

EEOAC MEETING
September 27, 2007
Human Resources Conference Room

Present: John Gallant Georgia Well
 Terrie Lopez

The committee was informed that the meeting was taking place and that a majority of persons on the committee had RSVP'd that they would be coming.

John Gallant and Terrie Lopez moved and approved the minutes of 05/21/07. Georgia Well abstained because she was not present at that meeting.

There was work for this committee to do but that members could not agree on a meeting time. The members present agreed to talk to their constituent group and determined that the committee would meet again as follows.

Monday, October 15, 2007 at 10 a.m. in HR Conference Room
Monday, October 29, 2007 at 10 a.m. in HR Conference Room
Monday, November 26, 2007 at 10 a.m. in HR Conference Room

Committee reviewed annual notification of non-discrimination and sexual harassment. Ms. Convey informed the committee that annual notification of policies is required by law. The District is required to notify the employees of the District's policies at the time of notification, whom they may contact with concerns and/or complaints, and where those persons are located on campus.

The committee discussed the persons who were previously available as contact persons. It was determined that Terrie Lopez would replace Carol Patrick on the list because she has counseling background and is and has been an active and committed member of the EEOAC. We discussed the fact that Dr. Lucinda Aborn would replace Dr. Kay Follett who was an interim replacement for Dr. Hughlett who retired as Section 504 Coordinator. Dr. Johnson is now a counselor and we discussed the need to have a male as a contact person. The committee determined that Dean Ackland might be a good choice and Cynthia Convey was assigned to ask Dean if he would participate as a contact person.

The committee reviewed the previous notice and determined that the non-discrimination notice should not include the Drug-Free Schools and Communities Act Notice. The non-discrimination should be included on the first panel as the lead and the panels should be re-sequenced. The committee liked the overall layout of the notice.

The committee discussed the fact that there may be more changes in Policies and changes in assignments of personnel which may cause changes to this notice. Therefore, the committee determined that we should order enough for the 07-08 academic year and revisit the notice next year.

Cynthia Convey was assigned to meet with Graphic Arts Department and to provide a draft of the annual notification at the next meeting.

Next meeting Draft Plan Components #1 and #2 will be discussed – using the EEO Model Plan.

Meeting adjourned.