

EEOAC MEETING
March 10, 2008
Human Resources Conference Room

Present: Robin Huber
Ellen Horvath

John Gallant

The minutes for January 28, 2008, 2008 were presented for approval. John Gallant moved and Robin Huber seconded approval of the minutes with specific changes to include the addition of Selection Committee Training offerings through Staff Development. Hearing no opposition, the minutes were approved.

The Committee reviewed the first draft of the "Training Section" of the hiring procedures. The first draft was approved with recommended changes. Robin Huber moved approval of this section, Ellen Horvath seconded. This section was approved with recommended changes.

Cynthia Convey invited all members of the EEOAC to attend the Coordinating Committee today. Membership of this committee will be discussed.

The committee discussed Selection Process Monitor Training. Currently this training includes accommodation for disabled applicants, detailed explanation of the laws which mandate the procedures which are followed by the selection committee. The Process Monitor is a resource for the committee and a liaison to the Human Resources Office.

It was suggested that language be added in the model plan which explains the need for the Selection Process Monitor.

All selection committee members are required to follow procedures and laws. It is the specific duty of the Selection Process Monitor to ensure that the laws and procedures are followed.

Ms. Convey has not yet checked on flex credit for training as a Selection Process Monitor.

Meeting adjourned.