

Skyline College
Stewardship for Equity, Equal Employment and Diversity (SEED)
Advisory Committee
May 18, 2009

MEETING MINUTES

Attendance: Lori Adrian, Rosie Bell, Amory Cariadus, John Chavez, Barbara Daley, Vicki Morrow. Guests: Rakefet Avramovitz, Donna Bestock, Sandy Irber.
Recorder: Linda Ghio

Absent: Lynne Douglas, Nancy Lam, Richard Soyombo, Phyllis Taylor

Review and approval of Minutes of April 30

The minutes were approved with a correction on Page 3.

Event planning process

Skyline made changes to the way events were handled starting in fall 2008. There is a different level of expertise in the theatre and the quality of productions has improved and theatre equipment needs have been identified. Facilities scheduling has been consolidated under Annie Trinh, who reports to Eloisa. The committee felt that room scheduling is going well. There is a calendar of events on the web and people are using it more than they used to. The committee said the following work needs improvement:

- There needs to be a central point of contact for all events. Lori cited an example where an event was recently held that involved three different offices of the college. There needs to be someone who knows all of the components of the event.
- There is still work around programming that needs to be happening in the Student Activities Office.
- Facilities cleaning needs to take place between events. Rakefet recommended identifying all of the spaces that need cleaning, including hallways, in the event contract. The facilities contract needs to prompt whoever is doing the planning to have this consideration and whoever is processing the contract needs to be aware that facilities and security staffing is needed. Rakefet and Alan handle the theatre contracts and sometimes it is hard to get the signatures and forms through on time. Someone needs to pay attention to the overall scheduling for events, particularly around facilities staffing in the coming year. There should be a general standard for cleaning. Donna noted that Richard may not have enough facilities staffing so it may increase the cost. Vicki suggested that the SEED create a list of what it wants done and then ask Richard what it would cost. Facilities staff is not being replaced as people retire, so the level of service will not be the same.
- A review of forms needs to be done, although not necessarily by SEED. Lori said there had been discussion about a location on the website where all the electronic forms would be posted along with event contact people. Sandy said there is general event information on the web but it is not in a unified area. A task

force will be created to look at the forms, create writeable pdfs and post them electronically on the web, along with information about event contacts. Vicki will convene a meeting of the following people to discuss it: Amory, Barbara, Sandy, Eloisa, Rakefet, Joe Morello, Richard Inokuchi, Brian Tupper and Annie Trinh. The group will be convened over the summer and suggestions will be brought back to SEEED in the fall.

40th anniversary planning

Sandy is convening a planning committee on May 20 to talk about the 40th anniversary events. She drafted a list of ongoing events that can have a 40th anniversary theme and added new President's Innovation Fund proposals for 2009-10. The list also includes a list of related anniversaries and projects. The Woman of the Year Speaker Series is not happening at this time and was removed from the list. Rosie noted that Lori Slicton and Johannes Masare are arranging the Grace Kuto presentation and Sandy will contact Lori for details. Sandy said nothing is listed for Black History month and she will contact Phyllis Taylor about it. There will be ASSC activities and Sandy will get them from Amory. Barbara said the Library will repeat the Children's Story Hour in May, as part of Children's Book Week, which is around May 10.

Speaker Series update Working around the Year of the Woman theme, Chitra Divakaruni, author of *Mistress of Spices*, is coming to CSM on October 1 and they are paying \$2,000 for her presentation. Lori suggested finding out which speakers are going to be in the area so Skyline could piggy-back on those. Rosie said Barbara Ehrenreich, author of "Nickel and Dime: On (Not) Getting By in America," and Marian Wright Edelman will be speaking in the area, but she said they are too expensive. Lori Slicton suggested Alice Waters and perhaps her presentation could tie in with Earth Day. Barbara said Arlene Blum, one of the first woman climbers on Annapurna, will be presenting locally. Barbara said she could possibly be paid through Rosemary Barker funds. Blum was an engineer originally and Chris Case may know her. Vicki said Chris may have tried to get her for Expanding Your Horizons. Rosie suggested a political speaker, such as Jackie Speier, Anna Eshoo, or Martha Kanter.

Lori said if Skyline is going to create a speaker series, she would like more diversity and more male role models.

Diversity coordination update

- a. SEEED events calendar: Amory is developing the SEEED events calendar for 2009-10. She needs to meet with Sandy and other sources to find out what will be taking place and then work with students to get them involved in the fall and identify any gaps. She has talked to Phyllis about a few things. She said it is a challenge to get the word out if there is not a central location for planning events. Vicki asked Amory to speak with the student president and vice president candidates to encourage them not to schedule a class on Wednesday during the College Council meeting time, which is the fourth Wednesday of the month from 2-4 p.m.

- b. Review of status of plans for fall 2009:
- Lori would like to ensure that the Student Activities Office provides an organized way to support and showcase all of the different events.
 - Vicki said the owner of the China Dance School, who is a part-time teacher at Skyline, would like to hold The Asian Culture Week event again next year. She has asked Joe Morello to work with him to see if it is feasible to do the event without Skyline having to incur any direct costs. The event could be added to the array of what SEED is doing, assuming there is no cost.
 - Lori was contacted by a local Polynesian group that is interested in holding an event. She has forwarded the information to Amory.
 - The Peninsula Library System will be holding its One Book One Community event and they would like to incorporate dance groups, but Barbara does not know how it would work out in terms of cost. She would like to see our theater used for something like this. It may be around late October. Rosie suggested requesting Rosemary Barker funds. Barbara could prepare the proposal, which should be interdisciplinary, and she should then make an appointment to talk to Donna. The Social Science/Creative Arts division votes on it and can give up to \$5,000. Vicki said in order to maximize the interdisciplinary element Barbara could pair a speaker, such as Chitra Divakaruni, with a dance troupe. The proposal needs to be submitted to Donna by the end of May. Barbara will talk to someone on the programming committee and see if they will help tie it in with *Mistress of Spices*.

Update on resource room

Amory has not had a chance to meet with Barbara and Tom to talk about resources that would be housed in the Building 6 resource room. She will get their advice on cataloging and look over their collection. The ASSC has \$7,500 in their account to use toward it. The resource room can be used for books, videos, and training in student leadership.

Next meeting: September 21

Amory will send updates via email so people will know if something is happening during the first week of September.