



EEO ADVISORY COMMITTEE

Minutes

April 14, 2005

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, April 14, 2005, in room AA-109. The meeting was called to order by Shawna Hearn at 3:10 p.m.

Roll Call

Members Present: Alonzo Coleman, Lois Galloway, Francisca Gonzalez, Kris Haas, Shawna Hearn, Cathy Jain, Diane McAllister, Anne Stadler, Fari Towfiq, Mark Walker

Members Absent: Carmen Eckman, Lawrence Hahn, Nancy Horio, Carrie Jack, Jack Miyamoto, Jose Vargas

I. Minutes

The minutes from the March 31, 2005 meeting were reviewed and approved with some minor changes.

II. Old Business

A. Planning for EEO Spring Event

1. Finalize Event Budget

The Committee discussed the estimated costs for the upcoming event. The keynote speaker will be paid \$500, and the Committee agreed to offer panelists Lillian Adams and Sylvia Mendoza \$200 each. As the Palomar College faculty member panelists agreed to participate without compensation, the Committee recommended that they be given a gift certificate or something else to show our appreciation and recognition for their time and effort.

Shawna Hearn said that the advertising and graphics should cost less than \$500. The catered food is estimated at \$1,750 for 150 guests, and there will be a small charge from Facilities for the set-up of the room. We still do not have final costs on video taping and entertainment.

2. Finalize Program Timeline

The Committee approved the timeline from the March 31st meeting. Their only stipulation was that, if the panelists were amenable, they could continue past the 7:00 p.m. end time if the attendees had more questions.

Kris Haas asked the Committee about the preferred time for the food set-up. The Committee decided that if the food could be set between 4:30 p.m.-5:00 p.m., during the last half of the entertainment, that would avoid interruptions during the keynote address.

3. Review Room Set-Up

Kris Haas notified the Committee that a work order had been submitted to Facilities for set-up of the event. There will be three 6' tables with six chairs at the front of the room for the panelists. There will be four 6' tables along the back wall of the room where the catered food will be served. Kris told the Committee that Dr. Miyamoto had already requested the microphones for the keynote speaker and panelists.

4. Confirm Panelists and Entertainment

Lois Galloway announced that Lillian Adams had agreed to be a panelist. Shawna Hearn said that Nancy Horio was still waiting to hear from Sylvia Mendoza, but that Dr. Miyamoto had confirmed the participation of both Linda Locklear and Ruben Murcia.

Shawna announced that Nancy Horio is still working on confirming the dancers.

5. Review Advertising

The Advertising Committee members provided an update regarding their progress. Shawna Hearn announced that ETV had agreed to post an ad, and an event page will be accessible through the Palomar College HR website. The information has also been sent to Melinda Finn in Marketing to draft a press release for distribution to the North County Times and other local community papers and to make sure the event is posted on the marquis.

Shawna then distributed to the Committee an event flyer that had been created by one of Diane McAllister's students. Shawna asked the Committee members how many of the flyers each would like for distribution. Diane stated that she would like to have some available at each performance of *The Laramie Project* (at the Brubeck Theater), and she also wanted to distribute them at local area high schools. Francisca Gonzalez asked that the event web page address be added to the flyer.

Cathy Jain said that Chris Norcross had been contacted about advertising the event on the website. Cathy also spoke to Wendy Nelson regarding an event announcement in the *Telescope*.

6. Decorations

Alonzo Coleman suggested that we have a banner with the title of the event and some flags or pictures to decorate the room. Diane said that she had some framed diversity posters in the Assessment Office that may be used. Francisca volunteered to handle the event decorations.

7. Other

Fari Towfiq requested that Campus Police be notified about the event in order to coordinate parking and security issues. Diane said that the Assessment Office would close early on the day of the event, and her staff would help greet attendees and direct them to the room. As the event moderator, Fari stated that she would like to find a few quotes on diversity to read and asked the Committee if they would like to review her choices first. The Committee gave Fari their approval to pick whatever quotes she deemed appropriate for the event.

III. New Business

None

IV. Other

None

V. Adjournment

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