

EEOAC MEETING
December 10, 2007
Human Resources Conference Room

Present: John Gallant Maggie Cordero
 Terrie Lopez Georgina Guy

The minutes of the meeting of November 26, 2007 were presented. John Gallant moved approval and Maggie Cordero seconded. Hearing no objections, the minutes were approved.

Copies of the annual Nondiscrimination notices that the committee revised were distributed. Cynthia Convey informed the committee that the first notices went out in December paychecks and the balance would go out in January.

Cynthia Convey stated that the EEOAC would be making a presentation to the Coordinating Committee and asked what the Committee would like to report. The Committee determined that they wanted to report:

- Review and completion of Diversity Plan Components 1, 2, 4 and 7 has been completed.
- Plan Component 6 is on hold.
- John Gallant wanted to report that the Committee has made more progress in the last semester than in many previous years. He is proud of the progress and the collegial and diligent way that the committee is working together.

Cynthia Convey reported that data gathering is still in progress. However, it should be forthcoming within the next month or so. We will be reviewing demographic data on students, employees and hiring.

The next points to be covered will be the Selection Procedures and the training for selection committee members.

The Committee believes that a dedicated webpage to the EEOAC would be helpful. Everyone likes to know we're on the web. Cynthia Convey committed to making the web presence happen by the next meeting.

The Committee reviewed Plan Component 8 and began discussion of the training for selection committee members. There are two prevalent models:

- Train the selection committee as a unit at the beginning of the selection process. The advantages: everyone hears the same thing at the same time and the committee is “all on the same page.” The disadvantages: a person who serves on multiple committees may be trained repeatedly in a short period of time and this may not be an efficient use of time.
- Train the members periodically—recommended by the Model Plan as at least once a year. Our current model is silent but retraining at least every three years has been the goal. Advantages: committee members are trained with sufficient frequency and can fit the training into their schedule. Also, the PeopleSoft system has fields to track the training. Disadvantages: the current process requires the Diversity Officer to do the training and it is very time consuming.

The committee agrees that an automated training, preferably online should be the goal. The online training could be done periodically or with the committee as a group. The training should include the selection process that will be followed.

For the next meeting: copies of the college’s selection procedures were distributed and will be discussed.

Meeting adjourned.