



## EEO ADVISORY COMMITTEE Minutes

February 4, 2010

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, February 4, 2010 in room LL-112. The meeting was called to order at 3:05 p.m.

### Roll Call

Members Present: John Aragon\*, Lois Galloway, Francisca Gonzalez, Shawna Hearn, Lisa Hornsby, Charles Ingham, Diane McAllister, Blaine Morrow, Karen Robinson, Mary San Agustin, Armando Telles, Russell Thomas, Fari Towfiq

\*Note: John Aragon has replaced Arianne Maristela and Jared Powell as the ASG representative

Members Absent: Joan Allen-Hart, Anthony Guerra, Lisa Romain, Mary San Agustin, Armando Telles, John Tortarolo, Carlos Von Son

Recorder: Shawna Hearn

#### I. Approval of Minutes from December 3, 2009

It was moved and seconded that the minutes from the December 3, 2009 meeting be approved as amended.

#### II. Unity in Diversity Event

- *Keynote Speaker, Panelists, and Moderator:* Fari Towfiq notified the committee that Firuz and Wilma Kazemzadeh would be unable to participate in the event due to prior scheduling commitments. Fari suggested another potential keynote speaker, Sam Dlshad, and gave a brief outline of his background. The committee agreed with Fari's recommendation, and Fari said that she would contact Mr. Dlshad to invite him to participate in the event.

Most of the panelists have been confirmed as follows:

- Majur Masou
- Jane Mills
- Wilma Owens
- Gary Sosa

A student panelist is still needed, and ASG will identify someone to fill this role. Fari requested that committee members who have invited panelists request brief biographies of the panelists and send them to her. The committee unanimously nominated Fari to serve as the moderator of the event again this year.

- *Signage and Publicity:* The committee discussed creating posters for the event as in previous years, and Diane McAllister requested copies of them when available to take to

the local high schools. A request will be submitted to advertise the event on the electronic marquees at the main entrance to the campus and outside of the Student Union. Melinda Finn will be contacted with a request to post the event in the Two Minutes of News for Students publication. John Aragon mentioned that ASG now has a Facebook page and a Twitter account, and offered for ASG to advertise the event through both of those resources. ASG can also post signs on the yellow sandwich boards outside of the Student Union.

- *Professional Development:* Lisa Hornsby offered to contact Professional Development regarding offering the event as an opportunity to earn PD hours.
- *Letter to Faculty and Staff:* The committee reviewed the letter to faculty and staff that Joan Allen-Hart had drafted and sent to the committee for review. Some changes were suggested, and it was mentioned that in addition to sending the letter to faculty and staff, Berta Cuaron distribute the letter at a Chairs/Directors meeting to encourage faculty to attend. Lisa will speak to Berta about this possibility.
- *Parking:* Diane will contact Campus Police to request that no parking citations be issued the day of the event.
- *Food:* Lisa will talk to Mary San Agustin about providing funding for food as in past years. Blaine Morrow indicated that CCC Confer would be able to underwrite some of the costs as well.
- *Entertainment:* Several ideas were offered regarding entertainment, and the committee agreed to contact Patti Dixon about the possibility of including a Native American dance performance. Francisca Gonzalez indicated that she would ask a local band, the Traveling Gypsies, to perform while refreshments are served. The Foundation will be contacted to obtain names and contact information for the musicians that played at the recent Foundation awards banquet, and they will be invited to perform from 5:00 – 5:15. Once the entertainment is confirmed, equipment needs will be assessed and requested.
- *Facilities:* The Facilities department will be contacted regarding providing tables and chairs outside the Student Union for the clubs and other groups participating in the daytime event; the groups will be responsible for providing their own canopies if needed.
- *Other:* Blaine suggested that attendees be given audience response clickers during the event to interact with the keynote speaker. The committee agreed, and the keynote speaker, once confirmed, will be asked if s/he would like to include this as part of her/his speech.

### III. Other – EEO Plan and Title 5 Updates

Karen Robinson reported that she is continuing her work on drafting the District's EEO Plan. The proposed Title 5 updates will soon be presented in regional meetings to all Chief Human Resources Officers within the California Community College System for their feedback before the changes are forwarded to the Board of Governors for review.

### IV. Adjournment

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