



HRS PLANNING COUNCIL

MINUTES

The meeting of the Human Resource Services Planning Council was held on Tuesday, November 25, 2003, in SU-18. The meeting was called to order by Dr. Jack Miyamoto at 3:30 p.m.

Roll Call

Members Present: Dr. Jack Miyamoto, Carmen Eckman, Suzanna Grenz, Nancy Horio, Erin Messersmith, Patrick O'Brien, Jennifer Paris, Mary San Agustin, Jenny Akins

Members Absent: Helen Johnson, Terri Canela

1. The meeting was called to order at 3:30 p.m. by Dr. Jack Miyamoto, Chair of the Committee. On motion by Mary San Agustin and Suzanna Grenz, the minutes of the November 11, 2003 meeting were approved.

2. Procedure for Evaluating Classified Employees

The Committee reviewed the latest draft of the Procedure for Evaluating Classified Employees. Patrick O'Brien noted that wording notifying the employee and supervisor that the evaluation was not completed within the 45-day period was omitted in #4. Jack said that he will make the change and add the wording. The Committee did not recommend any other changes.

3. District Strategic Goal – Hiring a More Diverse Faculty

The Committee began discussion on the District goal intended to improve the diversity of newly hired faculty. Jack gave the Committee the background for the strategic goal, indicating that it had its genesis in the Accreditation Team visit last spring.

Nancy Horio reviewed with the Committee the District's full-time faculty hiring statistics for the previous year, as well as the breakdown of the ethnicity of our full-time faculty since 1988. Data was gleaned from the District's Institution Research information.

Nancy also reviewed with the Committee the Faculty Advertising Resource List developed in Employment Services. This list is used by faculty and Employment Services when advertising for new faculty positions.

The District is currently recruiting for 10 new faculty positions and will be recruiting for an additional 8 faculty positions this spring semester.

Nancy also mentioned that the District is now a part of the Higher Education Recruitment Consortium (HERC) and Nancy is the District contact person.

The Committee continued to discuss issues surrounding the current practice of faculty hiring as it relates to increasing diversity in new faculty hires.

The meeting was adjourned at 4:30.

**Next Meeting:
December 9, 2003
3:30 – 4:30
SU-18**