

CABINET ROUNDTABLE ITEMS
HUMAN RESOURCES
October 28, 2009

DIVERSITY RECRUITMENT

Sondra Cannon, Employment Specialist, participated in the Delaware State University Job Fair sponsored by Career Services with 65 other vendors. The vast majority of the vendors were employers seeking to fill vacancies, a few were graduate schools looking for students and the remaining vendors were sharing information / services to the students. The focus of the fair according to Career Services Director Robin Roberts was to provide not only a recruitment activity, but to offer career planning information to all students so that they may more realistically plan their course of study and career choices.

While a specific segment of the fair was set aside for alumni, participation was limited and those that did come were from disciplines for which we are not actively recruiting faculty. The majority of the fair participants were freshmen, required to attend by their orientation class and a few seniors seeking Winter Session internships.

Contact was made with an Associate Dean in the Graduate school who took copies of our vacancy announcements for distribution. Since this school participates in *Simplicity* for on-campus recruitment, the positions are being posted for follow-up with candidates interested in the specific positions in our current recruitment.

GOVERNANCE

Diversity Council

In response to the charge from the Governance Steering Committee to plan and implement diversity-related programming, the Council has developed a multi-pronged Diversity Action Plan that was presented to the Forum on October 6th. During that presentation a theme for 2009-10 was announced – *Discovering the Power of Diversity @ Brookdale*.

The action plan consists of 1) formal diversity / workplace training; 2) potential online diversity training; 3) event / speakers with diversity focus; 4) *Brookdale Conversations*; and 5) Diversity competition. The *Conversations*, an outgrowth of the diversity blueprint developed in 2008, will include the following: “Discovering Diversity @ Brookdale” – a panel discussion; “Implementing a One Brookdale Strategy for My Department” – a facilitated discussion among faculty, staff and administrators; “Nothing Succeeds Like Success: Students Who Closed the Gap” – a panel discussion with graduates who have successfully pursued bachelor’s and other advanced degrees; and “Exploring Roles in a Multi-Cultural Environment: Adding to the Power” – a facilitated discussion about individual responsibility in building an inclusive campus environment. The Diversity competition is focused on the student view of diversity at the College. They will be asked to submit original works about diversity for cash prizes and recognition for use by the Diversity Council in promoting the various aspects of diversity.

The Council is also collaborating to promote activities offered by the Holocaust, Genocide and Human Rights Education Center. We are also working with the Professional Development Committee and the Student Life Board to co-sponsor diversity- related programming. Currently the PDC is collaborating with the Council to present a Lunch & Learn “Celebrating Diversity” facilitated by Janet Khanlian on Monday December 7th 11:30am – 1:30pm.

Professional Development Committee

The Professional Development Committee will be presenting at the Forum next week, November 3rd, on the status of its charges this year. To date, the committee has reviewed the FY11 goals of the College's strategic plans, including the Matrix, the ESMP, ITSP, and the PD Blueprint. Using this information, the annual survey has been revised, identifying trends identified in these documents and soliciting campus wide input. Additionally, the survey solicits feedback for in-house workshops, including data gathered from administrative professional development goals and faculty PPOs. The survey will be available at the Forum and on-line on November 3rd.

As noted above, the PDC is collaborating with the DC on a December 7th program and planning another collaboration around the movie, Spinning into Butter.

Resource Allocation for the Committee is another charge about which the committee has begun research and exploration. Assessment of changes made last year will be completed. New ways to ensure alignment with the themes and priorities and qualitative decision making about funding requests are being considered.

Recommended programming to date includes the following: Supervisory Workshops – multiple programs targeted to both new and veteran supervisors; Grant Writing; Presentation Skills Using Power Point; Working Effectively with Different Work Styles – Myers Briggs Assessment; The Melting Pot – (Collaboration with the Diversity Council); Spinning into Butter – (Collaboration with the Diversity Council); Faculty Showcases – 4 in total for year, topics TBA; Stop the Cheating – Encouraging Academic Student Honesty; and Workplace Ethics

EMPLOYMENT UPDATE

Jackie Kugit and Teresa Silletti, from Human Resources, participated in the job fair held at Brookdale last Tuesday (October 20th) that was sponsored by Monmouth-Ocean Development Council, Jersey Shore Association for Human Resources, Brookdale Community College (Development, Governmental and Community Relations Department) and the Monmouth County Board of Chosen Freeholders. The event was held from 4 p.m. – 7:00 p.m. and approximately 55 employers were present. Two seminars were offered on interviewing tips that were well attended by the public. Human Resources' representatives spoke with approximately 100-125 individuals to share available opportunities, including the faculty openings for 2010 and adjunct/ hourly needs. Overviews of the benefits of working at Brookdale were provided along with information on how to use the online system to create a job profile, complete an application/attach documents, and to search for any future openings.

CLASSIFICATION STUDY

Position Descriptions Questionnaires (PDQs) were due to the immediate supervisor on Friday, October 23rd. We are pleased to have heard from a number of supervisors who have reviewed the documents and are working with their direct reports in an effort to ensure that the PDQs are complete, accurate, and responsive to the information requested. Steve DeDomenico is the project point person and has met with several department employees to assist them in the process. **Our thanks to Cabinet members who are keeping on top of this also!!!!**