



Equal Employment Opportunity Advisory Committee *MINUTES*

February 14, 2019

The meeting of the Equal Employment Opportunity (EEO) Advisory Committee was held on Thursday, February 14, 2019 in the HRS A-1 conference room. Shawna Cohen 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, Jose Luis Ramirez, Melissa Molek, Teresa Quainoo, Christine Winterle, Adrianna Sanchez, Fari Towfiq

Members Absent: Celina de la Torre, Susan Snow, Lisa Norman, Linda Locklear, Olga Sukhanova, Peter Owuiowio

Recorder: Maria Zapien Rangel

I. Approval of Minutes

The minutes from the meeting of November 11, 2018 were approved. (MSC: CW/KL)

The minutes will be posted on the Palomar College website at:

<http://www2.palomar.edu/pages/eeoc/minutes-and-agendas/>

II. New Business

Hiring Process Questionnaire

A questionnaire is being developed to gather feedback on the hiring process. Committee chairs will be asked for feedback regarding the logistics of serving as the committee chair. The questionnaire will be shared with the committee for feedback. The hope is to have the questionnaire ready by this semester.

EEO Plan

Shawna went over the design of our current EEO Plan. The committee will reviewed San Diego Community College and Pasadena Community College District's EEO Plans. The committee agreed that the new plan should be something that is "eye catching". Using different fonts, colors, pictures, and adding headers would make the plan look more attractive.

Review EEO Plan - Next Steps: Address Chapters 1-4; identify goals/objectives

The committee reviewed the purpose of each chapter. Chapter 1 – Introduction has included the same language for the past couple of years. Chapters 2-4 are required by Title 5.

Chapter 2 - The model EEO plan states that we must have definitions for items related to complaints, EEO, and diversity. All of the definitions are from Title 5. While we don't need to change the definitions, we'll need to review them in order to make sure the definitions are still up to date.

Chapter 3 - EEO Policy Statement. Board Policy 3420 EEO has been copied and pasted into the plan.

Chapter 4 - The Chancellor's office wants to see specific responsibilities listed in this chapter. This section outlines who is in charge of EEO Policies at the District. This section will also be reviewed to make sure it is up to date.

Shawna briefly reviewed the remaining chapters of the EEO Plan. The EEOAC governance structure will need to be updated. The committee was asked to review Appendix C - Diversity Organizations in San Diego County and provide suggestions. Chapter 11 - Methods for Addressing Underrepresentation will most likely be updated as well. Chapter 12 - including a link to all the resources on the Benefits website for accommodations would be helpful.

The current EEO Plan will be emailed to the committee.

Review pamphlets and brochures

The committee reviewed diversity material from Georgia State University, University of Virginia, and The Ohio State University. Committee members thought it would be a great idea to create similar material. The material could be used to attract new students and employees. Teresa mentioned it would be great to share diversity material when she does outreach on the Reservations. Fari mentioned that the website should also reflect that Palomar welcomes diversity.

Committee Article/Book Selection

The Committee is being tasked to share a book/article that can be shared with the campus community. One Book SD selects a book every year and ties in a speaker to the book. It might be a good idea to tie it in with our diversity workshops. Committee members were asked to email suggestions.

Chapter 13: Goal review and related action items

The group shared their updates to the goals.

Teresa shared that the AIS Department will be participating in the Intertribal Earth Day celebration on Saturday, April 13th at the La Jolla Campground. Teresa also offered to bring outreach materials to the event.

Committee members will also be updating/sharing information for the next meeting.

III. Adjournment

The meeting was adjourned at 4:00 pm