



Equal Employment Opportunity Advisory Committee *MINUTES*

October 4, 2018

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, October 4, 2018 in the HRS A-1 conference room. Dr. Lisa Norman called the meeting to order at 3:00 pm upon establishment of a quorum.

Roll Call

Members Present: Shawna Cohen, Monique Dumbrique, Kalyna Lesyna, Benhui Zou, Olga Sukhanova, Susan Snow, Robert Threatt, Jose Luis Ramirez, Melissa Molek, Teresa Quainoo, Christine Winterle

Members Absent: Adriana Sanchez

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the meeting of May 3, 2018 were approved with three abstentions. (MSC: SC/KL).

The minutes will be posted on the Palomar College website at:
<http://www2.palomar.edu/pages/eeoc/minutes-and-agendas/>

II. New Business

The committee reviewed the open membership positions. Dr. Norman asked the committee to share ideas on filling the community representative. Shawna mentioned it might be a good idea to have appointees from different areas.

Dr. Norman made a motion to add the position of Interim Director/Director of HRS services. (MSC: SC/RT). The committee composition will be changed to include Interim Director/Director of Human Resources, Christine Winterle.

EEO Plan Update

The EEO Plan will be updated this year. While it is important to continue the efforts to diversify staff, the committee must be mindful that we don't focus too much on a specific group or other groups may be left behind. The District has continued to receive yearly allotments from the Chancellors Office, this year we received \$50k. The money has been spent in different ways to promote EEO. The nine multiple methods outlines some of the ways that you can spend the money. An email was sent out this week with a survey to get some input on other ways the District can grow their recruitment strategies.

Dr. Cullinan will be coming to Palomar again to host six workshops. Dr. Norman encouraged everyone to attend a training, as the online training will soon be phased out. There are also two trainings in November for Compliance Officer/Committee Chairs. We will be tracking workshop participants to see what the District's needs will be in the future.

We are also currently advertising for short-term Compliance Officers. A job description has been posted on the website - all applicants will have to be screened and interviewed. Once hired, they will also go

through the Compliance Officer Training. Retirees from Human Resources are usually the ones who fill this type of position. Committee members were encouraged to share this information with their constituent groups.

EEO funds will also be used to participate in recruitment fairs. We will be returning to the CCC Registry in January. The hope is that we can reserve more space this year. Susan Snow asked if any of the new hires came from any of the recent recruitment fairs. The hope is that we will be able to track this information in the future. The college attended the following recruitment fairs last year: CCC Registry, APAHE, Recruit Military, LULAC and A2MEND. The committee was encouraged to share information on their ideas for future recruitment strategies.

The EEO Plan also includes providing an expenditure report on how the college spent the money. Our report was submitted to the Chancellor's Office in September. Teresa asked if the report was posted online. Dr. Norman shared that while it is not posted online, it is important for this committee to know how the money was spent.

Staffing Plan

HRSPC has been working on the Staffing Plan. A portion of the plan addresses diversity. The data included in the plan is promising, it shows growth in diversity. Although, it's not a big shift (10%), we're seeing diversification in new hires.

EEO Plan: Chapter 13 – Goal review and related action items

- 1. Target Action item activities** (see attached worksheet)
- 2. Identify adhoc groups for activities** (see attached worksheet)
- 3. Identify objectives desired** (see attached worksheet)

III. Adjournment

The meeting was adjourned at 4:00 pm

PALOMAR COLLEGE EQUAL EMPLOYMENT OPPORTUNITY
ADVISORY COMMITTEE
2018-19

EEO Plan Chapter 13 Action-oriented goals

Activities	Objectives	Adhoc Group
Week of Welcome table	Create outreach material on diversity	Christine
High School Counselors Conference	Share information with local school admin	Jose
Attend events on the Reservation		Monique & Teresa
Research other committees and student meetings held on campus	Participate	Shawna
Leadership Conference for young adults	Christine	Christine
Monster Mash & Bash		
Connect with Career Center		Monique
Street fairs and other local events	Robert	Robert
Palomar College Job Fair		Monique
Local Multicultural Events		Olga
Create outreach material		Shawna/Lisa
Cost out canopy		Monique