

EEOAC MEETING  
February 25, 2008  
Human Resources Conference Room

Present:     Alva Acosta                             Maggie Cordero  
              Ellen Horvath                         Robin Huber  
              Cynthia Convey                     Terrie Lopez

The minutes for February 11, 2008 were presented. In addition the announcement for EEDEC meeting on April 18<sup>th</sup> meeting was distributed. At that meeting, the EEO Model Plan will be discussed by the all colleges in the region

As a first matter of business, the need to establish future meeting dates was discussed. After a review of calendars, it was determined that the following will be the meeting dates through the end of the fiscal year:

Monday, March 10, 2008  
Monday, March 24, 2008  
Monday, April 14, 2008  
Monday, April 28, 2008  
Monday, May 5, 2008  
Monday, May 19, 2008  
Monday, June 9, 2008  
Monday, June 23, 2008

The committee began the discussion of training for selection committees.

Maggie Cordero said that she would propose that the first training for individuals should be an in-person session which allowed individuals the opportunity to ask questions. After the initial training, periodic training could be done online.

Robin Huber said that it concerned him that someone might be excluded from participation on a selection committee because he/she missed or was unable to attend an in-person training session. The committee discussed the fact an individual could receive training when he/she anticipated a faculty or management opening. Training for whole groups of individuals has been done to ensure that all interested parties could be approved if they and the other persons involved in the appointments could approve them. Robin said that he was comfortable with the fact that training could be held for groups where vacancies were anticipated.

Alva Acosta asked if the first training could be offered for flex credit. Cynthia Convey said that she did not know but that she would check with the Academic Affairs Office.

The committee then discussed how often an individual should be trained. It was the consensus of the committee that individuals should be trained within two years of when they participated on a selection committee. Cynthia Convey confirmed that records of the training can be maintained in PeopleSoft.

It was additionally suggested that guidelines be established for Selection Process Monitors and that the Process Monitor would check and ensure that all members participating on a selection committee had received the proper training. The Selection Process Monitor should also conduct a "mini-review" of the training to remind the committee of confidentiality and other key points of the training.

Finally, a sheet should be included in the selection committee members folders which reviewed the key items in the training.

Cynthia Convey stated that she would bring a draft which covered these points to the next meeting.

Meeting adjourned.