

## **Diversity Committee Minutes February 13, 2002**

Members present: Bartanen, Bates, Bristow, Gibson, Orlin, Nowak, Royce, Scott, Washburn, West

Guest: Beverly Smith, Human Resources

The meeting opened up with general announcements. R. Gibson congratulated N. Bristow on her powerful Mortar Board-sponsored "Last Lecture." J. Royce echoed those sentiments.

I. West passed around a flyer announcing a program on campus on March 9, entitled "Assistance Dogs, Disability, and the Law." This program is presented by the Community Involvement and Action Center (CIAC).

The meeting was called to order at 2:05.

The first item of business was a report about the presentation of the draft Diversity Statement to the Staff Senate. I. West reported that there was a lot of discussion by Staff Senate of the statement, but no one in the group put forth a motion to endorse. Some of the issues raised included whether the statement would serve only as window dressing and not have any real effect on campus; whether the statement possibly portrayed the campus as having achieved more in the diversity sphere than we have, and whether the statement ought to include how the aims will be achieved. The Staff Senate also questioned the lack of staff involvement in the process of drafting the statement.

Committee discussion revolved around how to respond. Several suggestions were made. The committee came back to the topic at the end of the meeting and decided that B. Bates, as chair, will contact the chairs of both the Student Senate and the Staff Senate and discuss how to proceed with this. It was suggested that B. Bates attend a Staff Senate meeting and maybe some members of the original drafting committee be present as well. (Those members were K. Bartanen, K. Bobby, J. Royce, B. Pierson.)

The second item of business for the meeting was a presentation from Human Resources on recruitment tools and support.

R. Gibson started out by thanking (in absentia) K. Bobby for having provided the UW recruitment guidelines. HR has found this a valuable resource, both as an affirmation of the strategies used here at UPS and as a source of good ideas. She asked members to suggest other resources they may come across.

R. Gibson provided a statistical report (Nov-1-2001) of the numbers and percentages of employees by job category, race, and gender. The percentage of people of color at the University is 13.8% (93 people). These employees are mainly concentrated in the Secretarial/Clerical, Technical/Paraprofessional, Skilled Craft, and Service/ Maintenance sectors (68 people).

B. Smith provided a summary of the strategies for advertising positions at the University. The discussion centered primarily on faculty positions. Vacancies are listed regionally and (for national searches) nationally in various lists. HR uses comprehensive list of colleges and universities and sends vacancy announcements to the HR office and / or Career Center and to the appropriate academic department.

HR has maintained a 24/7 telephone job line for a number of years.

In the last few years, the Web has emerged as a significant tool for recruitment. The HR website posts all faculty and administrative vacancies (and has started this year to post all vacancies). Puget Sound is a charter member of higheredjobs.com, an organization that now has 630 institutional

members. We have posted over 100 vacancies on that site in the last three years. The site is getting an increasing amount of traffic.

B. Smith contacts new chairs when a search arises in the department to go over the steps of a search. At this time, they discuss how to communicate with targeted populations. HR encourages departments to contact their professional organizations and use the newsletters and other contact information for any subgroups of targeted populations within the professional organizations. They are also encouraged to use the listservs to which they subscribe to post the vacancies.

There is now a national database and website for minority faculty on which we post vacancies. We also take out a grouped ad (usually is at least half a page) in the fall in both *Hispanic Outlook* and *Black Issues in Higher Education*, if timing and the number of positions available warrant such ads.

The faculty recruitment guide used by departments is updated annually after being looked over by Terry Cooney.

R. Gibson emphasized that personal responsibility is crucial to successful recruiting of a diverse applicant pool for faculty positions. Faculty and departments are urged to make use of their personal connections and networks to get the word out, such as making phone calls or sending emails to faculty colleagues and department chairs at other institutions, asking them to put the word out and also to suggest possible candidates.

At the conclusion of the presentation, committee members asked questions:

1. What effect do our educational benefits have on recruiting? Some staff members with AA degrees expect to complete their BA while working here. That is sometimes difficult to do since classes are in the daytime. The diversity of the student body is enhanced by staff children attending Puget Sound through tuition remission scholarship program.
2. Do we have statistics on the applicant pool? R. Gibson will provide those to the committee. They break down the pool by race, ethnicity, and gender. However, not all applicants provide this (voluntary) information, so the largest percentage is in the "unknown" category. Only about 50% of faculty candidates provide the information. Since this information is confidential, R. Gibson can share only aggregated data with search committees. There was a brief discussion on how one might be able to identify ethnicity from information on the c.v.
3. Do we have any idea of the actual national availability by targeted groups in various disciplines? HR does have access to such data.
4. Do search committees really care about recruiting a diverse pool of applicants? Yes, they do. But faculty are very constrained by time and may not go beyond the traditional recruiting activities. When Terry Cooney meets with search committees, he urges them to look at affirmative action resources and to try for diversity in the pool.
5. Do we know why we are turned down by applicants of color? We only have the stats. Perhaps Terry Cooney has some anecdotal data.

The committee decided to invite Terry Cooney to attend the next meeting to discuss issues of recruiting faculty applicants of color.

The telephoning subcommittee will report at the next meeting.

Respectfully submitted,  
Carrie Washburn