



EEO ADVISORY COMMITTEE

Minutes

May 4, 2006

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, May 4, 2006, in room LL-111. The meeting was called to order by John Tortarolo at 3:00 p.m.

Roll Call

Members Present: Alonzo Coleman, Lisa Faas, Francisca Gonzalez, Shawna Hearn, Nancy Horio, Martin Japtok, Diane McAllister, John Tortarolo, Fari Towfiq

Members Absent: Melissa Bohl, Lois Galloway, Lawrence Hahn, Anne Stadler

I. Minutes

The minutes from the April 6, 2006 meeting were reviewed and approved (with revisions in accordance with actual Unity in Diversity event).

II. Old Business

A. Unity in Diversity 2006 Event

John Tortarolo thanked the Committee for their work on this event. Since Dr. Homayoun Mahmoudi replaced Sylvester Scott as keynote speaker, and Ray Daniels took the place of Dr. Mahmoudi on the speaker panel, both will be paid the appropriate honorariums. Sylvester Scott did not show up for the event because he thought the date was May 8, 2006 (it should be noted that all of the speakers were sent a cover letter and honorarium agreement, stating the date of the event, during the week of April 21, 2006).

The Committee thought attendance may have been low due to lack of advanced publicity and, possibly, the immigrant rights boycott. Receipts for decorations should be forwarded to Kris Haas in Human Resource Services for expense reimbursement.

III. New Business

A. Unity in Diversity 2007 Event

The following suggestions were made for next year's event:

Event Logistics

- Contact the Brubeck Theater to check for availability, and if not available, consider holding event in P-32 or renting tent to hold event outdoors (it was mentioned that renting a tent may be too expensive)

Event Logistics (continued)

- Reconsider allotment of time and program items (perhaps 1-1/2 hours for panel discussion, less entertainment, some one-on-one time for participants to speak to panelists, etc.)
- Hold the event earlier in the year

Marketing/Advertising

- Start advertising earlier next year and contact the newspapers directly (rather than through the Communications Office)
- Put on North County Times event calendar that is published twice weekly
- Make announcement about event in classes
- Mail invitations to community groups or ask to have event posted on their websites
- Get flyers prepared and printed earlier and send out to campus and community groups for distribution
- Prepare marketing materials in theme/colors related to the season

Entertainment

- Consider having less entertainment
- Invite Baha'i Youth Workshop to next year's event
- Consider distributing information about the dancer's costumes and type of dances performed

Speakers/Panelists

- Consider author and activist, Dr. Cornel West, as keynote speaker (information was distributed to Committee; some Committee members felt that Dr. West's fees might be too high)
- Have Committee think about potential panelists prior to our first meeting in October 2006
- Once speaker/panelists/entertainers are invited, confirm the event date/time with each of them, in writing, one week prior to the event (and also contact them on the day before the event)

Catering

- Have water, ice tea, hot tea and coffee for beverages (no punch)
- Put display signs next to each type of food to indicate the name of the dish and the culture represented

B. Model EEO Diversity Plan Update

Nancy Horio attended a meeting at the San Diego Community College District regarding the EEO plan. The tentative date given for the model EEO plan to be released is the end of May, with our final EEO plan due in October 2007.

Nancy explained how the changes in the plan will affect us. We will have to collect applicant demographics data differently and report it to the Chancellor's Office in the same manner as Institutional Research and Planning. We currently report by employee group type, and the categories may be expanded (for example, faculty positions may include a report by discipline).

After the new EEO plan is developed and submitted, an updated plan will be required every two years. Although some drafts of the model EEO plan have been circulated, we do not want to proceed with plan development until the official model EEO plan has been released by the Chancellor's Office.

C. Committee Membership and Participation

Lisa Faas is currently the Administrative Association representative to the Committee, but she will become a full-time faculty member in Fall 2006. Since we have a vacant faculty position on the Committee, if Lisa wishes, she may put in a request to the Faculty Senate to participate next year. The Administrative Association will be contacted to find a replacement representative for FY07.

IV. Adjournment

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