

EEOAC MEETING
December 2, 2008
Library Conference Room -- LC-52

Present:	Robin Huber	Shola Shodiya
	Maggie Cordero	Cynthia Moriarity
	Ellen Horvath	Lucinda Aborn
	John Gallant	Cynthia Convey

The first item for discussion was calendaring meetings for 2009. The Committee agreed that the first and third Tuesdays of each month at 10 a.m. are working well. However, the first Tuesday in January 2009 is not a good date for the faculty members. So, the meetings will begin on January 20, 2009. Ms. Convey asked if the committee members would be able to make the December 16 meeting. Robin Huber stated that he was unable to make the meeting but all other members agreed that they could be in attendance so the December 16th meeting will not be cancelled.

The Committee then began review of Section 11 of the draft Management Selection Procedures. Lucinda Aborn asked how accommodations for applicants/candidates were made and if Human Resources handled accommodations. Ms. Convey stated that there is language on the job announcements which states that if an applicant needs assistance in completing the application or accommodation in the interview process that applicant should inform the Human Resources Office at least 72 hours prior to the closing date or the interview date to receive assistance. The District is not responsible for providing accommodations that are not requested.

Ms. Convey states that in the Process Monitoring Training, Process Monitors are given instructions on how to prepare a selection committee who will be interviewing a candidate who has requested accommodation. In the case of mobility impairment, it might be as simple as ensuring that the table is at an appropriate height to accommodate a wheelchair. In some cases, it might be instruction on etiquette when dealing with a sign language interpreter. Human Resources will communicate the request for accommodation to the Process Monitor and will provide support but the Process Monitor is the person on site who guides the committee.

In some cases, an individual will simply "show up" at an interview with his/her own interpreter. In such cases, the Process Monitor should ask the candidate and the interpreter if the Monitor could have a moment with the selection committee before beginning an interview. If a candidate "shows

up” to an interview in a wheelchair, the Process Monitor may inform the candidate that the District was not informed on the need for accommodation and may ask the candidate if he/she wishes to have a table raised before proceeding. The time that it takes to accommodate a candidate is not considered as part of the time allotted for the interview.

Lucinda Aborn asked where this procedure was written. Ms. Convey said that it was not part of the written procedures. Ms. Aborn suggested that it would be appropriate to have language placed in the Section 10, Training, to state that such training would be provided.

Lucinda Aborn also asked where in the draft procedure the role of Human Resources would be spelled out. Ms. Convey stated that currently that wasn't part of the outline that the Committee was reviewing. Ms. Aborn stated and the Committee agreed that it would be appropriate to have a section of the selection procedure which spelled out just exactly what Human Resources does to support the selection committees, i.e. collect applications, develop forms, develop spreadsheets. Ms. Convey said that she would look at drafting a section.

Lucinda Aborn then introduced some draft language that will be presented to the Faculty Senate regarding advisements to students of Discrimination/ Sexual Harassment and Disability Accommodation. Ms. Aborn wanted to have choices so that faculty could select statements to add to their syllabi that fit individual styles. Ms. Convey suggested that it would be helpful if the list of disabilities was standardized so that all the statements essentially communicated the same information. Ms. Aborn will keep the Committee apprised of how the statements are received in meeting with the Faculty Senate. The Committee approves of and supports the addition of these statements to syllabi.

The meeting was adjourned at 11 a.m.

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