

EIAC Minutes: October 15, 2014

In attendance: Rachel Ancheta, Rischa Slade, Tasha Smith, Richard Cross, George Olgin, Pei-Lin Van't Hul, Karen McCord, Peter Cammish, Annette Dambrosio

Absent: Judy Nash, Judy Yu, Luz Murillo

Meeting convened at 12:06 and the past three sets of minutes were approved.

Dambrosio stated that some time soon, the EIAC should review its own by-laws, but she does not have an electronic copy of these by-laws. She would search for hard copies and distribute to the EIAC. Also the EIAC webpage should be kept updated and she has sent minutes as soon as they are adopted to the SCC Webmaster. She has received the biography from the new student representative, Luz Murillo, and is awaiting her photograph (Shemilla will take her photograph); both the bio and the photo will be posted to the EIAC web page.

Jesse Branch has sent an email stating that it is difficult for him to make the meetings this semester (his work hours) and that he will have to resign. Group suggested that Dambrosio contact Amy Utt for a replacement Vets' representative.

The majority of the discussion centered on the how SCC will proceed to review existing staff and faculty hiring processes and procedures. Olgin is concerned that hiring has been a discussion item for over a year and EIAC has not acted to take steps to assist to revise existing policies and procedures.

Dambrosio pointed out that because of staffing turnover in HR, SCC has not been able to review the 4000 policies and procedures, but now, with a new AVPHR in place, there exists a proposed schedule for addressing the 4000 series. She suggested that we invite Dr. Larson to discuss EIAC ways in which EIAC can assist the process.

Various members stated that there have been some alleged irregularities in hiring policies, e.g.:

1. How does SCC determine who serves on hiring committees (diversity)?
2. What is past practice for determining diversity of hiring committees compared to present practice?
3. How can EIAC get more actively involved in reviewing hiring policies and procedures?
4. Do we have hiring policies and procedures for hiring temporary employees?
5. More training is needed for hiring committees so that equity is adhered to.

Smith recommended that we should determine that if there are alleged irregularities and state them; Slade concurred and recommended that we document (evidence) of alleged irregularities.

All agreed that EIAC wants to work with HR to address any irregularities and to ensure that hiring policies and procedures are being adhered to. Cross asked if there were different policies and procedures established for staff and faculty (answer is yes).

Dambrosio asked that if individuals had examples of alleged irregularities, that they should document them. Ancheta stated that HR is working as hard as they can (so much to do and the team is all new) and that new recruitments procedures for “seasonal hires” are being worked on, with Roger Clague, CTO.

Members of the group suggested that EIAC meet with Dr. Larson to discuss details of the timeline that will be set up to review policies and procedures and to determine how EIAC could assist with the process. It was suggested that an immediate interest was to review the composition of existing hiring committees (diversity) and to compare the current hiring committee composition with the past year (of if possible), two years.

Dambrosio volunteered to send out copies of existing Board hiring policies and procedures.

Meeting adjourned at 1:00 p.m.