

Skyline College
Stewardship for Equity, Equal Employment and Diversity (SEEED)
Advisory Committee
February 25, 2008

MEETING MINUTES

Attendance: Lori Adrian, Amory Cariadus, John Chavez, Barbara Daley and Phyllis Taylor. Recorder: Linda Ghio

Absent: Rosie Bell, Melissa Komadina, Nancy Lam, Vicki Morrow and Richard Soyombo

Review and approval of January minutes

The minutes of January 28 were approved as written.

Review of SEEED events calendar

Phyllis distributed an updated spring 2008 calendar. February's African American History month events are being held and the presentation by Ed "Mohmar Polk" Ngoma on African history and music was the kickoff event. It was taped and Phyllis has it available for people to borrow. Lori and Barbara suggested that a copy be made and given to the library. Phyllis said she would donate her copy. The film presentations, Beyond Beats & Rhymes had moderate attendance and American Blackout was not well attended. Phyllis feels she has not been as aggressive as she was last semester in promoting events and Lori said everyone's schedules are busy. Phyllis is going to send out an e-mail today to encourage faculty and staff to attend the last two events. Tony Jackson's band, The Tone and New Management, was very good. Barbara asked if each event was individually announced and Phyllis said they were not. Barbara suggested that each event be promoted separately rather than incorporating them into one poster.

Phyllis said there are a lot of people at Skyline involved in WOW! which is on March 1. There is a change of date for "Coats for Comedy. Amory said they wanted more people to come, so they rescheduled the event. Lori said they have a hard time finding a constituency that would get behind it. Pablo Gonzales contacted Vicki and he wants to put something together for Cinco de Mayo. Amory has been contacted by Luciana Castro who is trying to work with the Latin American Students Organization (LASO) on doing something. John said Pablo wanted to contact faculty about planning for the fall Latino Heritage month, which is September 16-October 16, but John encouraged him to get in touch with Phyllis.

Earth Day, April 22

A student of Rosie Bell's, Ann Szobiak, has confirmed that she will make a presentation entitled, "Who Owns the Arctic" as part of an Earth Day event. Rosie has contacted Julene to reserve Rooms 6202 and 6204.

Request for appointments to the district EEOAC

There used to be district EEOAC and two former SEEED members, Jacquie Escobar and Linda Allen, were on it. At the February district management meeting, Harry Joel informed the group that it would be formed again. Lori will get more information from Harry but they are looking for faculty, staff and administrative representation. They would need to participate regularly at the district meeting and then be invited to report back to SEEED. They do not yet know the charge and whether the group would be looking at policies, procedures, or numbers and what their commitment would be. It was chaired previously by Harry. Lori will send more information to SEEED as soon as she gets it.

New Business

One Book, One Community

Barbara has a draft of something the library is trying to put together for the One Book, One Community event. The library has talked about getting faculty from the Language Arts and Social Science/Creative Arts divisions involved in adopting the book *What Is The What*, which is the One Book, One Community book selection. They are going to try for a panel group or discussion group and they do not want to do it without faculty involvement. Lori said when schools have collaborated with the library there has been more success. Phyllis suggested that Barbara contact Connie Beringer to ask whether Language Arts faculty would like to incorporate it into their fall curriculum. Barbara thinks George Wright might be a good panelist. Lori asked Barbara if she is asking SEEED to cosponsor it and Barbara said not yet. She said unfortunately there is not enough library staff to plan a lot of programs on their own. Barbara does not know if she is going to try to get another President's Innovation Fund grant or not. Barbara feels that one book is enough. If people want to piggyback on One Book, One Community, then the publicity is ready and Phyllis agreed. Lori asked Phyllis if Barbara should present something to Academic Senate and Phyllis said Barbara should attend the division meetings. She will talk to Tony Jackson to see if ASTEP would adopt it. Phyllis said she has the video "God Grew Tired of Us" and she followed through on one of the Lost Boys in the movie and his fee is \$10,000. He would consider presenting for less, but Phyllis still did not think it is affordable. She said Skyline could show the film in conjunction with the book. She suggested that when Barbara talks to the Language Arts faculty at its March division meeting that she mentions that she has presented it to SEEED, which supports it. Barbara will report back to SEEED at the March meeting.

Phyllis Taylor not serving as SEEED Coordinator next year

Phyllis announced that she will not serve as SEEED coordinator next year and has already talked to Vicki about it. She asked if the coordinator has to be a faculty member and Lori thought it was best so it would be appropriately linked to the curriculum and Amory confirmed it. Barbara said it is difficult for classified staff to get release time. Lori said there could be a faculty coordinator who could be supported by a classified staff from the department or division to handle logistics. Barbara thinks there may be value in having both and Lori agreed saying it is a lot to ask of one person.

Room reservation process

A comment was made about the length of time involved in processing paperwork when scheduling an event. Lori said she would like to see continued work on improving the room reservation process. She would like to see someone assigned to help the coordinator and Phyllis would like to see the room reservation paperwork processing simplified. Barbara said there is a problem coordinating logistics with Social Science/Creative Arts, communications with Buildings & Grounds and with the house manager. It is important to stay on top of the logistics in the weeks ahead to make sure things happen. John asked how it can be addressed and Lori suggested that SEED e-mail their concerns to Vicki and Lori about the feedback they have received. Forms need to be streamlined and policies and procedures need to be developed so that the community can reserve rooms as well. Room configurations should be good and access to the events planning section on the PIO web site should be simplified. Lori said guidelines to reserving rooms were done and Eloisa is working on a simplified form that provides easy instructions. There should be a structure in place that is easy to navigate and there needs to be accountability, as well as a confirmation/response so people know where the problem occurred. Barbara would also like to explore the idea of having an e-mail/calendar reminder of the event that would show the contract. Amory said the challenge is that the online form cannot be stored. It has to be printed, filled out, scanned and then sent. Both Amory and Phyllis noted that the font on both the PC and Mac is very small type. SEED would like to talk about scheduling, proposing and following through.

M.E.E.T. on Common Ground

Two dates were identified for the next training: April 3 and April 10. Lori will check for any conflicts with these dates with local and district classified retreat dates.

Classified representation

Vicki asked if Barbara would like to serve on SEED to fill the vacancy left by Donna Elliott and she would. Barbara will contact Adolfo Leiva about it.

Next Meeting: March 24