

EEOAC MEETING  
September 1, 2009  
Library Conference Room -- LC-57

Present:	Lucinda Aborn	Lance Kayser
	Gary Cain	Michele Kingston
	Maggie Cordero	Cynthia Moriarity
	John Gallant	Cynthia Convey

The first order of business was to welcome Maggie back from maternity leave and welcome new members of this committee. Gary Cain, Coordinator of Student Judicial Affairs; Lance Kayser, CCFE representative; and Michele Kingston, CSEA representative joined the EEOAC this semester. We do not have a student representative to replace James Lee as yet.

Cynthia Convey recapped the progress of the EEOAC over the last two years. The Committee has completed the review/revision of the Management Selection Procedures, the Full-Time Faculty Selection Procedures and the Part-Time Faculty Selection Procedures. We will begin the review/revision of the Classified/Confidential Selection Procedures this semester. In addition, the EEOAC has made progress in writing half of the District's Diversity Plan; has reviewed the new Discrimination Investigation Procedure (AP 3435); and has reviewed and revised the annual Non-Discrimination Notice/Advisory. The Committee must complete the Diversity Plan by the end of the Spring 2010 semester.

The EEOAC has been particularly focused on the review and revision of the District's Selection Procedures because these procedures were noted in the accreditation review as being in sore need of review. The EEOAC is charged with the completion of this review by January 2010 in time for the March 2010 accreditation follow-up. This means that all of the procedures will be completed and must go out for shared governance review.

Previous committee members met with their constituent groups and assured the EEOAC that the shared governance review could be accomplished within a month. We would like to have the procedures to the constituent groups for comments soon. We discussed the fact that the most of the groups could receive the by mid-October and have their comments back by mid-November. However, ACCME only meets the first week of the month. Therefore, we need to finish the review of the Classified/Confidential Selection Procedures before the first of October. We will take the procedures to the constituent groups in October; will gather the comments in the first week of November; will complete the review of the comments in December; and will take the procedures to the Coordinating Committee for information only and then on to the Board of Trustees as information items.

In order to meet the deadline of finishing the Classified/Confidential Selection Procedure review/revision before October, it may be necessary to have an "extra" meeting on the fifth Tuesday of the month, September 29. We will discuss again after the meeting on September 15, 2009.

We began review of the Classified/Confidential Selection Procedure. Corrections to Section 2.3, Draft Job Announcement; Section 3, Job Announcements; Section 4, Appointments were made.

Dr. Aborn noted that when a classified employee was placed in an out-of-class assignment, there was not enough time to complete recruitment in 45 days. Ms. Convey noted that the Board requires any out-of-class assignment of more than 45 days needs Board approval. Dr. Aborn suggested that the procedure make that information clear.

Corrections were noted in Section 5, Recruitment. No corrections were noted for Section 6, Prohibitions to Serving on a Selection Committee. There was a discussion on Section 7, Selection Committee Composition, about faculty participation on Classified/Confidential Selection Committees. John Gallant said that the confidential group would oppose the participation of faculty. Confidentials are a small group and currently only 10 positions are filled and none work closely with or for faculty.

Michele Kingston said that CSEA would also oppose the participation of faculty on the Selection Committees. Ms. Convey pointed out that there is an inconsistent approach to the appointment of faculty on these committees and we need to be clear about the role of faculty in the procedures. Dr. Aborn said that she felt that her classified staff worked closely with her faculty as a team and that she wanted to have faculty included in a "team" approach to selection. The Committee discussed how some classified positions work closely with faculty and others do not. All agreed that providing guidelines for faculty participation was needed. The Committee agreed that we could include language which:

- Made faculty participation optional at the discretion of the supervising manager;
- Made faculty non-voting members of a Selection Committee;
- Limited faculty participation to the interview process only and limited the participation in the interview process to providing feedback during deliberations—faculty would not ask questions or score interviewed candidates.

Ms. Convey said that she would draft language which captured these ideas for review at the next meeting.

Meeting adjourned.