

EEOAC MEETING
October 15, 2007
Human Resources Conference Room

Present:	John Gallant	Robin Huber
	Terrie Lopez	Ellen Horvath
	Maggie Cordero	Alva Acosta

The minutes of the meeting of September 27, 2007 were presented. Terrie Lopez moved approval and John Gallant seconded. Hearing no opposition, the minutes were approved.

The Committee agreed at the meeting of 09/27 that we would review the introduction and definitions—Plan Components 1 and 2. The Committee then began the review.

Ellen Horvath produced the introduction from the old “Affirmative Action Plan” and it was agreed by all present that this was a better introduction with some revision of the language to make it comply with current laws and practices. Cynthia Convey will make the revisions and bring back the plan.

The Committee reviewed the definitions in Plan Component 2 and unanimously adopted the recommended language in the Model Plan.

The Committee then had discussion on the direction that should be taken. The Committee agreed that it would move to Plan Component 7 – Notification. The committee determined that there should be a website where information concerning the plan and the EEOAC could be posted. Revisions to the language were discussed which would make it specific to “us.” The committee is comfortable with an annual email notice which indicates where on the website the plan can be found.

The committee suggests that information be provided in html and pdf formats. The committee agrees that Plan Components:
#4—Delegation of Responsibility, Authority and Compliance,
#6 -- Complaints,
#9—Annual Written Notice to Community Organizations and
#12—Methods to Address Underrepresentation
will be discussed in the upcoming meetings.

Cynthia informed the committee that in regards to Plan Component 6, there was a need to get information from the Chancellor’s Office and indicated that

this Plan Component would not be expected before the November 26 meeting.

There was a discussion with the committee about alternates for meetings. This is a shared governance committee and each member is appointed by a representative group. Therefore, if a member is not able to attend, the appointing representative group should approve the alternate or sub for the meeting.

Plan Component 4 – Delegation of Responsibility, Authority and Compliance will be discussed with the revision to the Introduction at the next meeting.

Meeting adjourned.