



Equal Employment Opportunity Advisory Committee *MINUTES*

May 2, 2013

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, May 2, 2013 in the HRS A-1 conference room. John Tortarolo called the meeting to order at 3:05 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Abbie Cory, Lisa Hornsby, Charles Ingham, Byung Kang, Diane McAllister, Russell Thomas, Fari Towfiq

Members Absent: Francisca Gonzalez, Jennifer Gonzalez, Mary SanAgustin

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the April 4, 2013 meeting were approved as amended with two abstentions (MSC: SC/AC). The minutes will be posted on the Palomar webpage at:

<http://www.palomar.edu/committees/eeoc/>

II. 2012-2013 Projects

• Diversity Event

Vice President John Tortarolo reported the Student Union has been tentatively reserved for the event on October 17, 2013. Once all the contact information is available, invitations will be sent to each of the panelists and the keynote speaker.

• Reasonable Accommodation Process

Vice President John Tortarolo encouraged the members of the committee to review the *Accommodation Request Form* which is available on the HRS website. The form requires employees to self-identify that they are disabled and require accommodation.

• HRS Website Revision

Vice President John Tortarolo reported HRS staff members are in the process of revising the HRS website. Their goal is to have the new website available by the beginning of the Fall 2013 semester. John asked everyone to take a look at the new website and provide feedback in the Fall.

• EEO Plan

John reported some changes were made to the language in the EEO Plan at the recent SPC meeting. Charles Ingham and Abbie Cory made some suggestions for additional changes and Russell Thomas asked for clarification on the procedures for filing and processing complaints of unlawful discrimination.

III. Reports

- **PC3H** – Abbie Cory reported on current information:
 - 2nd Annual Year-End Party
 - Harvey Milk Breakfast
 - May 18th Gala
 - Anti-Bullying Policy
 - SafeZone Training
 - San Diego Dignity Foundation Scholarships

Although the Faculty Senate recently appointed a new faculty member to serve on the EEO Committee, Abbie said she wished to continue her participation.

IV. Adjournment

The meeting was adjourned at 4:00 pm.