



Equal Employment Opportunity Advisory Committee MINUTES

November 1, 2012

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, November 1, 2012 in room A-1. John Tortarolo called the meeting to order at 3:05 pm upon establishment of a quorum.

Roll Call

Members Present: Jennifer Gonzalez, Miriam (Joan) Allen-Hart, Shawna Hearn, Charles Ingham, Byung Kang, Russell Thomas, Craig Thompson, Fari Towfiq

Members Absent: Francisca Gonzalez, Lisa Hornsby, Mary SanAgustin

Guest: Diane McAllister

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the October 4, 2012 meeting were approved (MSC: SH/BK). The minutes will be posted on the Palomar webpage at: <http://www.palomar.edu/committees/eeoc/>

II. 2012-2013 Projects:

• Application for EEO Advisory Committee

The committee reviewed Diane McAllister's application to serve as an at-large community member on the EEO Advisory Committee. It was agreed by consensus to appoint Diane as a community member on the committee. (MSC: Ingham/Hearn)

• Diversity Event

The committee had a discussion regarding two potential theme ideas:

- o Unity & Diversity of Religions and Beliefs
- o Cultivating Awareness of Cultural Traditions

It was agreed by consensus the theme will be: *Cultural Convergence: Acculturation, Reinvention and/or Creation*. Committee members were asked to bring names of possible keynote speakers and panelists to the December meeting. Charles Ingham volunteered to speak with Performing Arts faculty about entertainment.

• Input to SSPC for Online Student Orientation Programs

Sub-committee members provided topic suggestions for student orientations. Diane McAllister clarified there are two orientations. Students view a 20-minute orientation after they take Math and English assessments. She said it would be beneficial to students if a 30-second script on the prevention and consequences of sexual harassment could be incorporated into the orientation. Charles Ingham volunteered to speak with Performing Arts faculty about the script. The deadline for providing this training to SSPC is November 30, 2012. Diane said the second orientation is a two-hour online program and a five to seven minute script could be included. It was suggested that information for the online orientation could be excerpted from current training provided by Keenan & Associates. Another suggestion was to ask Keenan to create training specifically for students. Scripts will need to be reviewed and approved by the EEO Committee.

III. Adjournment

The meeting was adjourned at 4:00 pm.