



**HRS PLANNING COUNCIL
MINUTES
MARCH 9, 2004**

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 9, 2004, in room SU-18. The meeting was called to order by Dr. Jack Miyamoto at 3:30 a.m.

Roll Call

Members Present: Dr. Jack Miyamoto, Jenny Akins, Terri Canela, Eloisa Castro, Suzanna Grenz, Nancy Horio, Kathleen Morrison, Patrick O'Brien, Jennifer Paris, Mary San Agustin

Members Absent: Carmen Eckman

Guests Present: None

A. Minutes

1. The Committee approved the minutes of February 10, 2004. The Minutes of December 9, 2003, were distributed to the Committee for review and for approval at the next meeting.

B. Old Business

1. Institutional Review

Jack distributed the draft of the Human Resource Services Institutional Review Report for 2003. The Committee was asked to review the report for possible approval by the Committee at the next meeting. Mary San Agustin suggested adding, Streamlined the Student Hiring Process, under the "Program accomplishments for last academic year" list. Jack said he would add that accomplishment to the list.

2. HRS Budget

Jack indicated to the Committee that the passage of State Propositions 57 and 58 provided the possibility of the District receiving additional funding for the 2004-2005 year. To that end, Jack is recommending to the Committee that HR request an additional \$22,000 to the "roll over budget" for 2004-2005. These dollars would replace the funding given up during the budget cutting agreement for 2003-2004. Mary San Agustin felt that HR should also request additional funding to provide training District-wide. Mary sees HR as the responsible office that provides training for the entire college community and additional request for funding would be appropriate. Jack said that the training budget for the entire college was only \$35,000; an increase would be needed if staff training needs are met. Jack said that he would get with Nancy and Eloisa to discuss where budget increases might be appropriate and bring them back to the Committee at the next meeting.

Jack said that the budget needs to be approved by the HRSPC by the end of April. (*In checking the actual dates, Planning Councils need to approve budgets by April 20, 2004; the SPC will begin budget discussion on May 4 and 11, 2005*).

C. New Business

1. Develop Specific Recruitment Action Plan

Jack provided the Committee with several handouts dealing with recruitment of minority faculty. The documents gave examples of how other institutions are dealing with the recruitment and hiring of minority faculty.

Jack indicated that he wanted to the Committee to begin to craft a recommendation on specific activities that Employment Services could undertake that would hopefully improve the diversity of our faculty pools.

2. **Generic College Brochure**

Mary San Agustin suggested that Employment Services generate a generic recruiting brochure with photos of showing the richness of our student diversity. The brochure could give the usual demographics of the district and community. The Committee felt that this was a good idea.

3. **Website**

Patrick O'Brien said that in today's technological world, websites speak volumes. Patrick noted that Palomar's website needs to depict more diversity and that HR's individual website should also reflect our diversity. Kathleen Morrison said that the pictures need to be natural and not staged.

4. **Adjunct Faculty Workshops**

The Committee suggested at a previous meeting that HR should again offer hiring workshops for adjunct faculty. Nancy Horio said that she provided such workshops along with other faculty in 1995. Patrick provided some members of the Committee with an adjunct hiring workbook from Cypress College.

The Committee requested the following:

- Diversity of our adjunct faculty (Grenz)
- Informal notice to department chairs and deans to commit to improving our diversity in all faculty hires.
- Kathleen Morrison suggested that we contact the lesser known minority institutions of higher education.

Nancy Horio, again gave a brief description of our involvement in HRC.

D. **Action Items**

E. **Legislative Advocacy**

F. **Reports of Constituencies**

G. **Other Items**

The meeting was adjourned at 4.30 p.m.