

***Meeting Minutes***

**HUMAN RESOURCES ADVISORY GROUP**

May 2, 2017, 4:30 PM – 6:00 PM

Business Building Room #B5, COD Campus

43500 Monterey Avenue, Palm Desert CA  92260

**Attendees: Marne McCluskey, Heidi Turner, Celeste Smith, Kris Hopping, Anita Jones, Bob Holmes, Felix Marhuenda-Donate, Pamela Stegeman, Michelle Richards**

**Regrets: Beth Wilbrecht, Rosemary Anaya, Dania Gonzalez**

1. Welcome and Introductions – **the meeting opened at 4:35pm with introductions around the table**
2. Review minutes from last meeting
   1. Approval of minutes – **Motion to approve HR and CIS meeting minutes made by Marne McCluskey. Motion seconded by Kris Hopping. Unanimous approval by attendees**
3. Discussion of Advisory Group role, purpose, and membership
   1. What is the current role/purpose? **Group discussed role of Advisory group and agreed that it was to help with identifying jobs for graduate, assist in bringing in speakers for classes, open opportunities for students to attend monthly PIHRA meeting, continue working with PIHRA on student scholarship(s), advise COD on curricula. Other roles may evolve over time. Group believes they should be flexible in their role.**

**During discussion, group identified monthly PIHRA meetings as excellent opportunities for students to hear from practitioners and speakers about real world issues being addressed by HR professionals in the area. Although the cost for these breakfasts are only $15, Anita and a few others agreed that they could sponsor students, allowing students to attend for free. Bob noted that professors could offer extra credit for HR students as added incentive to attend these meetings.**

**Additionally, the group encouraged both professors and students to attend CAHR (California Human Resources Conference). This event takes place in 2017 on August 28-30 in Long Beach.**

* 1. Should we be connected to other HR professional groups (PIHRA, SHRM, other)? How? **Heidi recommended we encourage accounting students to connect with DHAA**.
  2. What should the future role/purpose be? **See above.**
  3. Who should be on this group based on new role? **The group identified a number of individuals and/or business sectors for inclusion on this Advisory Group: Sly Zelness (spelling?), Banking, Healthcare, Landscaping, Government, Casinos (Terry Zerrel?)**

**Pam will follow up with the group on specific contacts in each sector and information on the individuals listed above. We will also incorporate a student representative.**

* 1. Election of Chairperson – **Kris Hopping agreed to serve as our inaugural Chairperson. Term for this position will be one year**.

1. Curriculum & Program Review and Discussion:
   1. Human Resource Generalist – **In addition to the current curriculum, the group would like to see students acquire the skills to learn how to research issues, read laws, network with peers across a company and between companies, gain buy-in on projects, utilize business resources appropriately.**

**The group would like to have a graduate of the program come to speak with the group regarding “knowledge (s)he wished had been included in the program” in order to evaluate other material for the program.**

**They would like students in this program and the Office Assistant and Office Professional programs have the skills to use Outlook, Publisher, and Access (as a way to understand the concept of databases).**

**The group would like students to be more professional by the time they acquire their certificate. Celeste noted that their company had just hired 50 students from Rancho Mirage HS and found them to be very professional. She credits some of their professionalism to the posters on the topic displayed throughout the facilities. She suggested we look into incorporating those posters into our campus or classrooms.**

* 1. Office Assistant – **see above**
  2. Office Professional – **see above**
  3. COD Internship Process – **Michelle Richards discussed the process of developing an internship through COD for the students to earn credit. She also solicited information regarding the opportunities and difficulties faced by employers when taking on an intern. Michelle will be following up with some attendees on these issues during her sabbatical next year.**

1. Certificates’ value in the Coachella Valley business community
   1. Has anyone hired or come in contact with graduates? **Some folks have had limited experience with graduates. They believe the information gained in the program is valuable and will help someone wanting to move into HR, although generally the graduates will still start as the HR assistant. But it will, at least, help them get into the department, where they can demonstrate their value and learn “real world” HR skills to help them move up the department. Most of the group noted that they did not generally hire someone into the HR department without previous HR experience.**
   2. How can we increase awareness of the graduates? The program? **Not discusse**d
   3. What role can this program play in the growth/improvement of the local talent base? – **see above**
2. Additional discussion topics

**The group asked COD to investigate the possibility of offering an Human Resources Management AA for Transfer degree. Recognizing that many of the graduates of this program would probably choose to work directly after earning the degree, the group noted that most HR departments require higher level employees to have BA degrees. An HR AA for Transfer degree would allow students the flexibility to go back and earn their BA at a later point.**

**Pam asked the group about the value of offering a “study course” for the SHRM-CP and SHRM-SCP certification. Overall, because of the rigorous nature of the certification exam, they believe those certifications demonstrate a high level of knowledge and dedication to Human Resources. They also suggested we investigate the HRCI certification program. A study course to help students prepare to sit the certification exams would be of great value. Those qualified to sit the exam must have 1-4 years HR experience, depending on the level and type of their education. Presumably, those interested in such a course would be drawn from HR departments across the valley.**

1. Adjourn – **The group adjourned at 5:55pm**