

Skyline College
Stewardship for Equity, Equal Employment and Diversity (SEEED)
Advisory Committee
October 20, 2008

MEETING MINUTES

Attendance: Rosie Bell, Amory Cariadus, John Chavez, Lynne Douglas, Vicki Morrow, Phyllis Taylor

Absent: Lori Adrian, Barbara Daley, Nancy Lam, Richard Soyombo

Review of September 15 minutes

The minutes were approved with three corrections.

District EEOAC update

Vicki called Harry Joel to get an update on the status of the district EEOAC, which has not met for a couple of years. Their charge has two parts: a state requirement for submitting an EEOAC plan and an accreditation standard that relates to it. The constituencies are appointing their members and Harry will convene the meeting. Vicki would like someone from SEEED to serve on the district EEOAC. Phyllis would consider it depending on how often they meet. Vicki asked Phyllis to contact Ray to tell him she would like to be on it.

SEEED events calendar

a. Update on web posting

The SEEED events calendar is posted on the Faculty and Staff page on the web site. Vicki mentioned it in *Skyline Shines* and pointed to the link.

b. Review of latest calendar

- Donna Bestock arranged for the viewing of a live satellite coverage of Maria Shriver's women's conference, called "It's Your Voice: How You Can Use it to Change the World" on October 22. The Chancellor's Office found out about it late which is why Skyline only just received the information. Amory will post an announcement on the LCD board.
- Masao Suzuki is doing a Teach-In on the Economy on October 22.
- The Marriage Equality Forum is on October 29 from 1:30-3:30 in Room 6202. It is sponsored by the Gay Straight Alliance (GSA) and A.J. Bates is arranging it.
- Amory said that there is a Puente event for Dia de los Muertos on the college's general calendar of events for November 3, but she has not seen anything about it other than the calendar notice. She emailed Lucia Lachmayr about it.
- There are two film events for Halloween: On October 30, the international students are showing "Bollywood" and on October 31, the foreign language students are showing "Young Frankenstein."

- Rock The School Bells is November 17-22. The planning group did not hold a meeting in September, but they are moving forward and Phyllis will provide an update at the next meeting.
- Phyllis said there are no events scheduled for December.

Vicki questioned whether or not some of these events and film showings fall under the purview of SEEED. She does not want Amory and Phyllis carrying the load for every event that takes place. Phyllis felt that by having them on the SEEED calendar it provides a concise history of SEEED events for accreditation purposes. Vicki felt that some of the events should not be posted as SEEED events and should not go through the committee. SEEED decided that it wanted to highlight diversity events to help faculty weave the topic into their curriculum. By having everything appear in the SEEED calendar, it clouds the issue and makes it tough for faculty. The college has a general calendar of events where many of these things fall. The committee decided that the Women's Conference, Rock the School Bells and the film "Bollywood" is SEEED's purview, but the Teach-In and "Young Frankenstein" film showing is not.

Vicki also noted that it is tough to get timely information about events. Phyllis agreed that the timeframe issue is difficult as well as getting the word out about events. Vicki gets a lot of requests to speak or serve on a panel and she will forward the dates of these events to Amory and Phyllis.

Continued discussion of ideas and identification of priorities for this year and next

Vicki reviewed pages 3-5 of the September minutes which focused on priorities for SEEED next year.

- Encouraging faculty to include diversity events in their curriculum: Lori would still like to invite Daryl Smith to make a presentation to faculty about including diversity in their curriculum and Vicki agreed. Amory is also interested in speaker Estela Bensimon and registered with her website to get more information. Amory also plans to meet with Donna Bestock to find out more about the Rosemary Barker fund.
- Speaker series: Amory asked about a Flex Day speaker series and Vicki said the day has been set aside for SLOAC. Phyllis said PEDAC has set up a rough outline of the flex activities that they will offer. They will not take anyone away from the SLOAC activities. Flex Day is March 11. It is an assigned flex day and it is on the Skyline calendar. It is a permanent day, decided by the union, and will be held each spring in March. Amory would like the Speaker Series to start this spring so people can get excited about it and continue it in the fall. She will contact people in the Social Science/Creative Arts division to see about speakers. She will create a one-page proposal using the President's Innovation Fund format.
- Incorporating diversity and learning diversity issues: This will be addressed at the December meeting.
- Environmental project: This project was suggested by Mike Moynihan and Rosie. Vicki talked to Mike Williamson and he is aware of it in the same timeframe. He said it feels like Skyline is coming to a consensus on sustainability issues, such as how waste is recycled and how buildings are built and he suggested something in

