

**Human Resources Committee
Meeting Summary
May 18, 2009, 2:00 – 3:30, B16-141**

Members Present: Sandra Comerford (Chair), Bernard Gershenson, Kathy McEachron, John Martinez, Natassia Kapunia, Yuriy Sushko, Eileen O'Brien

Members Absent: *None.*

Guests Present: *John Sewart and Milla McConnell-Tuite.*

Action on Agenda: *No changes.*

Action on Meeting Summary: *Not reviewed.*

Issues Discussed:

PRIE Orientation:

- Milla McConnell-Tuite passed out a Human Resources Committee Orientation to PRIE sheet gave a brief overview of the activities from the time CSM was placed on warning to the creation of PRIE. She gave an overview of its rationale and history, key projects and support for planning efforts.
- All program reviews are now posted on PRIE.
- PRIE ensures that CSM meets certain standards:
 - Evidence of the college being an "effective institution" as per the Accreditation team
 - That all of our forms and documents are consistent
- In managed hiring now
- Sandra asked if HR committee can know how we compare with other colleges in terms of percentage of FT faculty in different divisions/programs: **Answer:** No because each college reports their faculty differently. Some report those on sabbatical leave, etc. and some don't so not able to compare the same information.
- John asked if we, as a committee, could make recommendations about what immediate openings might be available and where hiring takes place. **Answer:** Milla said that our scope as a committee should be broader than just considering immediate openings and retirees.
- We inquired about whether we could find out about current positions which would give us an overview of what we have now:
 - Number of tenured faculty and adjuncts
 - Number of FT and PT classified staff
 - Number of administrators
 - Number of open positions (place holders) in classified, management categories

Review of Forms:

- Milla distributed materials regarding PRIE:
 - **Office of Planning, Research, and Institutional Effectiveness (PRIE)** – provides an overview of PRIE's background, mission, technical assistance, dissemination and grant support.

- **Key concepts for Institutional Planning at CSM** – provides a definition of strategic planning. A company’s strategic plan defines its direction in making decisions about allocating resources. It’s a disciplined effort to produce decisions and actions that shape and guide the institution.
- **Common Elements of a Strategic Planning Model** – identifies planning components and the corresponding planning environment at CSM.
- **Key Terms in any College Plan Development** – provides definition of goal, objective, strategies, activities or actions. A SMART objective is: specific, measurable, achievable, relevant, and time-bound.
- **Creating Issue-Specific Institution Plans: An Overview** – includes information about goals and objectives, recommendations, and priorities and components of institution-wide plans.
- **SWOT Analysis** – is a strategic planning tool used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or initiative.
- **FT Instructional Faculty Ages By Years of Service** -- matrix
- **Adjunct Instructional Faculty Ages By Years of Service** -- matrix
- **CSM Institutional Planning Committee Structure and Membership** – Shows the reporting structure of College Council, IPC, Academic Senate Governing Council to College President. College Council has been in place for 15 years, but IPC and the six institutional committees reporting to it are part of the new planning model.
- **CSM Institutional Plan Relationships**
- **CSM Planning Cycle** – Shows the accreditation term from 2005/06 – 2016-2017
- 30% of courses offered at CSM are in English and math fields so we can project the number of FT and PT faculty needed
- Bernard stated that as a committee, we may be able to make recommendations about minimum competencies for adjunct faculty including the use of email and voice mail, although we may not be able to implement this recommendation.
- Yuri suggested that we may need to recommend that some depts. have a higher ratio of FT to PT faculty.
- We need to consider making a six-year HR plan starting 2008-09.
- Eileen asked if an all student survey could be undertaken to find out areas of dissatisfaction.

IPC Committee Update:

- Sandra said that at the last IPC meeting, that no separate HR priority was established, but it will fall under #4 of the core CSM strategies as a strategic step.

HR Committee Planning Document:

- Sandra presented a rough draft of the HR Plan which included revisions from our previous meeting.
- New revisions were identified on the plan, but had not been implemented yet.
- We identified additional areas of revision.
- Sandra will forward to the VP, Instruction, this draft, but only the first three columns.

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
Review HR Plan Draft	Make revisions	Entire committee	Sept 9

Data Requirements	Develop list of ideas/ data requests for PRIE	Entire committee	Sept 9
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Agenda for Next Meeting:

- *Approval of May 18 meeting minutes*
- *Continue working on the HR Plan and submit it*
- *Send ideas and data requests to John Sewart and Milla McConnell-Tuite*
- *Report on IPC meeting developments*

Next Meeting: *Sept. 9, 2:30 – 4:00,*

Summary Prepared by: *Eileen O'Brien*