Mt. San Antonio College
Equal Employment Opportunity (EEO) Plan Committee
Minutes from September 15, 2026

10:30 a.m.
Location: POD Loft Smart Lab (06-263)

Committee Members

X	Alexis Carter, AVPHR or Designee (Tri-Chair)		VACANT, Classified Senate Rep	X	VACANT, Associated Students Rep
X	Robin Cash, Classified 262 Rep (Tri-Chair)	X	Tony Rivas, Faculty Association Rep	X	Suleyma Rosales, Committee Recorder
X	Jasmine Mims, Academic Senate Representative (Tri-Chair)		Lisa Rodriguez, Acting Director of POD (VPHR Designee)	X	Stacy Manfredi (Guest)
X	Kimberly Butler, Classified 651 Rep		VACANT, Management Rep		
	Joanne Franco, Confidential Rep				

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Opening Items 1.1 Call to Order 1.2 Confirmation of Agenda: Approval of Agenda of the Regular Meeting of 09/15/2026	• Meeting began at 10:40 AM. • Agenda reviewed. • As agenda was reviewed. It was discussed that corrections are needed for the Academic Senate representative, Associated Students representative, and other committee appointments. The management representative position remains vacant.	• Motion to approve the agenda as written by R. Cash and second by T. Rivas. • No opposition was noted. Motion approved. • Committee will update the committee information form, circulate it for review, submit it to PAC, and request the related website updates after approval.
2. Public Communication 2.1 Public Communication	• No public communication.	• No requests for public comment were noted.
3. Approval of Minutes 3.1 Approval of Minutes of the Regular Meeting of 05/04/2026	• May 4, 2026, minutes and committee membership information were reviewed.	• Motion made to approve April 6, 2026, meeting minutes by T. Rivas and second by R. Cash. • No opposition was noted. Motion approved.
4. Discussion Items 4.1 Review of EEO Recertification Report Submitted	• The committee reviewed the EEO Certification Report approved by the Board in August and submitted to the Chancellor's Office by September 1. • The report summarized the District's work and outcomes from the prior three-year cycle. • The report compares student and employee demographics and reviews applicant movement through the recruitment process. Disability status was included for the first time after	

	HR and IT added voluntary self-identification to the employee portal. • The prior analysis identified Asian and Hispanic underrepresentation among educational administrators and tenure-track faculty. District efforts included targeted advertising, career fairs, travel reimbursement, revised recruitment practices, broader qualifications where appropriate, and additional EEO training. • HR reviews demographic data at key recruitment stages to identify possible adverse impact. This review is intended to identify unintended barriers and is not a quota system. • Representation improved during the cycle, although some categories remained below the 80% threshold. Reduced hiring, cancelled recruitments, and candidate withdrawals affected the results. • Members supported reviewing fall data during the first spring meeting so adjustments can be made before the end of the reporting year. • HR will incorporate a midyear data review into the committee's spring work. • Committee representatives will encourage their constituent groups to complete voluntary demographic information.	
4.2 Review of Current EEO Plan	• The current EEO Plan expires in December 2026. The committee will review current applicant, employee, and student data to determine priorities for the next cycle. • HR uses an annual November 15 data snapshot to provide a consistent year-to-year comparison. • New reporting requirements expand ethnicity categories, including three reporting groups within the Middle Eastern category. HR will work with IT to update the reporting structure. • HR will update the demographic tables and reporting categories for the renewed plan.	
4.3 Renewal of EEO Plan	• The renewed EEO Plan is due to the Chancellor's Office by November 30. HR has begun compiling the 2025–26 data. • Updated data will be presented to the committee at the October 5 meeting to identify concerns, goals, and strategies for the next cycle. • The proposed timeline is to complete internal review by November 2, submit the Board agenda item by November 3, and present the plan to the Board on November 18.	

4.4 Welcome of New Member	• HR will prepare the updated data for committee review on October 5, 2026. • The committee welcomed the new Academic Senate representative and reviewed the committee's purpose and the responsibilities of constituent representatives. • Members also discussed the role of trained EEO representatives on selection committees.	
5. Reports	• No additional reports were presented.	
6. Adjournment 6.1 Future Meeting: 10/05/2026 at 9:30 AM	• The next regular meeting is scheduled for October 5, 2026, at 9:30 AM.	• Motion to adjourn the meeting by T. Rivas and 2nd by R. Cash. • No opposition was noted. Motion approved. • Adjournment time and motion to be confirmed.