

Meeting Minutes: Diversity Committee June 12, 2014

Present: Angela Palmer, Nicholas Campau, Leroy Wright, Amy Otteson, Renee VanderMyde,

Absent: Angela Garrey, Matt Chaney, and Mickey Albright

Guests: Matt Olovson

Recruiting for Diversity: Matt Olovson:

Leroy explained that our goal is to recruit a diverse and qualified applicant pool for any open positions that we may have within our departments. He handed out two resources. One was an article titled, "Recruiting for Diversity: Strategies for Success at the University of San Diego," and the other was titled, "Diversity Committee Discussion Point."

Matt Olovson thanked our division for having these type of discussions and stressed the importance of putting more thought in our recruitment strategies. He handed out a packet titled, "Inclusion Advocate Seminar Advancing Equity in Ferris Personnel Practices," and briefly highlighted on some of the pages within. Matt explained that it is important for any hiring committee to review the efforts of the last posting process and evaluate its success. He noted that it is important for a hiring unit to come up with their own affirmative action goals and good faith efforts to appropriately diversify staff and meet AA goals. Matt also shared a utilization analysis which showed where females and minority groups were underrepresented in categories of job group. He advised our department to use active ways of posting positions instead of passive ways; such as reaching out to different places to post such as Blacks in Higher Education or in Post Tribal Newspapers. Another important tool to utilize when posting for a vacant position is to include thought in the language of the post. Matt suggests that when writing a job posting, we should stay away from words like "excellent communication skills," and instead replace such a phrase with "effective communication skills." He also warns of using words such as "dynamic" or "energetic." He reminds us to ensure that our efforts our action based and intentional, instead of simply creating a statement within the posting that communicates our desire to recruit a diverse pool of applicants.

Nick will have the student employees of Student Life research resources for recruiting efforts that our division may use.

It was suggested that HR have a list of such resources available to anyone posting a vacant position at Ferris. It was suggested that we share this feedback with HR and ask for linkable resources if possible.

Leroy suggested that when hiring for a vacant position within Student Life, he will want to see the places that the job was posted as well as what intentional actions the department used to recruit a diverse staff.

New Committee Member: Angela Palmer asked the committee if they would be opposed to inviting Leigha Compson to serve our committee. Angela Garrey suggested having her on our committee because her current position at Ferris aligns nicely with our committee's continuing efforts. The committee was in favor of having Leigha join us. Angela Palmer will send an email asking her to join our committee and invite her to our next meeting.

Submitted by: Angela Palmer
Administrative Assistant to the Dean of Student Life