

**Graduate School
Equity and Diversity Committee**

June 12, 2008

Time: 3:00-4:30

Location: Rm. 350, Bascom Hall

Center/Members Present: Institute on Aging/Gayle Love, Antarctic Astronomy and Astrophysics Research Institute/Terri Wipperfurth, Aquatic Sciences Center/Tina Yao, Arboretum/ Molly Fifield-Murray, Bio-Technology Center/Wayne Davis, Biotron/Peter Vanderveer, Graduate School/ Maya Holtzman, Molecular Virology/Marchell Hill, Physical Sciences Laboratory/Nancy Dopkins, Primate Research Center/Susan Baculik, Research Animal Resource Center/Barry Standorf, Space Science and Engineering/ Matthew Gunshorr, Synchrotron Radiation Center/Esther Olson & Joe Bisognano, UW Press/Russell Schwalbe, Waisman Center, Patricia Mitchell.

Center/Members Absent: Laboratory of Molecular Biology/Michelle Holland.

Convene: Chair Esther Olson convened the meeting at 3 pm.

Minutes: unanimously accepted as amended

Announcements:

- A3RI will be changing its name to The UW IceCube Research Center effective July 1, 2008

Presentation: Adin Palau – Recruitment Manager

He shared ideas and also asked for input from the group, wants to know how his position can help the UW as a whole and our individual units. Acknowledges that there is no one formula for all situations, the needs are diverse and so a variety of approaches are needed. He's trying to explore that diversity and also identify challenges. The purpose of his positions is to assist with recruitment of academic staff, classified staff and faculty. Within these areas there is a desire to increase diversity...but where do we find applicants? There are also challenges with the recruitment process in general.

Thus far he has:

- Met with a variety of people and groups (administrators, HR staff & Movers & Shakers) to identify concerns and begin tapping into their networks
- Talking to communities where future employees may be found...wants to know how we can better serve their needs.

What he's learned:

- Recruitment on campus is decentralized, need to do a better job of sharing best practices and other resources. Is hoping to create a committee to facilitate this.

- Need to improve the Employment website. It's difficult to get to and negotiate and it is not inviting (too white).
 - Is working with communications to make changes. Would like to add more about the culture of the institution (have employees tell stories emphasizing the positives) and demystify the process of applying for jobs by explaining jargon, possibly providing "How To's" and improving labeling of links and other information available at the site.
- Also wants to develop recruitment packets that could be taken to conferences or sent to potential applicants

Questions from Committee:

- If we go to conferences should we contact his office for resources/guidance? Not yet, but that is a service he wants to provide.
 - Currently assessing tools that could be made available for this.
- What about the cost of recruiting? Is there a way to get more support from the university?
 - He's working on this. His office needs to know publications that departments are advertising in. Making deals is definitely possible
 - Units need to track how people found out about a job, but the university also needs to help.
 - We can help now by asking our HR folks to create a list of publications used for recruitment, as well as identifying conferences and organizations we attend/contact when recruiting.
 - Additional related comments—
 - Also need to work with the communities we recruit in so we understand how they distribute them and we can then help them to know what to do with our job announcements if needed.
 - Central HR is working on creating a register where people can report their interests and then get email announcements that may be of interest to them.
 - Can we create "How To" of steps to follow to get a job at UW?
- You took this job without a budget, what are you doing to get resources?
 - Communications has been helpful. He's also hoping to partner with departments.
 - Wants to create online store of resources that departments can use and perhaps purchase.
- Are you focusing on a recruitment website or a UW website in general?
 - Currently just working on an employment portal.

Reports:

- Esther met with Dean Cadwallader and gave him a copy of the report. It was a good meeting, he's pleased with the progress we're making. She hasn't heard who he wants the report to go to. She'll send a follow-up message with a list of people we think should get it. They also talked about how we could get resources, if we get him a proposal he will entertain it. He's willing to meet with us again. We talked about

scheduling something for September or October when we know our priorities for the year. If we want a meeting with the directors he will set it up.

DISCUSSION ITEMS:

- **Finalize Sub-Committee assignments.** Current committee assignments will stand. If a committee member has limited time, they should try to be available for consultations. We will also try to use monthly meetings for sub-committee work.
- **Finalize annual report to Dean:** Minor corrections made, Esther will ask local support staff to help bind and distribute. Decided not to distribute internally until Esther notifies us of the Deans approval.
- **Loose ends?** Nothing to tie up. Esther received email from Nelson Balke regarding the 2006-2007 survey of work done by E&D committee work. She'll let us know if she needs any help.
- **Meeting Dates and Locations – 2008-2009:** We'll continue to meet on the 2nd Thursday of the month, but our meeting time is earlier – 2:30-4:30.
- **Plan 2008-2009 Activities:** Sub-committees will take time at the next meeting to consider possibilities and make recommendations.
 - At next meeting review the list from May 11 before our next meeting. Focus on potential actions. Try to generate a mix of long and short term goals.
 - There are two levels of activity to pursue, share best practices with our centers and influencing the university. We want to set goals for both.
 - Read email Tina sent re: Damon Williams

Next Meeting on July 10 at 2:30 in 350 Bascom Hall

Adjourn: Meeting was adjourned by Esther Olson at 4:15pm.

Respectfully submitted by Gayle Love