STAFF EQUITY & DIVERSITY COMMITTEE
Minutes—February 1, 2008
9:00 AM
City Café #2

In Attendance: Mitra Fabian, Debbie Gambrell, Jon Hanson, Chris Iwata, Julia Jolly, Kris Janssen, Angela Lambert, Rhonda Rios Kravitz, Michael Severson, Kathy Taylor

I. New hiring manual
   The Hiring Manual for Full-Time Faculty from the district was distributed and discussed.

II. New training sessions
   Julia will be conducting hiring training sessions for administrators and hiring committee chairs in February.

III. Changes in hiring process for spring
   A. There are three major changes for spring hires.
      1. The questions have to be completed before screening.
      2. We can now allow the candidate to ask questions at the end of the interview if the committee agrees to it in advance. The chair would answer these questions.
      3. If a candidate does not answer a question completely, the questioner may invite the candidate to reread it and respond.
         ▪ One way to prevent incomplete answers is to avoid long questions by breaking them up into bullets.
   B. Changes to the hiring manual from the district were distributed.

IV. Other
   A. It was suggested that we have a CD available for equity rep training. It would have to be approved by the district.
   B. Should we offer tours of the campus after interviews? It was suggested that they be coordinated through Robert Heisleman and be given by students. They would have to be consistent. We could have a video tour as a fall back, perhaps on our website.