**Combined HRAC/DDEAC Meeting**

**November 1, 2017**

**HR Conference Room**

**2PM – 4:00 PM**

**In attendance:** Adrienne Hypolite, Alicia Cortez, Carolyn Holcroft, David Marasco, Dorene Novotny, Edmundo Norte, Karen Chow, Mayra Cruz, Myisha Washington, Pat Hyland, Scott Olson, William Baldwin

1. **Welcome**
2. **Progress on Hiring Procedure Updates**
   1. Classified: Mostly complete, biggest potential change – the addition of a mandatory second round interview.
   2. AMA: Waiting for the unit to review and approve
   3. Faculty: Full time procedures are nearly complete. Waiting for formal process for Part-time to be updated. Updates to PT may have influence on FT. After review both will be complete.
   4. Goal is for each group to bring proposed revisions to next HRAC/DDEAC meeting for compilation and review before forwarding to college governance groups for feedback
3. **Hiring Committee Training Update**
   1. Over 400 individuals have received training!!
   2. Discussion about the possibility of members of DDEAC becoming trainers – a number of DDEAC members expressed interest in participating
   3. Concern about some managers not prioritizing the work of hiring committee participation – hiring committees often progress slowly as other work priorities take precedent over hiring
   4. Discussion about the potential positive impact of redacting names from application. Could redaction extend to removal of graduation dates; institutions attended?
   5. Issue regarding managers continuing to stray from approved procedures – an example being a manager who has developed screening criteria without the input of hiring committee members. Noted that we do have formal procedure for hiring part-time faculty but it is not generally being used.
   6. Additional concern about reference checking – are candidates being accurately screened? Are managers reporting back to hiring committees about references (beyond “the references came back good.”); are hiring committee members being allowed to have input on what is asked in reference checking? Additional work to be done to emphasize the importance of accurate feedback.
4. **Goals for 17/18**
   1. Complete revisions to hiring procedures
   2. Review existing Equity Plans (district, De Anza, Foothill) to ascertain potential areas for collaboration between campuses and district on equity efforts
   3. Train members to be Hiring Committee trainers
5. **Other**
   1. Can we have a ½ day retreat to give us more time to discuss district equity efforts? Doodle Poll to follow
   2. Chancellor’s E4E Project (efforts by individuals or groups throughout the district to advance equity) next meeting is scheduled for November 14th)