

EEOAC MEETING
November 4, 2008
Library Conference Room -- LC-52

Present: Robin Huber
Lucinda Aborn
Ellen Horvath
Alva Acosta
Shola Shodiya
Cynthia Convey

Lucinda Aborn moved approval of the minutes for October 21, 2008 and Alva Acosta seconded the approval. Minutes were approved unanimously.

The Committee made the suggestion that training listed in Administrative Procedure 3435 be a flex credit offering.

The Committee asked what happens to individual employees who have never received Sexual Harassment Training. Ms. Convey stated that currently we invite them to the training annually. The committee agreed unanimously that it should be recommended that "something" could be added to the evaluation form for each constituent group which indicated that the individual has complied with the District's policies and procedures and has been trained. Ms. Convey said that she felt that this was an issue in bargaining but would bring the subject to Mr. O'Rourke's attention for a possible change in the evaluation forms.

Ellen Horvath suggested that language regarding training be added to each class syllabus. She also suggested that appropriate language be listed on the HR website. Ms. Convey suggested that the language for syllabi might be more appropriately listed on the Faculty Senate website and provided to new faculty in New Faculty Orientation sessions which are now mandatory.

It was suggested that language regarding the availability of training be put in student orientation materials. Shola Shodiya stated that she did not believe she has received the information either.

Lucinda Aborn will take our students' recommendation for a statement in orientation materials to the Matriculation Committee.

Alva Acosta stated that the Humanities and Social Sciences division provides orientation material for part-time faculty and that the information regarding training could be included in this material.

Lucinda Aborn stated that she will be working with the Faculty Senate in the Spring 2009 with suggestions about language which should be placed in syllabi. She suggested that language regarding complaint/sexual harassment/discrimination might be included in that discussion.

Ms. Convey apologized for not meeting the action items specified at the last meeting. However, Ms. Convey stated that she would like to draft one complete procedure and then be able to incorporate agreed language into the other procedures.

There was a discussion of membership on Selection Committees. Currently, there are no classified or students on faculty selection committees and there are no faculty or students on classified/confidential committees. Robin Huber raised the interest of faculty in participating on classified committees. He used, as an example, the fact that faculty in the Theatre Arts Department work closely with and arguably supervise classified members involved with Department productions.

The committee agreed that the classified unit has less direct interest in selecting faculty members. However, students may have a strong interest in selecting faculty members.

Ms. Convey asked that we focus on the Management Selection Procedure language. Robin Huber raised the issue of appointment of members to committees. In particular, would the District agree to language which allows CCFF to appoint members to selection committees? Cynthia Convey suggested that this was a matter to be raised in bargaining. Cynthia Convey said that she would bring this matter to administration to see if they are interested in making this change.

The meeting was adjourned

ACTION ITEMS: **Ms. Convey will bring the matter of the appointment of faculty members to a Management Selection Committee by CCFF. Is there an interest?**

Cynthia Convey will prepare the next sections of the Management Selection Procedure.

The Committee will be prepared to proceed with the discussion of sections 6 – 10 of the draft Management Selection Procedure.