

## **Diversity, Equity & Inclusion (DEI) – February meeting cancelled.**

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### **District Services Leadership Council (DSL)**

**Wednesday, March 5, 2014**

1. Strategic Planning:
  - Update
  - District Services survey – *Results to be distributed late March/early April.*
2. Budget:
  - Planning Resource Requests
    - ◆ *Brian Nath asking for \$20k for technical training. Council asking for specific details regarding topic of training and who will receive training.*
    - ◆ *Ann Krueger requesting \$40k for marketing & an additional \$45k for misc.*
    - ◆ *Payroll asking for 15 – 20k for data entry expenses.*
3. Human Resources:
  - District Services recruitment update – *Marsha Edwards gave status updates on all District positions.*
  - Other updates – *Sue Rearic asked about committee composition differences between the colleges and the District. I shared the committee composition guidelines with the committee.*
4. Department updates:
  - Information Systems reorganization – *3 new I.S. positions: systems analyst & business analyst (2). This is in addition to the 2 new I.S. directors.*
5. Strategic Staffing Plan:
  - CAPS department update – *Frank Laveaga to become a CAPS supervisor.*
  - New critical staffing requests
6. District Services events and workshops:
  - Fun Friday
  - Workshop calendars
  - DEI – Women’s History Month in March
7. Items from the floor

**Next meeting:** Wednesday, April 2, 2014; 10:00 – 11:30 a.m. - DACR

**Human Resources Advisory Council (HRAC)**  
**February 27, 2014, 11 a.m. – 12 p.m.**  
**District Annex Conference Room**

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## Agenda

**Council Members:** Sahar Abushaban, Steve Baker, Lynne Davidson, Marsha Edwards (Chair), Kim Frost, Sue Gonda, Cindy Hall, Cheryl Houston, Diane Kew, Yvette Macy, Alicia Munoz, Lyn Neylon, Christina Tafoya

Recorder: Patty Sparks

**1. Welcome and introductions**

All members present except Diane Kew, Sahar Abushaban

**2. Why we are here?**

M. Edwards gave a brief review of committee purpose to give input on HR issues.

**3. The Why's of Best Practices-Members**

Discussed the training requirement for hiring committee members on best practices, which was a DEI recommendation.

**4. Concerns voiced at training**

The new training requirement and practices will be implemented on July 1. Members discussed difficulties in requiring the training before people can serve on a hiring committee. The training is a good idea, but is also another obstacle in getting people to participate. Members discussed the possibility of putting the training online, adding new information to address questions from the previous workshops.

Faculty and Classified reps voiced concerns that the new process was announced before there was a chance to get the word out and ask for input.

Members recommended the hiring committee training begin by explaining the workshop purpose:

- not to discriminate
- hire the best person for the job
- not to be sued

Members suggested using research to support the best practices and to put links to the research literature on the HR website and to add resources for hiring committee area.

Members suggested working to improve the hiring process to work better in highly political environments. Example- hiring committees are told they must put certain number of candidates

forward, but are also told you must approve all candidates that are moved forward. Sometimes the committee members do not agree to both.

**5. Addressing Concerns/Communication Plan**

Ran out of time, but agreed to later discuss how to let people know about changes and information.

**6. Frequency and next meeting**

Agreed to keep monthly meetings, but cancel if not necessary

**7. Round Table – no discussion**

**Next Meeting Date: March 27, 2014, 11 a.m. – 12 Noon, DACR**

**Human Resources Advisory Council (HRAC)**

**March 27, 2014, 11 a.m. – 12 p.m.**

**District Annex Conference Room**

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**Agenda**

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**8. Advertisement for Positions (added item)**

The *Advertisement for Your Position* forms were distributed listing places that are used to advertise Management and Supervisory, Academic, and Classified positions. The forms request rankings of publications for priority within budget. Academic, Management and Supervisory positions \$500, and or classified positions \$250.

Discussion:

- ACBO is more closely associated with community colleges than CASBO
- Job Elephant is advertising vendor is used to place advertising at a discount
- The Classified list has limited diversity outreach publications when compared to the Academic, Management and Supervisory lists
- Add Employment Development Department and Spanish publications
- For hard to recruit positions advertise in billboards and theatres.

**9. Hiring Smart**

Members discussed feedback from Hiring Smart workshop.

Discussion:

- Many requests for written hiring procedures and guidelines published to website and handout at first hiring committee meeting
- People surprised about requirement to take workshop
- Written clarification of hiring committee process
- Who and when is it appropriate to ask follow-up questions. Difference in each hiring committee. Okay to ask questions directly related to question, ask to clarify answer.
- Who calls references (hiring committee members, supervisor, chair)
- Who and when to tell internal employees they are hired or not hired, new procedure for supervisor to do this
- Need written list of discussion items supervisor can talk about to offer position, and what should be referred to Human Resources
- Add question to annual survey on Hiring Smart
- Who is in final interview
- What to do when employee gives negative reaction
- Training to ask performance based questions, sample questions
- Who determines interview questions, supervisor or hiring committee
- Requested consistent format, message, and written documents. People who attended more than one workshop came away with different answers.
- Many people felt the training clarified why we do things
- At end of workshop ask what other training do people want
- Did not feel I knew what I needed to know at end of workshop
- Need written guidelines
- Felt more inclined to serve on hiring committee

**10. Round Table-no discussion**

**Next Meeting Date: April 24, 2014, 11 a.m. – 12 Noon**

**Institutional Research and Planning Committee  
Workgroup Only Meeting in March**

**Next Regular Meeting (w/entire committee): September 8, 9:30-10:30 a.m., CC**