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INTERNAL PROMOTIONS AND HIRING DTF CHARGE

The Management Team wants to revise the "Guidelines for Filling a Classified Position in the Library," taking into consideration the consensus of the Library Group members about opportunity for internal promotions. The charge to the Internal Promotions and Hiring DTF is in two parts:

1. To identify and clarify the issues within the Library concerning promotions and hiring.
2. To make recommendations to the Management Team that address these specific issues; taking into consideration HEPB rules and regulations and the campus Affirmative Action/Equal Opportunity Policy.

The following data will be useful as a starting point:

1. Minutes of the Management Team for May 17, 1979.
2. First Edition editorial of March 23, 1979.
3. Responses to above by Rita Cooper and Jovana.
4. "Guidelines for Filling a Classified Position in the Library." (Rev. 3/28/79)

The DTF should plan to present an interim report of its findings on item #1 to the Management Team by September 1 and a final report of its recommendations (item #2) by October 1, 1979.

EDITORIAL: PROMOTING FROM WITHIN

(Mike)

The recent handling of the vacancies for the positions of Slide Curator and the Library Technician III in circulation have left a sour taste in my mouth and others as well. The procedures used to fill these jobs seemed drawn-out, over wrought and pretentious. Assuredly when a position is vacated here, or at any other state agency or in private enterprise it is mandatory for the administrators to find the best qualified candidate. But there are limits to this. Especially when there are eligible men and women in the library qualified and willing to accept these positions. Was it really necessary to put ads in Oregon and California newspapers for the position of Slide Curator, to have such an elaborate and costly interviewing panel, to be so crass to those members of the Library group applying for these positions? No offense is intended to those who have filled these vacancies. The main concern of mine is the low morale it has caused not only to the directly affected members but to the Library group as a whole. There is, to my mind, a feeling among the classified staff that the administrators do not have faith or trust in their co-workers ability or talents and that this is a sign not to bother to apply for jobs that are vacated. I believe this to be a vital issue and would appreciate any comments anyone would like to offer.

JOKE OF THE WEEK

(This week's Joke is submitted by "Dean" in Acquisitions.)

It seems this guy named Bob needed somebody killed. He did some looking around and found that most hired killers were just too expensive. Bob was getting pretty frantic when a friend told him about a guy named Arty who kills people for \$1.00. Well, Bob took no time in contacting Arty and sure enough, Arty would do the job for a buck. Arty needed to know some of the guys hang outs, but Bob only knew one thing about the guy, that he goes to Safeway for lunch everyday. Arty said "Great, that's all I need to know." So Bob gave Arty a picture of the guy, and the dollar, and the deal was set. Arty staked out the Safeway the next day and sure enough this guy shows up. Not thinking to clear, Arty just ran right up and strangled the guy. When he was through, he noticed that a box boy had seen the whole thing, so Arty ran over and strangled him too. Just when he thought everything was alright, he noticed another witness, and he, of course, strangled her too. Arty decided he better beat it, but soon as he got out the door, the cops nabbed him. The next day in the paper the head lines read... "ARTY CHOKES 3 FOR A DOLLAR AT SAFEWAY".

PERSONALITY PROFILE

(Al)

This week's personality profile goes all the way upstairs in my madness of alternating between the upstairs and downstairs people. Our guest of honor is Kathy Earl. Kathy is a graduate of Evergreen and in case some of you don't know it, she is now the Wheel What's In Charge of Periodicals. Now that's no small task. Born and raised in the Chicago area, she started her college education at the College of DuPage near Glen Ellyn, Illinois. Having known about Evergreen and upon visiting a friend in this area, she decided to give good old Evergreen a try. She studied such literary subjects as, Romanticism, Shakespeare and Middle English. She still likes to attend the Ashland Shakespearean Festival but hopes to attend the Strafford Theatre presentations this summer. Other than that, Kathy likes to knit, crochet and read. Her current big thing is Mexican cooking. She admits to being a closet Pinochle player too. One of her claims to fame is that she is a member of the original Library Cheerleading Squad. You win the grand prize if you can name the rest of the squad. Sis, Boom, Bah Humbug.

MANAGEMENT TEAM REPORT

(Phoebe)

The March 27 meeting of the Management team was all business. April 1 is the date for the rotation of officers and, as of that date, Eileen will be the chair, Pat will be the recorder, Chas will be the observer, and George will occupy the much coveted "rest" position. Mary chaired her last meeting, and, as usual did a fine job. It is my personal observation that the management team is really "going" now and that the merits of this formal management do indeed outweigh the liabilities. I urge every member of the library group to consider running for my spot on the team which I will vacate June 30. Everyone has something to contribute and I can assure you that, as a member of the team, you will be heard! Think it over!

