

Strategic Planning Action Strategy
Team Meeting - Minutes
11/19/03
3:30-4:30
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: Kate Acks, Kathryn Fletcher, Robyn Klein

1. Aloha
2. Reviewed 10/29/03 minutes. No changes were made.
3. Determine status of tasks accepted by 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
 - **10/29 Status:** Kate has spoken to Debbi and Debbie in the past and will e-mail Roz Baker by the next meeting.
 - **11/19 Status:** Need to e-mail Roz Baker
 - **Robyn Klein:**
 - Obtain EEO definition of diversity
 - **10/29 Status:** Robyn has researched the EEOC web site and not found an actual definition of diversity. She will look into the UH definition by the next meeting.
 - **11/19 Status:** UH definition relies on the EEOC definition
 - **Juli Umetsu:**
 - E-mail Debbi Brown requesting the information on what we do currently to recruit and retain a diverse faculty and staff
 - **10/29 Status:** Juli e-mailed Debbi Brown and received a brief reply that she will e-mail to team members within a few days.
 - **11/19 Status:** No Report
4. Tasks and Updates for 11/19/03 Meeting:
 - **Kate Acks and Kathryn Fletcher:**
 - Research exit interviews used by other UH campuses (if any), other colleges and universities, and private businesses

- **11/19 Status:** Kathy F. brought copies of HCC and KCC interviews. Interviews are sent to central location at UH.
 - Determine if the various unions represented on campus will allow exit interviews
 - No action taken
 - **Juli Umetsu and Cheech Shurilla:**
 - Develop a mentoring program for part-time faculty and part-time/full-time lecturers
 - **11/19 Status:** No report
 - **Robyn Klein:**
 - Develop training workshop on interview procedures
 - **11/19 Status:** Created a summary sheet of Screening Committee Procedures
 - Review and revise the screening committee hand-outs for distribution to Unit Chairs, Department/Division heads, and Admins
 - **11/19 Status:** See item above
5. **Miscellaneous:** Team agreed that a delivering constructive criticism workshop is needed and agreed on the critical nature of New Faculty Orientation.
6. **Next Meeting:** Wednesday, 12/03/03, 3:00 pm - 4:00 pm in Ka Lama 209