

Human Resources Committee
Meeting Summary
March 27, 2009, 2:00 – 3:30, B9-120

Members Present: Sandra Comerford (Chair), Bernard Gershenson, Natasia Kapuniaia, Kathy McEachron, John Martinez, Yuriy Sushko

Members Absent: Eileen O'Brien

Guests Present: *None.*

Action on Agenda: *No Changes.*

Action on Meeting Summary: *None.*

Issues Discussed: Introductions were made to our new student representative, Natasia Kapuniaia.

Suggestion: The Committee was assigned to read specific chapters of the Educational Master Plan and share the relevant information relating to the goals and mission of the HR committee.

Kathy McEachron was assigned **College Community: Qualitative Data**. She reported that two primary tools are used to gather qualitative information which are standardized surveys and focus groups. The data gathered from these two techniques is to learn more about human behavior; specifically, how students learn, think, read and work at CSM. Several surveys have been sent from the Student Speak Focus groups and questions range from good and bad issues at CSM to what improvements can be made. The information from these surveys and focus groups that pertain to the HR committee are: Student retention, limited number of full time faculty, lack of facility maintenance staffing, adding additional courses for signature programs and on-line classes. Kathy suggested that the committee obtain copies of these surveys as part of our data gathering.

Kathy also reported on **Planning**. The planning chapter consists of planning efforts to ensure the college meets the student's needs and responds to changing educational needs. CSM needs to align resources to achieve these goals which are similar to the HR committee tasks. The chapter consists of the goals and plans of the Strategic Plan, Ed Master Plan and all of the committees. Kathy suggested that the committee members read page 169 on the summary of College goals. Also, the chapter consists of the Strategic Plans goals, objectives and desired outcomes. She mentioned that there was too much information for retention.

John Martinez was assigned **College Community: People & Programs**. He reported on the CSM employee profile which consists of 676 total employees, 149 are classified, 140 are full time faculty, 19 are Administrators and the balance of 368 are part time faculty. The equivalent is 2.8 adjuncts to one full time faculty. 97.6 percent of the college's operating budget is devoted to salary and benefits. There are large numbers of adjunct faculty that are in the 56-66+ retirement age bracket. If the faculty retire, maybe that will give CSM extra money for other programs. However, because retirement decisions are so personal it is hard to forecast for any budget savings.

John also discussed Campus Security and Transportation. Campus security should be centralized. Does each campus need a chief or would a lead work just as well for budget savings. What is the student to officer ratio? Do we need more security officers? We have to look at the needs of each college and try to rely on the resources we already have. Transportation is a big issue for many students that go to school at other campuses. Maybe more full time faculty should teach at Canada and Skyline. Thinking outside the box, maybe the faculty might shuttle between campuses utilizing any shuttle service available to students. Sandra Comerford, Chair, responded that it would be a huge liability for CSM not to mention each college would have to interview the faculty for their department at each campus. They would basically be commuter faculty and would miss department meetings and the feeling of fitting in.

John Was also assigned **External Environment: Trends and Competitors**. He reported that the highest percent of computer use is in the bay area. Where will CSM's program development go based on this information? With the broadband use, distance learning will be on the rise. Also, with so many students getting degrees' in the technology field, will there be jobs when they graduate? This data may be useful to the committee.

Bernard Gershenson was assigned **Student Outcomes**. Each year 4000 students take the placement tests in English and Math. Of that figure, 400-450 students take the ESL placement test. Only 20% of full-time faculty teach basic skills courses. Questions we may need information on: do we need smaller classes, do we need more tutoring and counselors to help bring up our success rate. Students take 2-4 basic skills classes, how many of those are taught by adjunct faculty?

Bernard was also assigned **Instructional Program**. Enrollment is down so an obvious option is a more varied course schedule and program offerings. Some options may be to revitalize the honors program. Expand math labs, offer more classes during the afternoon: 1:00-4:00 pm and look at software to help students when they are not in the lab classes.

The compressed calendar was discussed. The additional semesters or intercessions will need more faculty and classified employees. Payroll already changed summer processing from once a month to bi-weekly. No time to take vacations. What will the additional cost be?

Yuriy Sushko was assigned **The External Enviroment: Location & Demographics**. This chapter is about the population and growth in San Mateo County. It shows the number of high school students enrolling at CSM but there has been a decline these past few years. As the UC's are cutting students, hopefully CSM will benefit. **CSM's Student Profile** shows that 49.5% are female students and 48% are male.

All HR members should read **College Community: People & Programs** on page 79-82.

Sandra Comerford reported for Eileen O'Brien on **Student Services**. Her report of Student Services was geared toward data we may need to collect from PRIE. Such as: the ratio of student service employees to instructional employees, the ethnic and age make up of faculty, staff and administration, student/faculty ratio for teaching and for services and what is the ratio at other community colleges. How many employee's at CSM hold more than one position and what percent of students take on-line courses?

Sandra Comerford discussed the changes to the Human Resources Mission and Task Statement. Several bullets were changed to define the HR mission as some of the statements

reflected missions and tasks of other committees. The changes will be sent to the co-chair, Susan Estes, for approval.

Actions Items:

Suggestion:

Discussion	Action	Person(s) Responsible	Timeline
Arrange for PRIE to meet with HR Committee	Contact PRIE for availability	Sandra Comerford	April 29
Need to ensure that HR strategies align with those of IPC	Report on IPC meeting	Sandra Comerford	April 29

Agenda for Next Meeting:

- *Approval of March 27 meeting notes*
- *Meet with PRIE – John Sewart, Milla McConnell-Tuitte*
- *Report on IPC meeting regarding strategies to include in HR committee*

Next Meeting: *April 29, 2:00 – 3:30, B9-120*

Summary Prepared by: *Kathy McEachron*