



<b>Human Resource Advisory Meeting</b>		
<b>MINUTES FOR Wednesday, May 23, 2018</b>	<b>4:00pm</b>	<b>Business – Room B4</b>
<b>Members Present:</b>	Holmes, Robert – Adjunct Instructor, COD Hopping, Kris – HR Manager, Desert Water Agency Johnson, Ilene – HR Business Partner, Fitzgerald and Mule Jones, Anita – HR Manager, CVMVCD Romero, Pablo – CIS Instructor, COD Stegeman, Pamela – Business and HR Instructor/Chair, COD Thompson, Brian – CTE Projects Director, COD Williams, Beth – HR Director, Fisherman’s Market and Grill	
<b>Recorder:</b>	Bailey, Prudence – CTE Transitions Specialist, COD	

**AGENDA**

<b>1. Call to Order/Roll Call</b>		
<b>2. Action Item</b>		
<b>2.1 Approval of May 2017 Minutes</b>		
DISCUSSION	None. Motion to accept the May 2017 minutes as provided made by Brian Thompson. 2 <sup>nd</sup> by Pablo Romero. All in favor of motion.	
CONCLUSION	Motion carried. Minutes for May 2017 approved	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>3. Current Curriculum and Program Review and Discussion</b>		
<b>3.1 Human Resource Generalist</b>		
DISCUSSION	Pamela Stegeman provided an overview of the Human Resource Generalist Certificate (see handout) and solicited input of anything new that should be considered to be changed or included in the curriculum. <ul style="list-style-type: none"> <li>• Beth Williams suggested staying in the know of current, national news within the HR sphere. Example: #MeToo movement</li> <li>• Anita Jones noted that soft skills are missing in the newer generations and are important to include in curriculum.</li> <li>• Brian Thompson identified there is a need to address and find ways to mend cross-generational differences in the workplace</li> <li>• Pablo Romero added that the cross-generational dynamic is very prevalent in the classroom, as well.</li> <li>• Discussion ensued about the newly passed ruling by the supreme courts to uphold arbitration.</li> </ul>	
CONCLUSION	Soft-skills are very important as well as figuring out ways to effectively manage a multi-generational environment.	
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>
		<b>DEADLINE</b>
<b>3.2 Office Assistant morphing in Business Information Worker (BIW)</b>		
DISCUSSION	Pablo Romero shared that the office assistant certificate changing to Business Information Worker (BIW) which is in-line with the State’s initiative. The new	

	<p>program is currently in review at the State Chancellors Office. Much of the curriculum will be the same as the existing program with a few additions that can be quickly implemented, once approved. The program will start in the semester immediately following approval.</p> <p>Brian noted that the old program was in need of some rebranding. To remove the “office” secretarial dead end connotation.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>3.3 Office Professional morphing into BIW - Manager</b>			
DISCUSSION	Same as 3.2		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4. New Program Development</b>			
<b>4.1 Digital/Social Media Marketing and General Marketing</b>			
DISCUSSION	<p>Discussion ensued about the importance of digital / social media marketing. New curriculum will need to be developed since the only marketing course being offered is a general marketing course.</p> <p>There was also discussion of the importance of customer service skills for most jobs in the area</p>		
CONCLUSION	The group unanimously agreed that a digital / social media marketing course and a customer service course will be valuable for employment		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4.2 New World of Work</b>			
DISCUSSION	<p>Brian Thompson presented information on a new regional grant program called “New World of Work” College of the Desert will be implementing. The program consists of 10 skills needed in the workplace. Students will earn digital “badges” for completion of each skillset that can be added to their LinkedIn profile. There are two modules for each skill.</p> <p>Successful completion of a skillset will earn digital badge and allow employers to verify the student’s competence which will provide a verifiable badge for prospective employers.</p>		
CONCLUSION	All HR professionals agreed this is a great program and tool prospective employers can use. They would like to see either a stand-alone course and/or these skills incorporated into other COD courses		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
MORE INFORMATION ABOUT THE PROGRAM IS AVAILBLE, BY REQUEST TO BRIAN THOMPSON.		Brian Thompson	
<b>4.3 Application and Information Systems</b>			
DISCUSSION	Pablo Romero discussed the new alignment of pathways which will separate the existing Information Technology (IT) program to create an IT program and a new Application and Information Systems (AIS) pathway.		

CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4.4 BIW Specialties</b>			
DISCUSSION	<p>Pablo Romero presented there are currently two specialties within the BIW program that have been identified for development – BIW – Legal and BIW – Medical.</p> <p>All HR professionals agree that legal and medical specialties are very viable for our area and also suggested hospitality be considered for an additional specialty.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Look into adding Hospitality as a BIW specialty		Pablo Romero	
<b>5. Connecting HR Professionals and Students</b>			
<b>5.1 Students attending local PIHRA events</b>			
DISCUSSION	Discussion ensued of ways for students to attend PIHRA meetings. Monthly event held at Woodhaven Country Club. Suggestion was made to “prepay” for students attendance at the meeting.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Speak with PIHRA Treasurer to identify process of pre-paying for students to attend the meetings.		Ilene Johnson	
<b>5.2 Other opportunities to connect HR professional and students</b>			
DISCUSSION	Kris suggested bringing HR professionals in to speak in the classrooms. For online students, questions from students can be gathered then submitted to an HR professional to answer. Or students could participate in an online chat/blog with HR professional.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE

<b>6. Additional discussion topics</b>			
DISCUSSION	None.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>7. Adjournment:</b> Meeting adjourned at 5:15pm			

NEXT MEETING:

Pamela will advise when the next meeting will occur.