



Equal Employment Opportunity Advisory Committee *MINUTES*

February 16, 2012

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, February 16, 2012 in room MD-155C. John Tortarolo called the meeting to order at 3:00 pm upon establishment of a quorum.

Roll Call

Members Present: Miriam (Joan) Allen-Hart, Lisa Bertotti, Abbie Cory, Shawna Hearn, Diane McAllister, Blaine Morrow, Derrick Smith, Russell Thomas, Fari Towfiq

Members Absent: Francisca Gonzalez, Lisa Hornsby, Charles Ingham, Karen Robinson, Mary SanAgustin

Guests: Lyndsay Koch

Recorder: Jennie Vastola

I. 2011-2012 Projects

Diversity Event

- Flyers/Posters - Charles Ingham reported via email that Jay Schulz has agreed to design the flyers for the event. The committee agreed the flyers should be done this year in black and white to reduce costs. Abbie Cory said she would ask Jay Schulz to speak with Lynda Locklear to coordinate the flyers for the Diversity and Women's History Events.
- Resource List – Joan Allen-Hart reported she has started working with the librarians on a resource list and hopes to have it completed by March 1st.
- PC3H – Abbie Cory said the daytime event is being coordinated and several community groups will be coming.
- Music – Lyndsay Koch said she is trying to get a D.J. for the daytime event. She said there will be two flyers; one for the daytime Diversity Event and another for the Caesar Chavez Day Event. Fari Towfiq said Paul Kurokawa will be the back-up musician if the guitarist is not available.
- Keynote Speaker/Panelists – Fari Towfiq said she had not received a bio from L. Frank and asked Abbie Cory to provide a few paragraphs. Fari said she was proofreading the bios now (for the website and evening event) and will send them to the committee soon.
- Advertising – Shawna Hearn said she was working on the advertising for the website. She was awaiting information from Abbie on the daytime events. She plans to advertise in Two Minutes of News, Student Union marquee, The Telescope, North County Times, and Evening Tribune.
- Parking – Diane McAllister reported parking has been settled with Campus Police.
- Food – John Tortarolo said Lisa Hornsby was coordinating the menu with Aramark and the food would be the same as last year with possibly a few minor changes.

- P.A. System – Russell Thomas reported he had secured the LCD TV, microphones (10), data projector, screen, and laptop computer for the event.
- Facility – Lyndsay Koch said the use of the Student Union building for the Diversity Event was approved by the ASG.
- Backdrop/Stage: Jennie Vastola said she would find out if the President's stage has a ramp, order the backdrop, and prepare a facilities work request to have the tables set up.

II. Adjournment

The meeting was adjourned at 3:35 pm.