

Skyline College
Equal Opportunity Employment Advisory Committee
October 17, 2005

MEETING MINUTES

Attendees: Vicki Morrow, Lori Adrian, Linda Allen, John Chavez, Donna Elliott, Jackie Escobar. Guests: Rachel Bell, Pablo Gonzalez. Recorder: Linda Ghio

Review and approval of May 16, 2005 minutes

Minutes approved as written. A request was made by Vicki to post the minutes on the Skyline website. The committee will meet beginning at 2:15 p.m. for the remainder of the academic year.

Update on the Campus Change Network:

Rachel Bell and Pablo Gonzalez updated the committee on Skyline's participation in California Tomorrow's Campus Change Network program. Skyline is one of several community colleges participating. The initial team that was formed includes Regina Stanback-Stroud, Patricia Miljanich, Rachel Bell, Pablo Gonzalez, Carla Campillo, and Taylor Angel. Pablo noted that the group was uncertain how to proceed at its first meeting, but Rachel spearheaded the project and has helped the group to gain clarity. The group held a second meeting at Skyline in May 2005 and 25 people attended. The group identified areas of focus and solutions and recruited people to participate in action teams. Four goals were identified, which include:

- Designing a first semester experience
- Outreach
- Improving campus transportation
- All-campus orientation on the day before classes begin

Each action team has made headway on their project, as indicated below:

Fall Orientation: Rachel reported that a proposal was developed by this action team.

Campus Transportation: Vicki Morrow's group focused on improving campus transportation. She consulted with Amory Cariadus, who had researched various options and their potential costs, such as shuttle service and other transit ideas. Amory has six different options and she and Lori Adrian will review these further. Skyline needs to integrate public transportation with an external funding source.

First semester experience: Rachel added that her group has not researched the cost of designing a first semester experience. Vicki suggested that it be a request for funding through the President's Innovation Fund.

Outreach: Pablo has headed up a student services outreach group, which meets every Monday. The group found that most ESL students are adult learners and not high school students. They are researching this finding with an ESL sub-committee. His group is working with Student Ambassador Daniel Tostado to create a program that will address

the needs of middle school students. Next semester the plan is to initiate a student leadership conference for ESL high school students to increase their awareness of what is available and create the links to Skyline.

Lori Adrian added that there are models for the first semester experience. Other colleges have added this program, along with orientation and all students are required to take it. They have looked at outcomes and students are doing better. Lori has a sample model that she can share. She mentioned that Monsters Inc. has speakers for one-day orientation programs. They are generally recent college graduates who will make the presentations. They have held one-day presentations at Foothill College.

Rachel and Pablo added that the Campus Change Network group will be attending a conference in San Diego in two weeks and a final conference will be held in February where the group will strategize on ways to improve access and equity at the college.

Status of proposed change to EEOAC name and charge

Vicki reviewed the proposed change in committee name for the EEOAC and charge.

Proposed Name:

SEED, Stewardship for Equity, Equal Employment and Diversity Advisory Committee.

Proposed Charge:

Assist Skyline College in fulfilling its commitment to celebrate the intellectual, educational, and social benefits of diversity. In doing so, the committee will:

- Provide stewardship for the college's value related to campus climate;
- Oversee the college's equality in employment opportunities and make recommendations to the district EEOAC regarding fair and effective hiring policies;
- Support, provide or promote training in cultural proficiency;
- Provide support and assistance to equity and diversity-related projects and activities, and facilitate engagement in campus issues related to equity and diversity;
- Support and promote educational initiatives that result in intercultural awareness and respect for diversity in students, faculty and staff.

The proposal was submitted to College Council, but there was sufficient turnover in the council's membership that it requested to delay any decision until the October 26 meeting. Vicki expects that the council will take action at that meeting and then the committee will look forward as to how to structure its meetings. We may want to join the Campus Change Network to align the various efforts of the groups. Jackie Escobar reported that Academic Senate approved the new name and charge. Classified Council also approved the proposal, but would like clarification on what the proposed charge would be. Vicki suggested that the group clarify it during this meeting and review the components of the charge and prioritize them.

Stewardship:

- Monitor and assess campus climate, e.g. survey of campus climate to assess students' sense of diversity issues, as well as faculty and staff. This is being addressed for accreditation and maybe this would be added in to that survey.
- Use survey results to address issues that are identified in the survey by making recommendations for action. We may want to work with other groups, including off-campus groups.
- Follow up on recommendations.

Events and Activities:

Vicki asked the committee to determine what would be an appropriate role for the group without having to take on the management of events and activities. The committee could:

- Assemble a list or calendar of what is going on around campus regarding diversity and equity so it can get involved. Lori said we can check the master calendar.
- Create a handbook for events, which would include publicity. This should be streamlined whenever possible. For example, align paperwork for various facilities requests.

Diversity:

- Maintain an overview of all diversity and equity-related events so that coordination and publicity are maximized and to ensure that a comprehensive approach is being taken.
- Ensure that diversity training takes place on campus. (Donna mentioned that classified staff has requested this. She noted that Carol Green at the district office used to conduct diversity training in preparation for hiring committees.)
- Training should be held for hiring committees and for all employees generally.
- Identify exemplary diversity training materials. Maintain an inventory (web-based) and collaborate with the library.
- Showcase exemplary practices and inclusion of differing perspectives within the curriculum.
- Consider establishment of a professional development day for classified staff during the mid-semester "lull." Donna suggests surveying classified staff as to when the optimal time would be.
- Identify ways for SEED to support diversity in hiring within the current law and draw upon the work of the district EEOC.

Update on Master Calendar proposal:

The master calendar was implemented in September and can be viewed on the Skyline website at <http://www.smccd.net/accounts/skypio/index.html>

Donna proposed that a separate athletic events calendar be created because there are so many activities and it would be easier to view. Vicki will talk to Sandy Irber about creating a separate sports calendar. She will also check on the status of the events handbook and report back at the next meeting.

District EEOC report

Donna and Carla Campillo talked to Cody Pelletier and suggested that a district EEOC be re-formed. A meeting has been planned for November and the committee plans to meet on the second Monday of each month. Vicki asked how we can add value to the employment issue. Diversity and outreach activities are within the law. The committee needs to find out what isn't. Vicki requested that a report on the district EEOC activities be made at our next committee meeting.

M.E.E.T. on Common Ground

The committee discussed a diversity training program, which also has a video component. Vicki reported that it is oriented to respect differences among people in the workplace and it teaches empowerment skills to employees. John Chavez and Donna viewed the video, but there was no actual training. Lori recommends that the committee view it. Vicki will check with Harry Joel to see if Cody Pelletier would train us so we can train people ourselves. Donna suggests we form small groups and train once a month. She suggests that Museum of Tolerance alumni serve as trainers.

November Agenda

- Show M.E.E.T. video or Lori's sample model of the first semester experience/orientation program.
- Sports activities calendar
- Special events handbook
- Status of plans discussed at District EEOC meeting

Next meeting: November 21, 2005 at 2:15 p.m.