(Jovana)

Mike's editorial in last week's First Edition expressed concern about the hiring procedures used in the Library to fill vacancies. The editorial also raised questions about when we promote from within or recruit from outside.

First, in order to clarify the procedures followed in filling a position, attached is a copy of "Guidelines for Filling a Classified Position in the Library." I prepared these guidelines with the help of the Personnel Office about two years ago. This is the procedure that is currently followed in filling a position in the Library. I am referring these Guidelines to the Management Team for review and revision.

Secondly, in order to understand our institutional position at Evergreen and the requirements of the Higher Education Personnel Board rules and regs, I asked Rita Cooper to respond. The memo below contains Rita's comments.

Finally, I want to make a brief statement about my own feelings on this subject. Dave and I are the official "hiring authorities" for the Library. This responsibility is, in turn, delegated to the Area Coordinators and/or the supervisors to whom the vacant position reports. I feel very strongly that the supervisor should have the authority and responsibility to fill the vacant position within HEPB rules and regs and Affirmative Action guidelines.

In addition, I feel that we need to create and maintain a real career ladder in the Library and to provide promotional opportunities for our employees. Several of the people now working in the Library have applied for promotional opportunities and have been promoted to their present positions. The Library also needs, however, to retain its ability to attract fresh talent from outside. This includes recruiting Third World employees. There needs to be a balance between these two. People working in the system should be able to understand how it works, how their rights are protected, and that it is fairly equitable to all.

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| 21. | G.I. Overseas | 21. | Tricycle | 10. | Reading Between the Lines |
| 22. | See-Through Blouse | 17. | Mind over Matter | 9. | Neon Lights |
| 23. | Space Program | 18. | He's Beside Himself | 8. | Three Degrees below zero |
| 24. | Just Between you and me. | 19. | Backwards Glance | 7. | Split Level |
| | | 20. | Life After Death | 6. | Uptown or Downtown |
| | | | | 5. | Crossroads |
| | | | | 4. | Long Underwear |
| | | | | 3. | I Understand |
| | | | | 2. | Man Overboard |
| | | | | 1. | Sandbox |
| | | | | | Puzzle Answers: |

THE EVERGREEN STATE COLLEGE

TO: Jovana Brown
FROM: Rita Cooper

To discuss the procedure for filling vacancies only with "employees who are willing and able" to perform, suggests that a mini spoils system should be adhered to, or alternately, we should use the union model of strict seniority. I can't agree or limit myself to responding to the contents of the Editorial. I can, however, discuss what I think about the issue of promotional preference -- which is absolute versus open recruitment for vacancies.

The HEP Board requires us to consider only promotional candidates for positions below range 56, if 3 qualified permanent employees apply and pass an examination with the minimum score possible of 70. Further, the HEP Board permits an employing official to accept an "incomplete certification," which means that, if one permanent employee were available and passed the test, that person could be hired without competition.

I believe that we should encourage employees to enhance their background in any area of professional interest they have. We do that by providing release time, reduced tuition fees, grants for outside course work. We should enhance the professional background of employees by temporary appointments at higher levels to enable employees to thereby meet minimum qualifications for future openings.

I do not believe in an absolute preference system where an outside applicant who receives a 100% on the exam didn't get an interview, but 3 promotional candidates who received scores of 70, 71, and 73 all get to interview. I would have a percent preference for promotional applicants similar to that of veterans' preference.

I view all positions as belonging to the State of Washington and the taxpayers all should have equal access to the fruits of their taxes.

The federal agencies require that we set a target for recruitment, employment and promotion of members of the "protected classes" -- i.e., handicap, Vietnam vets, minorities and women. Further, that if your community recruitment is unsuccessful, you must for certain positions broaden your "recruitment pool" until you are successful.

Our Evergreen Affirmative Action goals and time tables suggest we should be at particular levels in regard to women and minority employees.

A different sort of discussion needs to take place regarding our obligation to "members of protected classes." Because we have an institutional requirement to enhance our Affirmative Action profile and we are governed by both federal and state law in regard to Affirmative Action, we have not been very successful in recruiting minority employees -- we get few openings, average 1½% per month.

The jobs are usually the lowest paid jobs -- therefore making it difficult for anyone from Tacoma or Seattle to afford to relocate or commute. Therefore, when we do get a bona fide opening -- one with less than 3 qualified permanent employees, we utilize these to try to recruit for women and minorities. We have been fairly successful recruiting women, but unsuccessful in hiring handicapped and minority employees. I want to recruit more, not less!