



## EEO ADVISORY COMMITTEE Minutes

April 2, 2009

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, April 2, 2009 in room LL-112. The meeting was called to order at 3:07 p.m.

### Roll Call

Members Present: Debbie Allen, Miriam Allen-Hart, Francisca Gonzalez, Shawna Hearn, Martin Japtok, Blaine Morrow, Armando Telles, John Tortarolo, Fari Towfiq, Diane McAllister, Lois Galloway and Clyde Campbell (Guest)

Members Absent: Anthony Guerra, Anne Stadler, Carlos Von Son, and Jasmin Ahuero

Recorder: Trish Yzerman

#### I. Approval of Minutes from February 5, 2009

It was moved and seconded that the minutes from the February 5, 2009 meeting be approved as amended.

#### II. 2008 – 2009 Projects

- *Diversity Event:*

**Date, Time and Place:** Shawna confirmed that the Student Union was reserved for Thursday, April 30, 2009 from 9:00 a.m.–10:30 p.m. with the event beginning at 5:00 pm in the Student Union. MC for the event is Martin Japtok.

**Title of Event:** After some discussion the title of the event has been changed to: “Gender Equity and More.”

**Keynote and Panel members:** Tracy Jarvis, the San Diego Fire Chief, has been confirmed as the keynote speaker. In addition, the following panelists have been confirmed: Berta Cuaron, Bill Jahnel, Fergal O’Doherty, and Claudia Duran. Additional panelist is Sherry Titus from Student Affairs.

**Food:** John reported that the cost of food is higher than that for the 2008 event, due at least in part to rising costs of catering and food. Anyone who would like to donate an ethnic tablecloth or piece of cloth for the decorations, please attach a tag with your name. Debbie Allen offered to be in charge of these donations.

**Entertainment:** Shawna reported Joseph Waldron’s dance group cannot dance on concrete. Armando Telles stated Jasmin Ahuero contacted “Tifaolemoana” the Samoan Club on campus and they are happy to perform for this event.

**Student Clubs Presents:** Francisca Gonzalez reported that Jasmin Ahuero has requested 20 tables and 40 chairs for this part of the event. She also reported that Financial Aid, TRIO AND EOP&S had requested tables so far.

**Advertisement:** Armando stated there would be advertisement for the event in the *North County Times*, *Union Tribune* and a local Mexican/Hispanic paper. He is also in touch with KKSM and the *Telescope*. Shawna Hearn suggested Laura Gropen from the Marketing Department could work with advertising, media releases to the local papers, press releases, and the school's marquis located at the entrance of the San Marcos campus. Shawna said she would call Laura Gropen.

Francisca Gonzalez had sent a campus wide e-mail for the event. Diane McAllister will send the information to the high schools. She will also contact Melinda Finn and ask her if she will take pictures.

**Brochure:** Lisa Hornsby has sent the event brochure to Print Services. The proof will be sent to Debbie Allen.

**Posters:** Posters will have the date, time, place and name of the event. Debbie will review the poster with Margery Adcock.

**Diversity website:** Shawna is planning to update the website and publicize the event. She is waiting on bio's from the panel members. Shawna would like bio's to be tailored to this event.

**Financial support:** Blaine Morrow from CCCSAT offered funding for the event. John Tortarolo will discuss with Blaine.

**Interpreters:** Blaine stated we had run out of time to coordinate headsets. There will be ASL interpreters available from DRC.

**Sound System:** Lisa will work the Performing Arts Department to arrange for an appropriate sound system that includes a CD player.

**Music:** Martin Japtok said he would mix some music and arrive between 5:00 and 5:15 p.m. John Tortarolo asked Martin to prepare relevant quotations for the evening.

**Special Celebration:** John Valdez, who has worked here for 36 years and was instrumental in establishing the Multicultural Department, will be receiving a plaque for this endeavor. Both Luz Garzon and Anthony Guerra have worked with John for many years. It was suggested Anthony Guerra or a student present John with the plaque. John Tortarolo suggested anyone who has a story or a comment about John Valdez sent an e-mail to Lisa Hornsby to be used for this celebration.

**Committee Members:** Committee members were asked to arrive at 3:00 p.m. to help with event preparations. Those who are teaching are being asked to arrive by 5:00 p.m.

**Decorations:** Francisca Gonzalez stated the flower arrangements are being picked up by 2:30 p.m. on that day.

**Parking in Lots # 1 and # 2:** Diane McAllister talked to Campus Police about the parking in both lots and it should not be a problem.

- *EEO Plan:*

John Tortarolo discussed the status of the District's EEO Plan. The Chancellors Office has determined that applicant availability data is flawed and not useable for the District's EEP Plan. The data is incomplete, overlapping for several other districts and therefore becomes an issue in accuracy.

The Chancellor's Office is planning to rewrite Title 5. John Tortarolo has been asked to be on this committee with Karen Robinson. This will be a multi- year project.

John also talked addressed some of the Accreditation Team findings related to diversity. The employment recruitment information over the past 2.5 years appears to have been misinterpreted. John also addressed the status of the code of ethics for each constituency group.

III. Adjournment: The meeting was adjourned at 4:10 p.m.