I. Introduction of LaToya Daniels, ASG President.

II. Hiring Process – From prioritization to interviews
   A. Process begins with staffing needs established in unit plans. Student population numbers also affect Student Services requests.
   B. Requests are sent to Academic Senate who passes its prioritized recommendations on to the VPI or VPSS. Critical hires are at the top of the list.
   C. List discussed with deans and senate officers.
   D. Preparation of job descriptions and supplementary questions (if desired).
   E. Jobs posted by DO for 40 calendar days.
   F. Committee chairs are appointed by the Office of Instruction or the VPSS and committee members by the faculty senate.
   G. The Equity Officer then appoints an equity representative for each committee.
   H. The committee sets screening criteria and develops questions before screening begins.

III. Spring 2008 hiring diversity statistics
   A. 44% of new hires in SP 08 were from underrepresented groups (approximately 24% African/American, 10% Asian, 10% Latino)
   B. Discussion of reasons for increase in numbers from previous years – campus-wide cultural diversity initiative, diverse nature of our campus.
   C. Where we advertise – Online, California Community College Registry, Sacramento Bee, SCC Job line, referrals, special advertising from requests from faculty, HERC, community agencies, and other publications.

IV. Next equity rep training – Thursday, January 15, 9-11:00

V. Tabled for next meeting – Length of meetings and trainings.

Next meeting – Friday, December 5, 9:00-10:00, City Café #1.