



EEO ADVISORY COMMITTEE

Minutes

February 3, 2004

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, February 3, 2005, in room LL-140. The meeting was called to order by Dr. Miyamoto at 3:00 p.m.

Roll Call

Members Present: Lois Galloway, Francisca Gonzalez, Lawrence Hahn, Shawna Hearn, Nancy Horio, Carrie Jack, Cathy Jain, Diane McAllister, Jack Miyamoto, Fari Towfiq, Mark Walker

Members Absent: Alonzo Coleman, Carmen Eckman, Anne Stadler, Jose Vargas

Guest: Marlene DeLeon

I. Minutes

The minutes from the December 2, 2004, meeting were reviewed and approved.

II. Old Business

None

III. New Business

A. EEO Conference Opportunities

Marlene DeLeon, who is on the Executive Board of the Latina Leadership Network (LLN) and whose participation in the LLN Conference is being funded by the Committee, spoke about her participation with this organization. She said that the primary goals of the LLN are to promote leadership skills, provide mentoring, and offer financial assistance for Latina students within the California Community College system. All funds raised from participation in the annual LLN Conference are used for Latina scholarships and employee grants. The Committee asked Marlene to bring back materials from the LLN Conference that could be networked out to our campus, and she agreed. Marlene DeLeon was then excused from the Committee meeting.

Jack Miyamoto then brought to the Committee an additional request from Connie Rodriguez to attend the LLN Conference. The Committee unanimously approved, however, they suggested that a future policy be developed for approving funding petitions for diversity conferences.

B. Advertising and Recruiting Diverse Candidates

Shawna Hearn, the Employment Services Supervisor, reviewed the list of advertisers currently used by Palomar College to recruit new candidates. She noted that all open positions are currently submitted to those advertisers listed under the *General Advertising Information and Resources* section. Depending on the academic discipline related to the open position, some of the advertisers listed under *Special Advertising Resources* are also utilized. Jack pointed out that *Black Issues in Higher Education* and *Hispanic Outlook* were recently moved to the *General Advertising* list. Lois Galloway suggested looking into advertising with the *Wall Street Journal*.

Shawna also mentioned that schools are assigned different designations by the U.S. Department of Education. For example, Palomar College is considered a Hispanic-Serving Institution (25% or more Hispanics). In the hope of attracting more diverse candidates, Shawna regularly sends job announcements to other schools designated as post-secondary, minority-serving institutions.

Jack asked the Committee to consider and submit suggestions for additional ways to recruit and attract diverse candidates.

Cathy Jain asked who pays for travel costs associated with interviewing for an open position at Palomar. Nancy Horio replied that the candidate is responsible for travel costs associated with the first interview, but the Human Resource Services Department pays for any second-level interview expenses. Several on the Committee expressed concern that this might discourage recent graduates, with limited funds, from applying.

C. Palomar College EEO Spring Events

Kris Haas reported that room P-32, where the weekly movies are screened on campus, has been reserved from 3:00pm-10:00pm on the dates of April 15 and May 2, 2005 for future diversity events. Kris researched the Dance Theater of Harlem and The Museum of Tolerance, in response to the Committee's request from last meeting. The traveling company of the Dance Theater of Harlem is currently on hiatus, but an inquiry has been made about other outreach programs offered. The Museum of Tolerance has a program called *Tools for Tolerance* which develops diversity training workshops for educational, government, and public institutions. Information was also provided on *Diversity Speakers*, a speakers' bureau devoted solely to diversity issues.

Kris mentioned that several diversity-related events have already been scheduled on campus this semester. *Jubilation*, a chamber singers' concert performing music from many cultures, will be performed in April. Another event is *The Laramie Project*, a play by Moises Kaufman, which explores the life of Matthew Shepard. The most interesting event is a series of performances entitled *Intersections*, which will take place at the Palomar Transit Center on May 6, and celebrates San Diego's diverse communities.

After some discussion, the Committee agreed that, due to time constraints, it would be best to hold only one diversity event combining speakers, a musical or dance performance, and catered food. In lieu of a second event, the Committee would help promote and market other diversity-related events previously scheduled on campus.

Lois Galloway asked if Palomar College had its own speakers' bureau, and Jack said that we would research this.

IV. Other

A. Cultural Simulation Game

Fari Towfiq informed the Committee about a class she is teaching on February 12, 2005. It is a cultural simulation game that will earn participants three (3) hours of Professional Development credit. If the participant writes a few pages about the experience, then they can earn an additional two (2) hours. She needs a minimum of 14 participants, with 15-20 being optimal.

V. Adjournment

The meeting was adjourned at 4:00 p.m.