

EEOAC MEETING
January 14, 2008
Human Resources Conference Room

Present: John Gallant Maggie Cordero
 Terrie Lopez Georgina Guy
 Robin Huber Marina Rodriguez
 Alva Acosta Ellen Horvath

The Committee began discussion of the selection procedures. Ellen Horvath brought a copy of the Management Selection Procedures which were developed by a previous committee.

The Committee entered into a discussion of the purpose of the selection procedures and what will be given to selection committee members.

The issues involve the purpose of the selection committee procedures. The goal, generally stated, is to develop an outline for selection procedures for all employee groups. Currently, each employee group (managers, faculty and classified/confidential) have selection procedures which differ greatly. However, all of the committees follow the same general process – except that classified selection committees do not make finalist recommendations.

The issues discussed included:

Should the selection process procedures include matters such as the appointment of selection committee members and the determination of a vacant position?

Cynthia Convey would like to see committee procedures developed which provide a quick reference for selection committee members during their work on the committee. Ellen Horvath stated that she felt that it would be helpful for selection committee members to know how they were selected and how the position announcement was developed—advocating for an overall picture of the process.

A discussion then followed about where the information for the selection of committee members, input to job announcements and other pre-committee activities would be contained. Robin Huber stated that as long as selection committee members have the opportunity to obtain and review the Diversity

Plan AND the Diversity Plan includes this information—then he does not see any problem with having selection procedures as a quick reference.

The members of the committee then reviewed Ellen's process. It was determined that an outline would be developed from this process and the committee would discuss the outline at the next meeting.

Meeting adjourned.