the fall class schedule. Mike also felt it is not just a matter of sustainability, but it is good marketing for the college. It could be a focus for other things too. Phyllis said PEDAC is aware of it too. In the survey conducted last spring on professional development workshop topics, this was the second highest interest. Making Skyline Green was one of the workshops held. PEDAC would like to see the workshop expanded. Phyllis feels there is a lot that could be done. The committee wants to support it and they have some funds that could be used. Rosie will try to meet with Mike Moynihan soon. Vicki would like to meet later in the fall to see what some of the ideas are around an instructional program future piece and a professional development piece. She will convene the meeting in early December.

- Volunteer services: Amory said she is still developing the volunteer list. She has not contacted the San Mateo Times. She will work with student leaders, faculty and staff about communicating it. Vicki will put something in *Skyline Shines*. Phi Theta Kappa and honors transfer students have to have their volunteer hours so Amory is working directly with them as well.

Student membership

The committee discussed student membership on the SEEED Committee and whether students should be invited to provide input. Phyllis recommends inviting students to come in on an ad hoc basis. Rosie said students are interested in greening project. Vicki said she has two students from Cindy Moss' class who told Vicki about the compostable cups, and were interested in moving the cafeteria and coffee bar toward more sustainable products. The students met with Vicki and Tom Bauer. The consensus was that students will be invited to SEEED on an ad hoc project basis and on a topic by topic basis on the environmental project.

Update on the Theatre, its lobby and its staffing

- Proposal for theatre banner: Rosie, Phyllis and Vicki toured the theatre lobby and decided that a banner was needed for the space because the college needs to do a better job of helping people find the theatre. Phyllis contacted Sandy Irber about it and Phyllis distributed a copy of Sandy's response. Part of the solution for helping people find their way until the building is renovated is to hang a banner similar to the one hanging outside of the Gallery Theatre. Sandy will order the banner, which will be a long, vertical one and it will hang on the quad side on the Main Theatre and on the side of the building near the loading dock entrance. The Facilities staff will put it up. Lynne asked how it relates to SEEED and Vicki said it helps get the word out about events and because people get very lost trying to find the theatre, this will help. The SEEED committee agreed that Sandy would design the banner.
- Building 1 loading dock entry and the Gallery Theatre: The problem of finding the loading dock entry to the Main Theatre is still unsolved. Vicki said the college needs to do something in the interim until the building gets its facelift. One suggestion is to refer to the Gallery Theatre as just the Gallery. The college would need to do an official name change and it can go through College Council. Vicki will run it by Donna Bestock. Art instructor Paul Bridenbaugh is doing a

painting project on the exterior of the Gallery Theatre with students. They will paint nine vertical panels with textile patterns from all the different cultures represented at Skyline. If the building name is changed then the existing banner will change, but until then the college needs to have two banners done - one that would be at the loading dock and the other on the quad side of the building.

- Ushers: Rosie said there should also be ushers at the loading dock entry and they can wear Event Staff t-shirts which are available in the Social Science/Creative Arts office. The SEEED Committee decided that ushers should be planned for and they should wear the Event Staff t-shirts and carry flashlights.
- Signage: Amory also suggested putting up signage for event parking. There should be an outdoor sign stand that has a slot where someone could easily slide event information in. Vicki said there should be an adaptable/changeable sign available, but Amory has found nothing yet. Some colleges use kiosks, but they clean the information off once a week. Amory will draft a protocol about what is needed for planning events and send it to Phyllis.
- New theatre technician: Skyline has hired a new theatre tech, Alan Ceccarelli, who will start on Monday, October 27. Vicki will announce it in *Skyline Shines*. Vicki will invite him to the November 17 SEEED meeting.

Other news

The College Success Initiative, formerly Basic Skills Initiative, has appointed three coordinators: Karen Wong, Soodi Zamani and Jacqui Escobar. It adds up to one FTE (full time employee) at 60/20/20.

Next meeting, November 17

The next meeting will be held on November 17 in Vicki Morrow's office.