

Human Resources Advisory Council (HRAC)

Meeting Summary

Thursday, February 27, 11 a.m. – 12 p.m.
District Annex Conference Room

Marsha Edwards, Chair	DS	<input checked="" type="checkbox"/>	Cheryl Houston	DS	<input checked="" type="checkbox"/>
Sahar Abushaban	DS	<input checked="" type="checkbox"/>	Diane Kew	CC	<input checked="" type="checkbox"/>
Steve Baker	GC	<input checked="" type="checkbox"/>	Yvette Macy	DS	<input checked="" type="checkbox"/>
Lynne Davidson	DS	<input type="checkbox"/>	Alicia Munoz	CC	<input checked="" type="checkbox"/>
Kim Frost	DS	<input type="checkbox"/>	Lyn Neylon	CC	<input checked="" type="checkbox"/>
Sue Gonda	GC	<input checked="" type="checkbox"/>	Christina Tafoya	GC	<input checked="" type="checkbox"/>
Cindy Hall	GC	<input checked="" type="checkbox"/>	<i>P. Sparks, Recorder</i>	DS	<input checked="" type="checkbox"/>
Marsha Edwards, Chair	DS	<input checked="" type="checkbox"/>			

Commenced: 11 a.m.

1. Welcome and Introductions

Marsha welcomed the Council and each member introduced themselves.

2. Our Purpose

Marsha explained that this Council will address and provide input regarding specific issues related to Human Resources. Further she stated that for today she would like to bring “Hiring Smart” to the table. The Hiring Smart workshop was developed at the request of the DEI Council. We are mandated to provide EEO/diversity training for interview committee members. The training also includes some best practices.

3. Feedback

Marsha reported that although we have received a lot of positive feedback from the Hiring Smart Workshops, there have been questions regarding the “whys.” Issues or concerns from the workshops include:

- Ambiguity regarding new concepts
- Timeline – when are these changes effective
- Term “my preference” not clear

Marsha agreed that these issues need clarification and she will address them in future workshops. It was suggested that “my preference” be dropped from the presentation and “best practices” be used instead.

Marsha shared that one of the interests in introducing new concepts is to bring a more personal touch to the hiring process. She explained that the hiring supervisor will be asked to offer a position. Further, she explained that Human Resources will have scripts available to assist supervisors with communications.

Marsha reiterated that the function of checking references is invaluable as the caller will hear hesitations, etc. She also commented that bringing on new staff requires a lot of work up front, however the benefits of that hard work is immeasurable.

Addressing Concerns/Communication Plan

It was suggested that communication be more deliberate and to utilize the Academic and Classified Senates to help with communication.

The Council also discussed having an on-line version of Hiring Smart with a FAQ page. Marsha agreed that it could be done but also stated her preference for the workshop environment which allows participants to ask questions.

Frequency and next meeting

The Council agreed to meet in March.

4. Round Table

Not covered due to time constraints.

Meeting adjourned 12 p.m.

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