Human Resources Advisory Council (HRAC)
Meeting Summary

Thursday, April 24, 2014, 11 a.m. – 12 p.m.
District Annex Conference Room

Marsha Edwards, Chair	DS	☒	Yvette Macy	DS	☒
Sahar Abushaban	DS	☐	Alicia Munoz	CC	☒
Steve Baker	GC	☒	Lyn Neylon	CC	☒
Lynne Davidson	DS	☒	Christina Tafoya	GC	☒
Kim Frost	DS	☒	Anne Krueger	DS	☒
Sue Gonda	GC	☒	*P. Sparks, Recorder*	DS	☒
Cindy Hall	GC	☒			
Diane Kew	CC	☒			

1. Hiring Smart Workshops – Participant Feedback, April 2014 **Edwards**
Marsha reported on the Hiring Smart Workshops for April 11, 14 (Classified Staff Appreciation Day) and 23 (in total, 48 people attended). She stated that it was very positive with high percentages (84% - 100%) of strongly agree and agree on the evaluation questions.

Marsha thanked the Council for their suggestions and assistance making the Hiring Smart Workshops so successful.

2. Document Review **All**
The Council made suggestions for the following documents:

Verbal Offers of Employment
Suggestions:
- Add a new bullet point: Telephone calls should be made by Supervisor or Administrator only;
- Remove "… does not apply to Classified positions;"
- Rewrite last paragraph in italics to incorporate that Supervisor/Administrator will contact HR Recruiter, letting them know they will be making the call (day and time).

Reference Check – Classified
Suggestions:
- Include "students," in question 3;
- Remove "… and in what areas could they improve?," from question 4;
- Add question: In what areas can the candidate improve if offered professional development?
- Place an * and include the following sentence "Should caller ask a reference about a specific skill or skill set, the question must be asked for each candidate."

Reference Check – Faculty

Suggestions:
- Incorporate, "Tell me about the candidate's interaction with Student Services staff and Library staff?
- Include faculty in question 4
- Remove "… and in what areas could they improve?," from question 4;
- Add question: In what areas can the candidate improve on if offered professional development?
- Place an *to include the following sentence "Should caller ask a reference about a specific skill or skill set, this questions must be asked for each candidate and their references."

Reference Check – Manager

Suggestions:
- Add students and union representative(s) to question 3.
- Remove "… and in what areas could they improve?," from question 4;
- Add question: In what areas can the candidate improve on if offered professional development?
- Add question: How many employees/staff did the candidate supervise;
- Place an *to include the following sentence "Should caller ask a reference about a specific skill or skill set, this questions must be asked for each candidate and their references."

Sample Interview Questions

Marsha stated that these are sample interview questions that can be used as-is or revised by hiring committees as appropriate.

Suggestions:
- First page, fourth heading, change Monitoring/Controlling to Monitoring.

Hiring Smart Workshop – PowerPoint

Marsha reviewed each slide of the Hiring Smart PowerPoint and asked the Council if they had any feedback.

Alicia stated that another data piece (another slide) regarding ethnicity within the job families be added – keeping in mind to separate Student Services faculty and Instructional faculty.

Sue requested that a "definitions" page for cultural competency be included.

3. Round table   All
To be addressed at the next meeting.

Next meeting date: Thursday, May 22, 2014, DACR