

**Skyline College**  
**Stewardship for Equity, Equal Employment and Diversity (SEEED)**  
**Advisory Committee**  
November 21, 2005

**MEETING MINUTES**

Attendance: Vicki Morrow, Lori Adrian, Susan Andrien, Amory Cariadus, John Chavez, Donna Elliott, Jacque Escobar. Recorder: Linda Ghio

Absent: Linda Allen

**Review of October minutes**

The October 17 EEOAC minutes were distributed and approved as is.

**Status update on the events handbook**

Vicki distributed Skyline's Event Planning Guidelines, Checklist for Scheduling a Campus Event, and the November events calendar. She asked the committee to review these documents and plan to discuss them at the December meeting. The council discussed whether to set up a separate calendar for athletics. John suggested putting athletic events in a different color so that they stand out. Donna suggested shortening the description on the calendar and having it link to a longer description with a full title. More descriptive titles on the calendar would be needed. Donna suggested incorporating basic college dates such as semester breaks, holidays, starting days, finals, and graduation to facilitate special events planning. Vicki noted that the calendar does not prevent a scheduling conflict, and Astra, the district software for reserving rooms, helps event planners find raw space, but does not indicate how many events are being held. The committee discussed the difficulty of using the new special events form. The form, which was created by the district operations office, is in the process of being redesigned and, until then, the old form is being used. Vicki said she will put something in *Skyline Shines* to refer people to check the events calendar. The student handbook should be sent to the Public Information Office so that basic college dates can be incorporated into the events calendar. Vicki asked the committee to review the guidelines and bring any adjustments or suggestions to the December meeting.

**Review of SEEED name and charge**

The approved SEEED name and charge were distributed, along with notes from a discussion on stewardship at the October 17 meeting.

**Charge**

- **Diversity Related Projects and Activities:** The committee wants to monitor all diversity-related events to be sure that faculty and staff are supported. Amory suggested that the ASSC create a programming board to help ensure that these

activities take place, but cost is an issue. At other colleges, students gather under the direction of the student union, which is in charge of arranging programs and events that are important to students. Costs are involved if students are paid a stipend or if faculty is paid for coordinating the event. Ideally a group could be formed that would plan events a year in advance. A suggestion was made to send out an email requesting that people who are holding a multicultural event include all the information so the council can see what faculty and staff support is needed. Faculty and students can still do their own programming. Most of the multicultural events are put on by small student groups. Students have difficulty planning a year in advance and they cannot rely on funding from the ASSC, although they can ask the ASSC for funding in advance and it can be set aside in a trust fund. A suggestion was made to ask exiting student club chairs to plan ahead whenever possible. The ASSC operating budget is approximately \$100,000 and they try to support as many events as they can. These events include WOW! (the Women on Writing conference), graduation, and the student recognition and awards ceremony. All but about 10% of the funds are spent throughout the year. Lori suggests that part of the council's charge might be to find funding for these types of events so that groups don't have to rely on fundraising. The faculty advisor should be able to help with this. The committee agreed that the college needs to provide faculty and staff support to those people who are organizing events. Vicki suggested that the division where the advisor works might be able to provide the administrative support, but currently the groups are planning events without this support. Things that would help with planning diversity-related events would be:

1. Creation of a calendar
    - a. Invite people to submit their event information that can be posted on the calendar. Vicki will provide information on the multi-cultural events calendar in the December 2<sup>nd</sup> *Skyline Shines* and also in an email message to all employees.
  2. Budget proposal for next budget cycle
  3. A durable administrative/clerical support structure for the events that people can depend on.
  4. Convene interested students, advisors, and SEED committee members to discuss ways to help support, plan and develop partnerships for diversity-related events. The group cannot be convened before the holiday break. Vicki suggested the third week of the term around late January or early February. It will depend upon responses to the email and the *Skyline Shines* request on December 2<sup>nd</sup>.
- **Stewardship:** Lori will check with Cathy Hasson on the campus climate survey and report on it at the next meeting.
  - **Diversity:** Lori would like to show the video, *Color of Fear*, at a future meeting. The committee is interested in presenting this at an event. The Learning Center has some training materials and Susan will follow up with Tom Hewitt to see if

what kinds of diversity training materials the library has. The committee is interested in seeing if there are any print or multi-media materials that could be made available. John will follow up with Cañada, which may have some inventory and video tapes of their speaker series. A suggestion was made to show the video on a professional development day. Donna will check to see if this can be offered for classified staff during the during the spring “lull” which is around the second week of February. The college could showcase exemplary practices and it could be a flex day activity. These can be generalized practices in the college’s curriculum and not just in learning communities. A suggestion was made to work with Phyllis Taylor or the Instructional Leadership Team (ILT) to see what those courses are. Vicki will discuss the topic at a future cabinet meeting.

- **Hiring:** This was discussed under the District EEOC update that follows.

Lori recommends that we put in something in the SEED charge about locating funding for events and activities. Vicki suggested that we put in a separate item under stewardship that would read, “*Ensure appropriate support for programs and activities.*”

#### **District EEOC update**

Jacque Escobar and Donna Elliott reported that the district EEOC is working on its mission statement and goals, which she distributed to the committee. The district committee was instructed to review the goals (listed on page 3 of the handout) and make recommendations at its next meeting. They cannot incorporate diversity training, but will offer equal employment opportunity training. The SEED committee reviewed the goals and asked to correct a typo under item 4 on page 2. Jacquie noted that most of the EEOC’s discussion centered around the mission statement especially on the hiring section and there were many objections to the section on Quantifiable Goals on page 3. Jacquie suggested that a speaker like Carol Green be invited to clarify this information. This project was worked on last semester, but it’s not ready because there are questions about cultural competency and other items. The SEED committee said that cultural competency should be defined as diversity awareness. Donna and Jacquie are not sure that the EEOC is offering diversity training for new hires, although they are getting a better orientation. Amory suggests that they talk to legal counsel and talk to other schools to see how they comply with Prop. 209. John said the training needs to be general for now and build it in to faculty that they can be on a hiring committee after four years to not put them in a position they are not ready for.

Members commented that it appears that EEOC is headed in the direction that Skyline’s SEED has taken, but Jacquie and Donna expressed concern that the EEOC does not have a chair and that leadership is needed on this committee.

#### **Future Meeting dates:**

December 19, 2005

January 23, 2006

February 27, 2006