



## Grad School Equity and Diversity Committee Meeting

**Date:** Thursday, August 11, 2011

**Start/End Time:** 2:00 – 3:30 PM

**Location:** 350 Bascom Hall

### Attendees

Karen Aune (PSL), Michelle Holland (Molecular Biology), Marchel Hill (Molecular Biology), Laurel Bacque (Ice Cube), Anita Herrick (Ice Cube), Anne Moser (Aquatic Sciences Center), Peter Vanderveer (Biotron), Eric Thompson (SSEC), Joanne Brown (Primate), Sheila Hessman (Institute on Aging), Toni Gunnison (UW Press), Carey Hannan (RARC), Carrie Arneson (Waisman Center), Joe Bisognano (SRC), Esther Olson, Chair (SRC), Wayne Davis (BioTech Ctr), Nina Porcaro (BioTech Ctr)

**Special guest:** Adin Palau (OHR) speaking on campus recruiting

### Note Taker:

Anne Moser, ASC

## Minutes

### Welcome, Minutes, Announcements, Agenda Review

Meeting called to order at 2:10 PM. Minutes of previous meeting were approved without corrections. A slight change was made to agenda to allow special guest (Mr. Adin Palau) to present first on the agenda.

### Mr. Adin Palau – Campus Recruiting Update

Mr. Palau is developing partnerships across campus in support of recruitment and is happy to present to our committee about his efforts.

In the past year, his office retooled several platforms for recruitment. His goal in any project is to save the university money and assist units in finding the right resources for recruitment. Mr. Palau mentioned that the efforts he is taking can be broken into two levels – macro-approaches and micro-approaches.

**MACRO-APPROACHES:** Mr. Palau demonstrated two recently retooled resources for use by units.

#### 1) Newly revamped website for jobs at UW-Madison <http://jobs.wisc.edu/>

Top navigation on the site has been redesigned so that users can find the information they want quickly under the main headings (JOBS, LIVING IN MADISON, ABOUT UW-MADISON, BENEFITS).

Mr. Palau then highlighted some key items:

- A calendar showing places where UW-Madison will send representatives for recruitment is

shown right on the front page. For example, a future event for UW Madison recruitment is the NAACP Professional Development Conference.

- The search box is located right on the main page and is searching across all listed jobs. The next phase of updating this site includes search engine optimization. For example, search results will be more refined and will show which positions are classified and which are not classified.
- A future project of this website update will be to provide profile pages for individual departments – where they can list welcome information, vacancies, etc.

**2) OHR Recruitment Toolkit <https://recruitment.wisc.edu/>**

A rich website of information available to UW-Madison community. Access to the materials is via login using employee's NetIds. Mr. Palau demonstrated some useful resources on the site:

- Recruitment resources – including materials on how to communicate with applicants.
- Badger Connectionc - searchable database of about 1000 recruitment resources. Database provides the ability to find the most relevant advertisement resources for a particular opening. The database contains resources with negotiated agreements for the UW community (ie. Madison.com, Science Magazine). Mr. Palau mentioned they are in talks with the Chronicle of Higher Education to create a negotiated agreement also. Database includes new media resources such as LinkedIn. Mr. Palau is happy to hear input from subject specialists for additional links to relevant resources in different fields. It was mentioned that Molly Fifield-Murray developed a list a few years ago of recruiting sites for our centers that may be of use in the database.
- Promotional projects for use in hiring (including folders, inserts, etc)
- Branding materials – ie. Logos, DoIT information, etc.
- Calendar of events where UW Madison will have a booth. This calendar feeds the jobs website above.

**MICRO APPROACH:** Mr. Palau emphasized the direct assistance his office can offer to units. His office recently worked with the UW Police Department in recruiting efforts and they are happy to help other units as well. Mr. Palau showed some examples of nice promotional materials available for units to use in recruiting. He mentioned they are also able to tailor those materials for individual units.

**ANNOUNCEMENT**

Esther is resigning from her position as chair of the group as of the end of September. All agreed she has done a great job. She asked that everyone think about who might possibly be her replacement – whether it is someone from the group presently or someone from the outside is still undecided.

## **WEBSITE UPDATE**

Communications subcommittee met in July to iron out some details relating to the redesign of the committee's website. It was noted that the graduate school, where the website resides, is in the process of updating their entire site and will probably present templates for our committee to use.

The committee presented a potential new architecture for the site. Sections for the new site include HOME – ABOUT – GOALS – GLOSSARY – BEST PRACTICES – TOOLKIT. Some questions were raised about this new schema:

- 1) Does a glossary already exist? (Maya Holzman in the Grad School is working on one right now).
- 2) Was the "goals" section a legacy piece? (It is currently in our operating procedures).
- 3) Is the toolkit really needed now, after seeing the demonstration by Mr. Palau of all the great resources coming from his office? (Not decided by the committee but there was a sense in the discussion that perhaps Mr. Palau's materials can replace our toolkit).

Laurel Bacque also mentioned that the committee is looking at doing some usability testing on the current site to take a look at what materials are on the site now, what is useful to staff, etc. She will start with a staff member at ICE CUBE. She shared some of the scenarios she has written up.

## **OPERATING PROCEDURES**

An updated operating procedures document was handed out. Esther mentioned that she met with Dean Cadwallader and discussed her replacement. The new chair can be either appointed by him or nominated by the committee. It was suggested that the new chair has some experience in human resources, some connection to the Graduate School. A question was raised on what the time commitment was for the chair position and Esther estimated about 10 hours per month. A decision will have to be made by the end of September. Esther asks that the new chair have a strong commitment to the committee and the desire to develop a strong relationship with Damon Williams. She suggested anonymous nominations would be accepted. In sum, she said she was very proud of the work of the committee.

## **ADJOURNMENT AND NEXT MEETING**

Meeting adjourned by Esther at 3:31.

Next meeting:

Thursday September 8th

2:00 – 3:30pm

Special guest: Damon Williams, Vice Provost for Diversity & Climate, UW Madison.

## **TALKING POINTS**

- 1) Share resources presented by Mr. Palau with appropriate staff in centers.
- 2) Mention that work continues on the website and updates are being made to operating procedures.