



EEO ADVISORY COMMITTEE

Minutes

March 31, 2005

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, March 31, 2005, in room AA-109. The meeting was called to order by Dr. Miyamoto at 3:10 p.m.

Roll Call

Members Present: Alonzo Coleman, Francisca Gonzalez, Shawna Hearn, Nancy Horio, Diane McAllister, Jack Miyamoto, Fari Towfiq

Members Absent: Carmen Eckman, Lois Galloway, Lawrence Hahn, Carrie Jack, Cathy Jain, Anne Stadler, Jose Vargas, Mark Walker

I. Minutes

The minutes from the February 3, 2005 meeting were reviewed and approved.

II. Old Business

A. Planning for EEO Spring Event

The Committee chose the title "Unity in Diversity: Understanding and Appreciating Diversity" for this year's Spring event scheduled for Monday, May 2, 2005 in room P-32. The Committee agreed on the following items:

1. Program Timeline

Entertainment	4:00 p.m. – 5:00 p.m.
Keynote Speaker	5:00 p.m. – 5:30 p.m.
Food	5:30 p.m. – 6:00 p.m.
Panel Discussion	6:00 p.m. – 7:00 p.m.

2. Keynote Speaker

Jihmye Collins

- Lifetime community activist honored for this service in 2003
- Founding member of African American Writers & Artists, Inc., a 25-year-old community organization
- Complete resumé to follow
- Committee agreed to pay \$500 stipend for his services

3. Panelist Considerations

The Committee agreed that the panel should consist of no more than five (5) panelists, plus the keynote speaker. The individuals listed below will be invited to participate. The Committee member assigned to contact the person and confirm participation is listed after each speaker's name.

<u>Speaker</u>	<u>Committee Member</u>
Sylvia Mendoza	Nancy Horio
Lillian Adams	Lois Galloway
Lynda Locklear	Jack Miyamoto
Ruban Murcia	Jack Miyamoto
Michael Mufson	Nancy Horio
Reggie Owens (first alternate)	
Jerry Rafiki (second alternate)	

Jack Miyamoto will contact Lee Hoffman regarding the audio visual setup for the program.

4. Moderator

Fari Towfiq kindly agreed to moderate the program and the panel discussion.

5. Food

Based on our budget, Gary Griffith in Food Services will provide the menu listed below for a total cost (with tax) of \$1,724.00. The cost was based on an expected attendance of 150 people. If interest seems greater as the event approaches, we will increase the food order.

Mediterranean Antipasto Board (includes prosciutto, salami, smoked mozzarella, provolone, grilled vegetables, mushroom salad, and hummus with rustic bread and herbed olive oil)

Chicken Flautas (25 dozen)

Sweet and Sour Meatballs (35 dozen)

Pot Stickers (25 dozen)

Samosa with Mango Chutney dipping sauce (25 dozen)

Coffee Service (regular, decaf, hot water with assorted teas)

Punch

The total cost includes tablecloths, chafing dishes, napkins and plasticware.

6. Entertainment

Nancy Horio will contact Performing Arts for dancers/entertainment. Diane McAllister will contact Calvin Gavin to see if his program can provide some entertainment.

7. Video Taping

Jack will contact Bill Wisneski, Production Coordinator with ETV, regarding the video taping of the event.

8. Advertising

Cathy Jain, Shawna Hearn, Diane McAllister and Francisca Gonzalez will coordinate the advertising for the program.

The Committee suggested that the following organizations/people also be contacted regarding the program:

Telescope
Mea Daum in the Communications/Marketing Office
North County Times

III. New Business

None

IV. Other

The next meeting has been rescheduled for April 14, 2005 in room AA-109.

V. Adjournment

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