

College of Southern Nevada
Faculty Diversity Advisory Committee
Meeting Minutes - Nov. 18, 2008
3:00 pm – 5:00 pm
Building “K” Room 221
Charleston Campus



Call to Order: The meeting was called to order by Susana Contreras de Finch at 3:15 pm. The meeting was scheduled to begin at 3:00pm on Tuesday, November 18th in room K101. This room was double booked so this meeting was moved to room K221. Meeting started at 3:15pm.

Roll Call:

Anneli Adams
Thomas Brown
Barbara Burgess
Susana Contreras de Finch
Emma Harris
Ernest Spikes
Veronica McVoy

Not Present:

Bradford Glover (excused)
Laura Cortez (excused)
Hyla Winters
Linda Foreman
Rochelle Hooks
Larry Mason
Ruben Kilhuen
Sally Billings (excused)

Approval of Agenda: The agenda was approved with minor changes due to Rochelle Hooks' absence.

Approval of Meeting Minutes:

The meeting minutes from October 13th were reviewed with the following comments:

Discussion on item (D) as to the name of the committee. Should the name be the same as the office it supports "Diversity and Cultural Affairs"? This committee will not be an ad-hoc committee of the Faculty Senate. The word "inclusion" has been officially dropped from the name. This committee will keep the name for this committee was created prior to the development of Diversity and Cultural Affairs. This committee is an Advisory Committee to the Diversity and Cultural Affairs office.

Meeting minutes approved with minor corrections.

Announcements:

A. Susana Contreras de Finch was awarded the Outstanding Faculty at the El Dorado Awards on Oct. 14, 2008. El Dorado Awards was sponsored by Student Life and Leadership.

Unfinished Business:

A. Professional Development for faculty which is a component of the new faculty evaluation process can include Rochelle Hook's training session on diversity. – Rochelle Hooks
Unfinished Business not covered Rochelle Hooks did not attend meeting.

B. Present HR training PowerPoint presentation – Anneli Adams.

Anneli Adams presented a PowerPoint presentation on Search Committee Training. Training is mandatory for anyone to be nominated to a search committee. Handouts were given to all from Human Resources on Workshop Training for Volunteer Certification. Anneli Adams presented the package "Human Resources Workshop Training for Volunteer Certification", dated January 19 & 20, 2005 with information that a valuable piece, "Fair and Non-Discriminatory Hiring Practices" as was previously presented by Bart Patterson, has been omitted from current training. Current content changed to include diversity training of the search committee training process. In order to set on committee all CSN participants must have this training. Hiring practices and fair treatment not included. The recommendation was made to have Larry Mason revisit hiring procedure to include department's Subject Matter Experts and appropriate legal language. Thomas Brown reiterated that the requirements for the director of diversity were to be a nominating person. Information from Bart Patterson is important and must be contained at beginning to training. Material contained in the Affirmative Action Plan shows disparity in groups based on ethnicity.

Whose job is it to get Fair and Non-Discriminatory Hiring Practices included into the Search Committee Training? What should be done by the committee? The committee wants to make an informed decision.

Recommend to Larry Mason that we revisit the recruitment process, delivery content and training sessions. This is the best time to make changes to the process as we're in a hiring freeze. A letter will be written to Larry Mason to make such recommendations.

New Business:

Ethics training could include Diversity Training through CAPE.

Veronica is a new member. She has been at the college for 12 years in the Language department.

The next meeting will be in late January. Larry should be included in all of the meetings. Emma Harris will coordinate with Susana Contreras de Finch to pick the date and times for 2009.

Adjournment:

Meeting closed at 4:13pm.

Respectfully Submitted by Barbara Burgess and Emma Harris.