



EEO ADVISORY COMMITTEE *Minutes*

May 6, 2010

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, May 6, 2010 in room LL-112. The meeting was called to order at 3:05 p.m.

Roll Call

Members Present: Joan Allen-Hart, John Aragon, Shawna Hearn, Lisa Hornsby, Charles Ingham, Diane McAllister, Blaine Morrow, Mary San Agustin, Russell Thomas, John Tortarolo, Fari Towfiq

Members Absent: Lois Galloway, Francisca Gonzalez, Anthony Guerra, Karen Robinson, Lisa Romain, Mary San Agustin, Armando Telles

Recorder: Shawna Hearn

I. Approval of Minutes from April 1, 2010

It was moved and seconded that the minutes from the April 1, 2010 meeting be approved as amended. (MSC: Ingham/Hearn)

II. Unity in Diversity Event Debriefing

John Tortarolo thanked the committee members for their work on the event. The committee discussed the various aspects of the event that went well and suggestions for the 2011 event as follows:

- *Panel Discussion:* The committee agreed that this year's panel discussion was very good. Fari Towfiq suggested that a list of "starter" questions related to the event's theme could be created to ask the audience at future events. Such was done for the 2008 event when "Technology and Diversity" was the theme and would hopefully help to engage the audience more thoroughly.
- *Keynote Speaker:* A recent email sent to the CHRO listserv requested information about potential speakers for diversity events; recommended speakers will be reviewed by the committee in the fall semester as possibilities for the 2011 event.
- *Date/Time:* The committee identified Thursday, March 31, 2010 as an appropriate date for next year's event. A request to book the Student Union that evening will be submitted. It was suggested that the event start at 5:00 instead of 5:30, as many guests left this year's event early when the weather became cold. The panel discussion would start at 6:15.

- *Signage/Communications:* Joan Allen-Hart suggested that some committee members could serve as greeters for the panelists and the public. The committee considered placing “welcome” signs on the doors on both sides of the Student Union to help eliminate confusion for attendees. A larger number of programs could be printed and handed out to attendees, as there were not enough this year.
- *Music:* The committee recommended that quieter background music be considered for the refreshments portion of the event to facilitate conversation for the attendees.
- *Food:* Guests enjoyed the food. The chocolate fountain was popular and will be requested for next year’s event.
- *Event Theme:* The theme for the 2011 event will be identified at the first meeting of the fall 2010 semester.
- *Other:* Committee members agreed that more students should be involved in the 2011 event. John Tortarolo sent Mark Sisson, this year’s keynote speaker, an email about having a dialogue with other local colleges about the possibility of hosting future diversity events in the community.

III. Committee Members

The two at-large appointments on the committee are still vacant, and a vetting process needs to be developed for nominees. The committee suggested requesting nominations through ads in local publications, PACRA, local schools, and local Chambers of Commerce. A subcommittee of EEO Advisory Committee members could convene to review nominations and select the new members. Shawna Hearn will draft an outline of a process and a nominations form to present to the committee in the fall.

Abbie Cory, Associate Professor of English, has been appointed by the Faculty Senate to the committee and will join it in the fall.

IV. PC3H Statement

John Tortarolo reported that a student associated with the LGBTQ Alliance had recently endured harassment from staff and students on campus. John spoke with Monika Brannick about encouraging the student to report the harassment, but Monika indicated that the student was reluctant to come forward.

The committee discussed the possibility of creating a statement of acceptable conduct and an awareness program to educate about and prevent future instances of harassment. A suggestion was made to offer a one unit course on diversity and appropriate behavior of courtesy and civility in a college setting, or a workshop that could be offered as part of student orientation in a video format. A subcommittee, consisting of John Aragon, Charles Ingham, and Blaine Morrow, was formed to work on the video. Blaine was also tasked with conducting a survey of other schools to identify what they use to present these concepts to students, and was asked to present his findings during the fall semester.

V. Adjournment

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