



Equal Employment Opportunity Advisory Committee *MINUTES*

December 5, 2013

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, December 5, 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, Lisa Hornsby, Byung Kang, Michael Lusby, Diane McAllister, Russell Thomas, Fari Towfiq

Members Absent: Michael Arguello, Mary SanAgustin, Abbie Cory, Jose Vargas

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the September 5, 2013 meeting were approved with one abstention. (MSC: SC/DM)

The minutes from the October 3, 2013 meeting were approved. (MSC: LH/SC)

The minutes will be posted on the Palomar webpage at: <http://www.palomar.edu/committees/eeoc/>.

II. Old Business - None

III. New Business

• Diversity Event

The committee discussed plans for the Spring 2014 Diversity Event.

○ **Vice President Tortarolo:**

- Contact the ASG President / request one or two student panelists
- Contact Molly Faulkner & Michael Mufson / entertainment

○ **Jennie Vastola:**

- Reserve Student Union 4/3/14 (confirmed)
- Event on President's calendar
- Stage ramp
- Stage curtains
- Parking

○ **Shawna Cohen:**

- Contact the PD Office / add event to calendar

○ **Lisa Hornsby:**

- Donations / Blaine Morrow and Mary SanAgustin
- Food (\$5,000 tentative budget)

○ **Fari Towfiq:**

- Contact keynote speaker / panelists

○ **Mike Lusby:**

- Notify Faculty Senate / Notify faculty

- ***Diversity Event (continued)***

- **Other:**

- Sound (I.S. – microphones, spider box, projector)
 - Decorations – flowers
 - Advertising

- **ADA Policies & Procedures**

Vice President Tortarolo distributed copies of a new document that outlines the employee accommodation request procedure. He encouraged committee members to review the document and provide comments.

- **Strategic Planning**

Vice President Tortarolo reported Strategic Plan 2016 had been finalized. Goals and objectives of the Plan were discussed:

- Recruiting a diverse faculty and staff
 - Rebuilding staffing levels
 - Assessing hiring processes (for diverse applicants) for faculty and staff
 - Increasing professional development opportunities for faculty and staff
 - Supporting faculty innovation

IV. Reports - None

V. Other - None

VI. Adjournment

The meeting was adjourned at 4:00 pm.