

Strategic Planning Action Strategy
Team Meeting - Minutes
10/16/03
1:30-2:30
Ka Lama 209

Action Strategy

Goal #1, Objective #2: **Continue to recruit and retain a diverse faculty and staff.**

Team Leader: Robyn Klein

Team Members: Juli Umetsu, Bert Kikuchi, Kate Acks, Doris Yoshitake, Cheech Shurilla, and Kathryn Fletcher

Attendees: Juli Umetsu, Kate Acks, Kathryn Fletcher, Robyn Klein (Team Leader).

1. Aloha and Introductions
2. Distributed the handout - **Plan for Operationalization of Prioritized Action Strategies**
3. Discussed the role of team leader and team members as described in the handout
4. **Analysis of Current Position:**
 - What do we currently do to recruit and retain a diverse faculty and staff?
 - Decided that we need to define "diverse"
 - Agreed that we will use the EEOC definition of "diverse" since EEO laws govern the implementation of policies and procedures for "diversity"
 - Discussion ensued about existing advertising policies and procedures for new hires
 - Discussed differences in selection process for "permanent" employees and "temporary/lecturer" employees
 - General consensus was that we currently do recruit a diverse faculty; not so sure about the more temporary types of positions (not even sure if that is possible due to the nature of job combined with our geographic limitations)
 - Discussed whether salary impacts our ability to recruit a diverse faculty and staff
 - Discussion ensued about whether we do enough to retain faculty and staff (diverse or otherwise)
 - Do we have a diverse faculty and staff?
 - The consensus was that the we have as diverse a faculty and staff as we can have based on our applicant pools for the positions that we hire for
5. **Identify Target:**
 - Revisited, as detailed in the MCC Strategic Plan:
 - Core Values
 - Mission
 - Vision

6. Explore Options:

- What will we do in the future to recruit and retain a diverse faculty?
 - We decided to collect information on the current recruiting methods by our next meeting
 - We postponed a detailed discussion of the items listed below until we have reviewed current policies and procedures,
 - Establishing possible
 - Goals
 - Strategies/objectives
 - Extending mentoring program to include lecturers (Juli Umetsu agreed to pilot this with Robyn Klein as her mentor)
 - Conduct exit interviews
 - Link retention tightly to hiring process to ensure that we hire the best possible individual for the position
 - Ensure a thorough and tight hiring process in order to assist with retention

7. Determine tasks to be completed by next meeting and the individual(s) responsible for the completion of the task.

- **Kate Acks:**
 - E-mail Debbi Brown and Debbie Winkler to find out what can be done to have MCC's TLC become a statewide Civil Service testing site in order to speed up the process of hiring Civil Service staff and to increase the pool diversity
- **Robyn Klein:**
 - Obtain EEO definition of diversity
- **Juli Umetsu:**
 - E-mail Debbi Brown requesting the information on what we do currently to recruit and retain a diverse faculty and staff

8. Next Meeting: Wednesday, 10/29/03, 3:30 pm - 4:30 pm in Ka Lama 209