



HARTNELL COLLEGE

EQUITY ASSURANCE COUNCIL

April 17, 2026, 9 a.m.

E-112 and Zoom Access

Minutes

MEMBERS	Constituent Group	Present	Absent
1. Gayle Pitman, Co-Lead	Administration	X	
2. Bryce Craft	Administration	X	
3. Jason Garrett	Administration	X	
4. Gabriela Lopez	Administration	X	
5. Layheng Ting	Administration		X
6. David Jones, Co-Lead	Classified (L-39)		X
7. Maria De Leon	Classified (CSEA)		X
8. Jackie Flores,	Classified (Confidential)		X
9. Shastina Sanchez	Classified (CSEA)	X	
10. Julia Silveira	Classified (CSEA)		X
11. Maria Carmen Marquez, Co-Lead	H.C.F.A.	X	
12. Janet Flores	H.C.F.A.	X	
13. Peggy Munoz-Meador, Co-Lead	H.C.F.A.	X	
14. Corina Vasaure	H.C.F.A.	X	
15. Luzelena Atrisco	A.S.H.C.		X
16. Rosario Chavez	A.S.H.C.		X
17. Lizbet Merino Juarez	A.S.H.C.	X	
18. Abrianna Ruano	A.S.H.C.	X	

Guests: VP Sandra Guzman, Edwina Cervantes

1. Call Meeting to Order

Meeting called to order at 9:04am.

2. Consider Approval of Agenda

Professor Munoz-Meador motioned to approve the agenda with Dr. Lopez’s addition regarding the Juneteenth event. Dr. Lopez seconded the motion. The motion carried with no opposition.

3. Consider Approval of November 21, 2025 and February 20, 2026 minutes

Professor Munoz-Meador motioned to approve the November minutes. Ms. Ruano seconded the motion. The motion carried with no opposition.

Professor Marquez motioned to approve the February minutes. Professor Vasaure seconded the motion. The motion carried with no opposition.

4. Student Conduct

VP Guzman and Director of Safety & Security Edwina Cervantes were invited to update us on the status of processes for student conduct. We also requested to hear about training. VP Guzman shared that there was no process to track student behaviors when she started in 2025. All student conduct issues and safety concerns were coming to the VP of Student Affairs office; the Behavioral Intervention Team (BIT) was put on hold in Fall 2025 while she worked on cleaning up the process. BIT has been reinstated in Spring 2026. Members include Kevin O’Haire (lead), Ben Grainger, Mario Flores, Carol Kimbrough, Ernesto Rodriguez, and Gemma Uribe-Cruz. VP Guzman added that all BIT members have behavioral intervention certifications. The Advocate reporting system is now being used for all concerns (student behaviors, safety concerns, academic issues). VP Guzman explained that the first referral isn’t always acted on after review; it’s often used to provide historical issues before she decides to act.

The [draft of AP 5520 Student Discipline](#) was recently revised by VP Guzman and consists of definitions, processes (steps & timelines), and procedures – safety issues are referred to Ms. Cervantes, and student/instructor issues are referred to the area dean. There were also elements that were extracted since they are no longer relevant (e.g., tape recording). Dr. Pitman asked if there were any equity issues reported in the year that conduct cases have been submitted. VP Guzman shared that she has noticed folks labeling behaviors in their reports (e.g., “threatening” where the behavior is just “odd” or doesn’t follow “normal” social behaviors) – during her reviews she focuses on the behaviors being described instead of how people are feeling. A good example of training our campus community to recognize different types of behaviors: DSPS Director O’Haire recently hosted a symposium for educators on [how to support neurodivergent students](#). VP Guzman added that BIT referrals should not be used as a substitute for instructor interaction/communication with the student. Professor Munoz-Meador asked for an example of what is considered as “threatening” to faculty, to which VP Guzman advised that security should be contacted if faculty feel threatened by a student. She added that the faculty member has the right to keep the student out of the class for one week after security is asked to remove the student from the class and the faculty submits their referral to BIT. There is a risk rubric used for guidance.

Dr. Pitman made three points:

1. Dr. Pitman will work with Professor Flores to add training for the entire campus community on the Student Success Conference agenda. It could fit with the theme of “Caring Panthers” to provide training to everyone so they can properly identify behaviors and know how to report correctly in Advocate.
2. There is an issue with referring students to the early alert team without having a conversation with them. We need to have professional development for faculty on how to communicate with students regarding such referrals.
3. There are faculty who need to have conversations with students but don’t know how. Professor Vasare stated that it would be helpful to have training on how to approach students.

To report a concern, VP Guzman advised members to go to the Hartnell website and click on “Report a Concern” from the [Standards of Student Conduct](#) webpage. Dr. Garrett shared that

the link to the report can also easily be found at the bottom left corner of the hartnell.edu home page. Dr. Pitman mentioned that it might be helpful for faculty to test out how to navigate the internet wayfinding to make a referral. Professor Vasare shared that it would be helpful to have a link on the Faculty Resources webpage.

ACTION

- VP Guzman will share her draft of AP 5520 for posting.
- Dr. Pitman will discuss her three points with the professional development team.

5. Update from EEO & Diversity Committee

Mr. Craft shared that the committee discussed funding \$136,000 for the following: 1) travel funding for professional learning, 2) updating various rooms to be ADA compliant, and 3) funding affinity groups for employees. Dr. Pitman asked if there has been conversation regarding specific amounts and how folks can access the funding. Mr. Craft mentioned that they haven't confirmed how much would be allocated for each category. They would like to launch this in Fall 2026 and announce at the Student Success Conference. Professor Flores shared that the Professional Development Committee decided to use EEO funds for travel - they have drafted sample application forms, a rubric to determine amounts available (they have limited funds), and implement as a pilot in Fall 2026. Dr. Pitman shared that last spring when she was building the budget for this academic year, she allocated \$150,000 for the whole college for professional development travel. She anticipates being able to allocate roughly the same amount for academic year 2026-2027. In deciding what the allocations look like, Dr. Pitman suggested that the committee determine a realistic amount to fund someone's whole travel, instead of allocating an amount like \$500 to several people. The reason being that some folks can't pay for the rest of their travel with other funds, so they don't end up traveling due to lack of funds.

ACTION

Next month, Mr. Craft will provide an update about the employee resource groups.

6. Update on SSEC

Professor Munoz-Meador shared they are having a presentation today by Director Cervantes and Professor Lindsey Bertomen on how to deescalate a confrontational situation. She added that we're supposed to use the Titan app to report situations.

SSEC also hosted Dr. Vreny Ramirez Camarena's presentation on relaxation, breathing techniques, and the importance of our names. It was relaxing and everyone enjoyed the presentation.

7. Update to Juneteenth event

Dr. Lopez shared that a celebration is held by a group of folks who are passionate about honoring African Americans. There have been two leads – a faculty member at MPC and a therapist who works at CSUMB. Hartnell has been the host site over the last few years. Dr. Lopez shared that Hartnell will now take the lead, and the former leads will participate in an advisory capacity. This year, the Thursday before the holiday (June 18, 2026), the event will

be held to capture the summer school audience. Dr. Lopez asked if anyone was interested in helping to plan and implement the event. If anyone is interested, please contact her. Dr. Pitman gave kudos to Dr. Lopez for her leadership of this event.

8. Closing Comments/Adjournment

Professor Vasare shared information on the speaker for April 23, 2026: [Reyna Grande](#)

The meeting adjourned at 10:20am.

NEXT MEETING(S)

May 15, 2026