



EEO ADVISORY COMMITTEE

Minutes

December 2, 2004

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, December 2, 2004, in room SU-28A. The meeting was called to order by Dr. Miyamoto at 3:00 p.m.

Roll Call

Members Present: Carmen Eckman, Lois Galloway, Francisca Gonzalez, Lawrence Hahn, Diane McAllister, Jack Miyamoto, Fari Towfiq, Mark Walker

Members Absent: Alonzo Coleman, Nancy Horio, Catherine Jain, Anne Stadler, Jose Vargas

I. Minutes

None

II. Old Business

None

III. New Business

A. Charge of the EEO Advisory Committee

Dr. Miyamoto announced that the name of the Committee had been changed from the Faculty and Staff Diversity Committee to the EEO Advisory Committee. Due to revisions in the law, some of the mandates of the group have changed, but the basic tenets remain the same.

Dr. Miyamoto stated that although the diversity among our Classified and Administrative staff is fairly good, diversity among the Faculty is very poor and not representative of our community.

The updated EEO Advisory Committee Governance Structure, including the role of the group and its membership, was then reviewed.

B. Diversity Plan

Dr. Miyamoto informed the Committee that the District has a *Faculty and Staff Diversity Plan* on file. However, since Proposition 209 was passed, a new EEO Plan must be developed.

The Chancellor's Office is finalizing a Model EEO Plan to be distributed to the field by the end of January 2005. The Chancellor's Office will provide training next Spring, after which the Committee will prepare an EEO Plan for the District. The Plan must be adopted by the Board and presented to the Chancellor's Office no later than January 2006.

C. 2004-2005 EEO Budget

Dr. Miyamoto noted that the State sets aside a portion of money for EEO Diversity, which is distributed annually to each District. He presented the Committee with a proposed budget for the EEO Diversity funds available in fiscal year 2005.

One portion will be used for advertising in publications that will help attract more diverse candidates. At the request of the Committee, Dr. Miyamoto agreed to provide a list of all publications in which we currently advertise, so the Committee could recommend additional advertising opportunities.

Another portion of the budget will be used for travel and job fairs, which includes the annual CCC Registry Job Fair, outreach activities, and travel for second level interviews, among other things. A minimum amount has also been budgeted for supplies.

Funds have been set aside for future events to help educate those on campus and in the community about diversity issues. Lois Galloway asked if this money was earmarked for events already planned. Dr. Miyamoto replied that the money had been set aside for any campus events recommended and agreed upon by the Committee.

Funds have already been spent on a laptop computer and trade show booth to be used for job fairs and outreach activities. In addition, Palomar College has renewed its membership in the Southern California HERC (Higher Education Recruitment Consortium), an association of educational institutions that promote awareness of employment opportunities with other participating members.

Dr. Miyamoto pointed out that budget funds may be transferred between categories based on future recommendations by the Committee.

Carmen Eckman asked if we should save some of this year's diversity budget funds to use next year. Dr. Miyamoto replied that the allotment of State restricted funds each year is determined by last year's expenditures. As we spent only a small amount of money last year, we may only receive \$18,000 next year. Therefore, we should use whatever funds are available during this budget year.

The 2004-2005 EEO Diversity Budget was unanimously approved by the Committee.

D. EEO Conference Opportunities

Dr. Miyamoto stated that some individuals, in the past, had approached the Committee about attending diversity conferences or seminars. The Committee will review these types of requests and approve use of budget funds as applicable. Likewise, if a Committee member is aware of a diversity conference in which it would be beneficial for the College to participate, they should share that information.

E. Palomar College EEO Spring Events

Dr. Miyamoto asked the Committee to recommend campus events that might be effective to help educate people about diversity. Lois Galloway mentioned the Dance Theater of Harlem and suggested having them perform at the College. She also mentioned having one or more keynote speakers hold a forum on diversity for faculty, staff, students and the community.

Diane McAllister mentioned that the Museum of Tolerance in Los Angeles offered some good programs on diversity. Therefore, we might want to research their programs and hold something similar on campus.

Fari Towfiq recommended getting musicians or a dance troupe to put on a performance exploring a wide variety of cultures. She also recommended that the Committee substitute the word “acceptance” for “tolerance” as it has a more positive connotation. The Committee agreed with this recommendation.

IV. Other

Dr. Miyamoto mentioned that at the last Human Resource Services Planning Council (HRSPC) meeting, they discussed the best way to attract diverse candidates. In a joint effort between the Faculty Senate and Human Resource Services, new language specifically pertaining to diversity was added to the hiring committee instructions. Dr. Miyamoto said that he would bring a copy of that draft to the next EEO Advisory Committee meeting, and they could discuss how to best advertise and recruit diverse faculty.

V. Adjournment

The meeting was adjourned at 4:15 p.m.