strategies to increase participation in self-identification were discussed, including campus communications, school term-based reminders, and potential outreach through unions, committees, and HR system prompts.</li><li>• Benchmarking findings indicated that peer institutions collect disability data through voluntary, confidential processes during application and onboarding stages, with use limited to aggregate EEO reporting.</li><li>• The Committee reviewed screening practices focused on equitable applicant evaluation, including analysis of screening outcomes, applicant flow data, and refresher training for HR staff and screening committees. Emphasis was placed on ensuring desired qualifications remain clear, job-related, and objectively measurable, with HR reviewing. Opportunities to track historical changes and provide training resources were also discussed.</li><li>• The Committee reviewed efforts to ensure job qualifications and classifications remain job-related and not overly restrictive. HR continues to document</li></ul>	
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	<p>revisions and monitor applicant pool diversity following updates.</p> <ul style="list-style-type: none"><li>• Progress on incorporating DEI practices into evaluations was discussed. Faculty evaluation form pilot was completed, with feedback informing revisions to be shared with negotiations teams. Data tracking will follow implementation. For classified employees, a tentative agreement to include DEI components in the evaluation process has been reached and is pending ratification.</li></ul>	
<p><b>5. Information Items</b> 5.01 Welcome New Tri-Chair Member</p>	<ul style="list-style-type: none"><li>• The committee discussed Alexis Carter being the new Tri-Chair designee. Alexis has been supporting the committee through employee and applicant data analysis. The committee expressed appreciation for her contributions and support.</li></ul>	
<p><b>6. Adjournment</b> 6.01 Future Meeting</p>	<ul style="list-style-type: none"><li>• The meeting was adjourned at 10:07 AM.</li></ul>	<ul style="list-style-type: none"><li>• Motion to adjourn the meeting by T. Davé-Harris, and 2<sup>nd</sup> by L. Rodriguez.</li><li>• No opposition; no abstentions</li><li>• Unanimous motion approved</li></ul>