

EEOAC MEETING
September 23, 2008
Human Resources Conference Room

Present:	Robin Huber	John Gallant
	Lucinda Aborn	Alva Acosta
	Shola Shodiya	Cynthia Convey

The minutes for the meeting of August 25, 2008 were presented. There was one suggested amendment. Robin Huber moved approval of the minutes as amended and Alva Acosta seconded. Hearing no objections, the minutes were approved.

The minutes for the meeting of September 9, 2008 were presented. John Gallant moved approval of the minutes and Robin Huber seconded. Hearing no objections, the minutes were approved.

Cynthia announced that with the additions to the committee, we would be having future meetings in LC-52, the small glass conference room in the Library. The website will be amended to reflect the change.

Cynthia again requested that each constituent group obtain an alternate that could attend if one or more members were absent. Alva Acosta stated that Richard Carothers of CSEA was working on getting a second classified representative for the committee.

Cynthia presented an outline of the sections of the procedures and drafts of sections of procedures. The committee began the review of the first draft sections 1 through 3 of the four selection procedures for Management, Full-Time Faculty, Part-Time Faculty and Classified: 1. Identification of Position Which Will Be Filled; 2. Employment Request Form; and 3. Job Announcements.

The committee reviewed the Management and the Full-time Faculty draft procedures. The committee had numerous suggestions for change. The committee will continue the review at the next meeting.

Cynthia reminded the committee that President has requested that the committee provide a timeline for completion of the procedures. Cynthia asked the members to come to the next meeting with an estimate of the amount of time that it would take to complete a shared governance review

of all of the procedures. The estimated deadline for completion of the procedures, including shared governance review would be February, 2010.

The review of procedures will include the Management, Full-Time Faculty, Part-Time Faculty and Classified selection procedures which the committee is currently working on and a procedure for the selection of Contract Managers.

ACTION ITEMS: Cynthia will bring a second draft of the procedures for the Management and Full-Time Faculty Selection Procedures, Sections 1 through 3.

Cynthia will revise the first drafts of the Part-Time Selection Procedures, Sections 1 through 3 to be consistent with the changes in the Management and Full-time Faculty Selection Procedures.

Cynthia will present first drafts of further sections as they are completed.

Cynthia will send out the revised first and second drafts and the new first drafts by e-mail prior the next meeting on October 7, 2008 meeting.

Meeting adjourned at 11:10 a.m.