

EEOAC MEETING
January 28, 2008
Human Resources Conference Room

Present: John Gallant Maggie Cordero
 Ellen Horvath Robin Huber
 Cynthia Convey

The minutes for January 14, 2008 were presented. Maggie Cordero moved approval and Ellen Horvath seconded. Hearing no objections the minutes were approved.

The Committee was informed that Cynthia Convey would be making a presentation to the Coordinating Committee this afternoon and that all members of the committee who would like to attend were invited. The issues that will be presented to the Coordinating Committee are:

- Request to formally augment the EEOAC to its present form by the addition of one manager and one faculty member
- Request for student member or members as indicated in the Shared Governance document
- Report on the website – information in the December 10, 2007 minutes.

The Committee was presented with the outline of the Management Procedures that were developed in previous years by the EEOAC and not approved. The Committee discussed the outline.

The Committee asked what exactly were the duties of the process monitor? Who and how does one become a process monitor – formerly and Affirmative Action Officer/Monitor?

Currently, a process monitor must be trained. If no member of the committee is trained then an additional member (non-voting) is appointed to a selection committee for the sole purpose of monitoring the process.

The Committee discussed the difference between Selection Committee Training and Process Monitor Training. Ms. Convey said that currently all participants on a Selection Committee must have completed selection committee training within two years of participation on the committee. However, there is some difficulty in enforcing this practice on Faculty Selection Committees.

All of the Selection Committee Procedures are silent on how often or when a member should be trained. Ms. Convey stated that there are generally two models for training in other colleges. First, the entire Selection Committee is trained at the first meeting. The advantage of this model is that it reinforces the training and all of the committee members hear the same thing at the same time which tends to help them move toward the goals of the training in a more unified way. The major disadvantage of this model is that it is difficult to get the time on all of the committee members calendars.

The second model requires the selection committee members to have been trained within one year of participation on the selection committee. The theory is that one forgets some of the points of the training in the course of a year, particularly if one has not been on a committee since the last training. Recognizing the difficulty in annual retraining and the resistance to such training, there is a "request" that committee members have training every 2 to 3 years.

Robin Huber noted that retraining might meet less resistance if an online training could be developed. The Committee agreed. Ms. Convey also noted that the committee is trained on the Selection Committee Procedures and requirements – and there are no updated procedures and requirements. So, putting the effort into producing a training program without current procedures is not as valuable as one might prefer.

The Committee agreed to review training procedures and begin an outline for draft procedures.

Meeting adjourned.